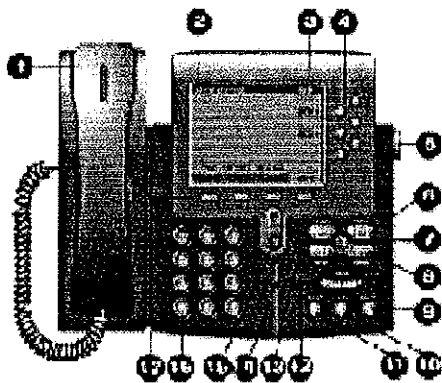


## QUICK REFERENCE

# CISCO IP 7940/7960 GSeries



1. Indicator light
2. LCD Screen
3. IP Phone Series
4. Line Buttons or Speed Dial
5. Adjustable footstand
6. Directories
7. Help
8. Settings
9. Speaker
10. Mute
11. Headset
12. Volume
13. Services
14. Messages
15. Navigation
16. Dial pad
17. Soft keys

### Place a call

Use any of these methods:

Lift **handset** and dial number  
or  
Press **NewCall** and dial number

### Answer a call

Four ways to answer a call:

Lift **handset**  
or  
Press **Speaker**  
or  
Press **Headset**  
or  
Press **Answer soft key**

### End a call

Press **EndCall**  
or  
Hang up

### Transfer

Transfer a call to another extension

During a call:  
Press **Transfer**  
Dial target number  
Press **Transfer**

### (Call) Hold

Place a call on hold

Press **Hold**

Press the **Resume** soft key to return to held call

If multiple calls are on hold, be sure to select the desired line button of the held call before pressing

### CFwdALL (Call Forward All Calls)

Redirect all calls to another number

Press **CFwdALL**  
Dial forwarding number or **messages** button to forward calls to voice mail

Press **CFwdALL** to deactivate call forwarding

### (Call) Park

Store a call at any VoIP phone and retrieve it at another VoIP phone

To Park a call:  
Press **more**  
Press **Park**  
The screen displays a **3-digit** number where the call is parked

To Retrieve Parked call:  
Dial 3-digit Call Park number from any VoIP phone  
Press **Dial**

\*3 minute time limit before ringing back

### Call Pickup

Answer a call Within your call pickup group

Lift handset, or press **NewCall**, or press **Speaker** button to get dial tone  
Press **more**  
Press **PickUp**  
Answer call

### Menu

Quickly access information such as call logs and phone settings

To view and dial from a call log:  
Choose **Directories**  
Choose **Missed Calls, Placed Calls, or Received Calls**  
Press **Select**  
Press **Exit** twice to return to display

### Join

Invite current callers to join a standard conference

Scroll to each active call on the line and press **Select**  
From one of the selected calls, press **more**  
Press **Join**

Press **more** and **ConfList** to see a list of conference participants

Participants are listed in the order in which they join the conference with the most recent additions at the top

### ConfList (Conference List)

View conference participants

During a conference, press **more**  
Press **ConfList**

To remove participants, arrow up or down to select participants and press **Remove**

### Confm (Conference Call)

Create a conference call

During a conference, press **more**  
Press **Confm**  
Dial telephone number  
Press **Confm** to add party to conference  
Repeat process to add additional party (up to three) to conference

### Redial

Redials the last number

Press **Redial**