



## Cisco 7940 Using the IP Phone

### To Place a Call:

- Pick up the handset or press the **[SPEAKER]**, **[LINE]**, or **[HEADSET]** button.
- Enter the number you wish to call. Dialing a '9' or '1' is not necessary.
- Press the **[DIAL]** soft key, **[#]** key, or wait to connect.
  - If you are making an internal call to a 4- or 5-digit extension, you can interrupt the system delay by pressing the **[DIAL]** soft key, **[#]** key.

### To Answer a Call

- When you hear the phone ring, pick up the handset, or
- Press the **[ANSWER]** soft key, or
- Press the **[SPEAKER]** or **[HEADSET]** button, or
- Press the **[LINE]** radial button.

### To Put a Call on Hold:

- During an active call, press the **[HOLD]** soft key.
- To resume the call, press the **[RESUME]** soft key.

### To Announce and Transfer a Call:

- During an active call, press the **[MORE]** soft key.
- Press the **[TRANSFER]** soft key.
- This will put the caller on hold and open a new line.
- Enter the phone number you wish to transfer the call to.
- When the party answers, press the **[TRANSFER]** soft key once more to complete the transfer
  - The person receiving the transfer will see YOUR caller ID number.

### To Blind Transfer a Call (do not announce the call before transferring):

- During an active call, press the **[MORE]** soft key.
- Press the **[BlndXfr]** soft key.
- This will put the caller on hold and open a new line.
- Enter the phone number you wish to transfer the call to.
  - The person receiving the transfer will see the CALLER'S caller ID number.

### To Create a 3-Way Conference Call:

- During an active call, press **[CONFRN]** soft key.
- This will place the current caller on hold and open a new line.
- Dial the number of the party you wish to add to the call.
- When the party answers, press the **[JOIN]** soft key to add the caller to the existing call.

### To Answer a Call on Your Second Line:

- While the first call is active, and the second call begins ringing, press the **[ANSWER]** soft key to answer the call; this places the first call on hold.
- To reactivate the first call, press the **[LINE]** radial button to select the first call and press the **[RESUME]** soft key. This places the active (second) call on hold and reconnects the first call. **-OR-**
- If your extension is programmed on more than one line key, press the line key corresponding to the new incoming call.
- The new call will be answered and the first call is put on-hold.

### To Change the Default Ring Tone:

- Press the **[SETTINGS]** button.
- Select the **Ring Type** menu option.
- Use the navigational keys to scroll through the different ring tones. Press **[PLAY]** to hear how the ringers sound.
- Press the **[SELECT]** soft key to select the current highlighted ring tone.

### To View Missed, Received and Placed Calls:

- Press the **[DIRECTORIES]** button.
- Using the **DISPLAY CONTROL** keys, scroll to Missed, Received or Placed calls.
- Press the **[SELECT]** soft key to select a category.
- Using the **DISPLAY CONTROL** keys, scroll through the calls.
- The call logs will be reset if the phone is rebooted.

### To Transfer a Call to Voicemail:

- During the active call, press the **[HOLD]** soft key.
- Press the **[NEW CALL]** soft key.
- Dial **[\*][6][6]**. To transfer caller to your own voicemail, press the **[#]** key. To transfer caller to another voicemail box, enter the desired extension then **[#]**.

## Voice Mail Controls

Menu 1	Key
Save	#
Delete	7
Replay Message / Skip Envelope	2
Fast Forward	3
Rewind	4
Play Message Envelope	5
Call Back Sender	8
Go to Menu 2	9
Menu 2	Key
Reply	1
Forward	2
Go to Menu 1	*

## Voice Mail

### To Access Your Voice Mail:

- Dial Your **[MESSAGES]** button.
- Enter your password.
- To navigate, follow the menu choices.

### From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the **[#]** key.
- Enter your password.
- To navigate, follow the menu choices.