



7940 & 7960 Series IP phones offer 2 or 6 programmable line keys and four dynamic soft keys that guide users through call features and functions. In addition to all the basic features, these phones offer a 2-way speaker, adjustable footstand, a dedicated headset port and on-line help.

FIXED FEATURE KEYS



Voice Mail



Directories



Help



Scroll



Settings



Services



Speaker



Mute



HdSet

Not available)

BASIC FEATURES

MUTE

- Press the Mute button.
- To disengage mute, press Mute again.

Note: If you are using mute along with the speakerphone, lifting the handset will disengage mute.

ADJUSTING HEIGHT OF FOOTSTAND

- Firmly press in the footstand adjustment knob on the right-hand side of the phone.
- With the button depressed, adjust the footstand.
- Release the footstand adjustment knob.

PLACING A CALL

- Lift the **Handset** and dial the number. **OR**
- Press a **Line** button and dial the number. **OR**
- Press the **Speaker** button and dial the number. **OR**
- Press the **Headset** button and dial the number. **OR**
- Press the **NewCall** soft key and dial the number. **OR**
- Press the **Speed Dial** button and the number you have preprogrammed will automatically dial.

ANSWERING A CALL

- Lift the **Handset**. **OR**
- Press the **Answer** soft key. **OR**
- Press the **Speaker** button. **OR**
- Press the **Headset** button.

ENDING A CALL

- Hang up the **Handset**. **OR**
- Press the **EndCall** soft key. **OR**

- Press the **Speaker** button.

SETTINGS

Press the **Settings** button to access Settings options. Press the **Settings** button to exit Settings at any time. Some phones require you to select **User Preferences**. Settings include:

1. Contrast
2. Ring Type
3. Network Configuration
4. Model Information
5. Status

1. CONTRAST

Changing the LCD Contrast:

- Press the **Settings** button
- Use the scroll bar to highlight **Contrast** in the **Settings** menu and press **Select** (or press 1).
- Press the volume key to set LCD contrast.
- Press the **OK** soft key to accept the changes.
- Press the **Save** soft key to save the new contrast setting and exit the **Settings** menu.

2. RING TYPE

Selecting a Ring Type:

- Press the **Settings** button.
- Use the scroll bar to highlight **Ring Type** and press **Select** to display a list of Ring Types (or press 2).
- **If you have more than one line on your phone, you can select a different ring for each line. At this point you must select the line that you wish to program. Default is the prime line.**
- Press the scroll bar to highlight one of the available Ring Types or enter the appropriate number.
- Press the **Play** soft key to hear a Ring Type.
- Press **Select** and then press the **OK** soft key to choose the Ring Type.
- Press the **Save** soft key to save your selection and exit to return to the main menu.

DIRECTORIES

Press the **Directories** button to access Directories. Press the **Directories** button to exit Directories at any time. Directories include:

1. Missed Calls
 2. Received Calls
 3. Placed Calls
 4. Personal Directory
 5. Corporate Directory
- Press the **Directories** button to display the Directories menu.
 - Use the scroll bar to highlight the desired Directory and press **Select** (or press appropriate number)
 - To speed dial the number, use the scroll bar to highlight the desired number and press the **Dial** soft key. Remember, you may have to **EditDial** if the call was off-campus (to add the 9) If you decide not to make the call, press the **Exit** soft key twice to exit the Directories menu.

Note: If you have other people's extension numbers appearing on your phone, the missed call log will tell you all calls missed on those lines as well as your primary extension.

MAKING CALLS FROM A PERSONAL DIRECTORY

- Press the **Directories** button.
 - Use the scroll bar to select Personal Directory and press Select (or press 4).
 - Select Personal Address Book or Personal Fast Dials
- Your Personal Address and Fast Dial entries are created in your CCM User Web Page (see P. 3 & 4).

MAKING CALLS FROM A CORPORATE DIRECTORY

- Press the **Directories** button.
- Use the scroll bar to select Corporate Directory and press Select (or press 5).
- Use the scroll bar to select the search option: **First Name, Last Name, Number**.
- Use the numbers corresponding to the letters on the dialing pad to enter a name or number to find it in the directory.
- Press the **Dial** soft key to speed dial a number from the Corporate Directory.

VOICE MAIL

- The red light on your **Handset** lights up when you have a voicemail message and an envelope icon will appear on your LCD display.
- Press the **Messages** button and follow the voice instructions.

AUDIO FEATURES***ADJUSTING THE RINGER VOLUME***

- While the phone is on-hook, press the **Up** or **Down Volume** keys to hear a sample ring.
- As the ring plays, press the **Up** or **Down Volume** keys to adjust volume to the desired level.

