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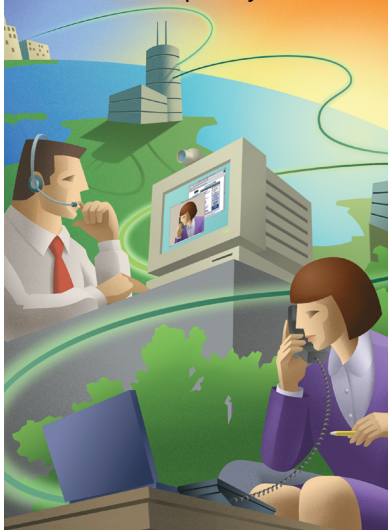
78-12635-01
DOC-7812635=

Quick Reference

Cisco IP Phone 7960/7940 for Survivable Remote Site Telephony



Basic Call Features

To place a call:

- Lift the handset and dial the number.
- Press a line button and dial the number.
- Press a speed-dial button (if your phone is configured with speed-dial buttons).
- Press the SPEAKER button and dial the number.
- Press the NewCall soft key and dial the number.

To answer a call:

- Lift the handset.
- Press the line button associated with the call.
- Press the Answer soft key.
- Press the SPEAKER button.

To end a call:

- Hang up the handset.
- Press the SPEAKER button.
- Press the EndCall soft key.

To place a call on hold:

- During an active call, press the Hold soft key.
- To return to the call, press the Resume soft key.

To redial the most recently dialed number:

- Lift the handset and press the Redial soft key, or simply press the Redial soft key to activate the speakerphone.

To change between handset and speakerphone during a call:

- *Handset to speakerphone:* Press the SPEAKER button and hang up the handset.
- *Speakerphone to handset:* Lift the handset.

To mute a call:

- Press the MUTE button.The MUTE button automatically lights, indicating that the calling party cannot hear you.
- To turn off mute, press MUTE again (or lift the handset).

Call Transfer

1 During a call, press the Transfer soft key. This places the call on hold.

Note: Press the Resume soft key to return to the original call.

2 Place a call to another person by dialing the number.

3 The call is transferred.

4 Hang up.

Volume Controls

To adjust the volume for the current call:

- Press the up or down VOLUME button to increase or decrease the volume of your handset, headset, or speakerphone.

To adjust the volume for all calls:

1 Press the settings button.

2 Press the up or down VOLUME button to increase or decrease the volume of your handset, headset, or speakerphone.

3 Press the Save soft key to save the desired setting.

Ring Sound

To change the ring sound:

1 Press the settings button.

2 Use the scroll key to scroll to the Ring Type option on the Settings menu.

3 Press the Select soft key to display the list of ring types.

4 Use the scroll key to select a ring type.

5 Press the Play soft key to hear a sample of the selected ring type.

6 Press the Select soft key and then press the OK soft key to save your selection.

7 Press the Save soft key to exit.

LCD Contrast

To adjust the contrast of the LCD:

1 Press the settings button.

2 Press the Select soft key to select the Contrast option on the Settings menu.

3 Press the up or down soft key to set the desired intensity of the display.

4 Press the OK soft key to save your setting.

5 Press the Exit soft key to exit.

Call History Features

To view missed calls, received call, or placed call:

1 Press the directories button.

2 Use the scroll keys to select the desired call history option on the Directory menu.

3 Press the Select soft key to display the desired call history option.

4 When you are finished, press the Exit soft key twice to exit.

To speed dial a missed call, received call, or placed call:

1 Press the directories button.

2 Use the scroll keys to select the desired call history option on the Directory menu.

3 Use the scroll keys to select the number you want to speed dial.

4 Press the Dial soft key to speed dial the selected number.

Messages

To access messages:

- Press the messages button to place a speed-dial call to your message system (if a message system is configured).