

CISCO 79XX SERIES

Cisco IP 7940/7960 Quick Reference



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|---|--|
| <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 10. Mute 11. Headset 12. Volume 13. Services 14. Messages 15. Navigation 16. Dial Pad 17. Soft Keys |
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Place A Call

Use Any of These Methods

- Lift Handset & Dial #
- Press Speaker & Dial #
- Press New Call & Dial #

Answer A Call

Four Ways To Answer A Call

- Lift Handset
- Press Speaker
- Press Headset
- Press Answer Soft Key

Create A Conference Call

- Dial Telephone #
- Press Conference
- Dial a Second Telephone #
- Press Join

Place A Call On Hold

- Press Hold
- Press The Resume Button
- **If Multiple Calls Are On Hold, Be Sure To Select the Desired Line Button Of The Held Call Before Pressing Resume**

Call Forward All Calls

- Press CFwd ALL
- Dial Forwarding # & Press Accept
- Press CFwdALL To Deactivate Call Forwarding

Changing Ring Tones

- Press Settings Button
- Navigate Down To Ring Type
- Press Select

- When You Find The Ring Type You Like, Press Select

Menu

Quickly Access Information Such As Call Logs & Phone Settings

To View & Dial From A Call Log:

- Choose Directories
- Choose Missed Calls, Placed Calls, Or Received Calls
- Press Select
- Press Exit Twice To Return To Display

Personal Phone Directory

- Press Directories Button
- Navigate Down To Personal Directory
- Press Select
- Press Add
- Type In Name Where It Says New Name
- Type In Number Where It Says New Phone

Voicemails

To Retrieve Your Voicemails

- Press The Messages Button
- Enter The Ext Of Your Phone # & Then Press #
- Enter Your Password, Then Press the # Key

To Retrieve Your Voicemail Remotely

- Dial The Assigned Remote Phone #

- Press * When Hear Recording
- When You Hear "Mailbox" Enter Your Extension Followed By The # Key
- When You Hear "Password" Enter Your Password Followed By The # Key.

Transfer A Call Directly To Voicemail

- During A Call, Press More
- Press Transfer
- Press an 8-Extension & Call Will go Straight To Voicemail

Transfer

- During a Call, Press more
- Press Transfer
- Dial Telephone #, Press Dial
- Press Transfer
- If The Person Does Not Want The Call, Press EndCall To End The Transfer Session
- Press Resume to Get the Call Back

Blind Transfer

- During a Call, Press More
- Press BlindXfr
- Dial Telephone #, Press Dial