ADJUSTING THE HANDSET, SPEAKERPHONE AND HEADSET VOLUME

- During a call, press the **Volume** key to increase or decrease the volume of your **Handset, Speakerphone** or **Headset**.
- To save the volume setting, press the **Save** soft key.

Note: The volume setting will only be changed for the option being used.

SOFT FEATURES

These options will appear on your display, listed directly above the key you press to activate the feature.

TRANSFER

While on an active call:

- Press the **Trnsfer** soft key.
- Dial the number to which you are transferring the call.
- When you hear ringing, press **Trnsfer** again, or when the party answers, announce the call and press **Trnsfer**.
- Hang up to end your participation in the call.

Note: To get the caller back, simply hit the **Line** button again.

FORWARD

You can forward incoming calls to an IP phone or a non-IP phone. To forward incoming calls immediately:

- Press the **CfwdAll** soft key.
 - Dial **extension number** to where you want your calls directed.
- To cancel forward:
- Press **CfwdAll** soft key.

Note: You can only **CfwdAll** the primary line on your phone. Secondary lines or shared line appearances cannot be **CfwdAll** from your phone.

CALL HOLD

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

CONFERENCE

This feature allows **seven** people to simultaneously communicate via the same line. While on an active call (either incoming or outgoing):

- Press the **More** soft key and then the **Confrn** soft key. This opens a new line while placing the other party(ies) on hold and initiates a conference bridge.
- Dial the number of the party to be added to the conference call.
- When the call connects, press **Confrn** again to add this party to the call.

Note: Once the conference call initiator disconnects, no new conferees can be added. To abandon the addition of a conferee, press the **Line** button.

CONFERENCE BRIDGE/MEET-ME CONFERENCE

This feature allows one Cisco phone user to initiate a conference bridge that will accommodate up to **20** callers. Once the bridge is established everyone else simply calls in using the Conference Bridge/Meet Me number.

- Lift the handset or press the speaker button.
- Press the **More** soft key.
- Press the **MeetMe** soft key.
- Dial the Conference Bridge/Meet Me number.

Note: Call Telecommunications to schedule the Conference Bridge and receive your Conference Bridge/Meet Me number.

LAST NUMBER REDIAL

- Lift the Handset and press the **Redial** soft key. OR
- Press the **Redial** soft key to place the call via **Speakerphone**.

CALL PICK-UP

Allows you to pick up a call for a phone that is in your call pick-up group

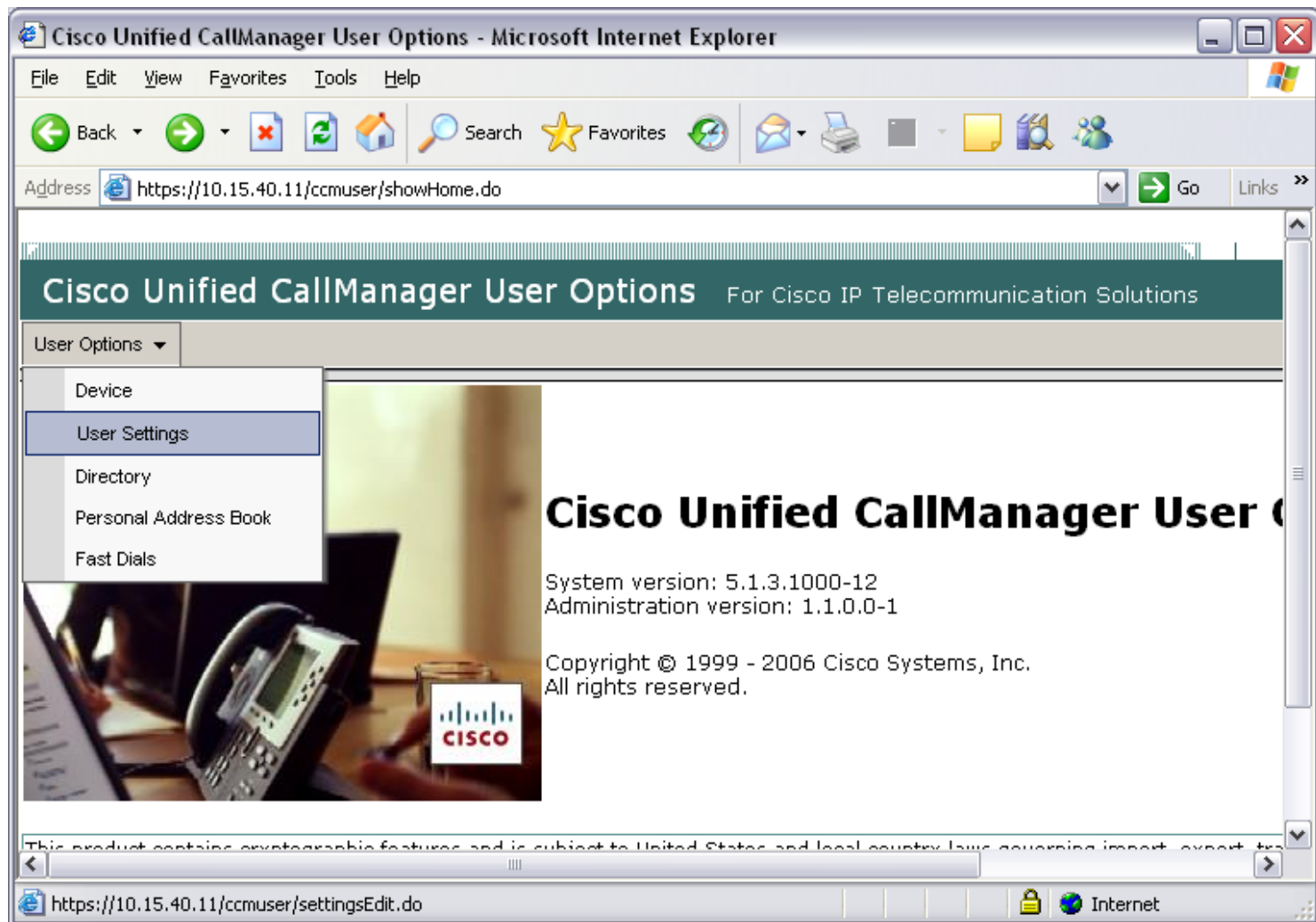
- Go Off-hook and press the **More** soft key.
- Press the **PickUp** soft key. Control of the call will be transferred to your phone.

<http://www.cisco.com/comm/applications/CCNP/q1m/7961> - for interactive User Tutorial

CCM User Web Page

<https://10.15.40.11/ccmuser>

Log into the CCM User Web Page with your Novell ID and default password: *uncc49ers*. Access the User Options menu, choose User Settings to **change your passcode**.



Other User Options include:

Device: From the **Device** option you can Download the User Guide, change Call Forward settings for any line on your phone, add/change speed dial settings, and add/change abbreviated dial settings.

- **Line Settings:** You can program Call Forward All or Call Forward Busy/No answer for any of the lines on your phone. Be sure to select the SAVE icon/button at the top/bottom of the page for your changes to take effect. **YOUR PHONE WILL RE-SET TO ACTIVATE THE SETTINGS.**
- **Speed Dials:** If you have available buttons on your phone, they can be used as Speed Dial buttons. When you access the Speed Dial page, it will automatically provide the appropriate number of available lines based on the configuration of your phone. Enter the information in the fields and select the SAVE icon/button at the top/bottom of the page. **YOUR PHONE WILL RE-SET TO ACTIVATE THE SETTINGS.**

All phones have the option for many Abbreviated Dial entries. These are programmed under the Abbreviated Dial Settings portion of the page. Create these entries the same way you do the Speed Dial entries. When you are finished select the SAVE icon/button at the top/bottom of the page.

Abbreviated dials are accessed by entering the number associated with the abbreviated dial entry (number 9 or 10 in the following example).

- When you enter this number on your keypad, an AbbrDial softkey will come up.

- Press the AbbrDial softkey to place the call. You may want to print this page so you can refer to the Abbreviated Dial numbers at a later date.

- **Phone Services:** Not Active at this time

- **Service URL:** Not Active at this time

Speed Dial Settings

Number	Label	ASCII Label
1 97043335555	Kerry	Kerry
2 97043336666	Casey	Casey
3		
4 913343217455	EPOS	EPOS
5		
6 97045571013	Nextel-Bill	Nextel-Bill
7		
8		

Abbreviated Dial Settings

Number	Label	ASCII Label
9 78924	Debbie	Debbie
10 78922	Kathleen	Kathleen

Directory: This is a search option for the Corporate Directory. This Directory is also available from your phone. There are multiple options for searching. If you search by name, the results will list every line that is programmed on the individual users phone.

Personal Address Book: You can add entries to your personal directory. These can then be accessed on the phone through the Directories Option/Personal Directory/Personal Address Book. Just be sure to program a “9” in front of any off-campus calls.

- Select the number and press the Dial Softkey to place the call.

Fast Dials: You can create “Fast Dial” entries that can be accessed on the phone through the Directories Option/Personal Directory/Personal Fast Dials. You can assign “Fast Dials” to your Personal Directory Entries or just assign a number to a Fast Dial option. Be sure to program a “9” in front of any off-campus calls.

- Select the Fast Dial and press the Dial Softkey to place the call.