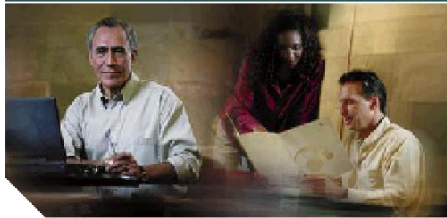




Quick Reference



Cisco Unified CallManager Quick Reference Card for Cisco Unified IP Phones 7905/ 7912, 7906/ 7911, 7940G/ 7960G, 7941G/ 7961G (SCCP)

This quick reference card is intended for Cisco Unified IP phone users who are already familiar with their phones. For more detailed information on your phone and its features, see your user guide.

Note

Because of differences in phone models and features, not all procedures and soft keys described here apply to all phones.

To Receive Outside Calls To Your Classroom:

Access Voice Mail (Press Messages) + Enter Password# + 4 Setup Options, 4- Transfer Settings, (1-Standard, Set to Extension or Voicemail-will enable and disable this feature)

Normal call flow will now allow calls to be transferred to teacher's extensions; this feature must be enabled to receive calls during normal school hours.

Place a Call

- Lift the handset and dial the number.
- Dial the number and then lift the handset.
- Press the line button for your extension, dial the number, and then lift the handset.
- Press any available button, dial the number, and then lift the handset.
- Press the New Call soft key, dial the number, and then lift the handset.
- Press a speed dial button and then lift the handset.
- If you have selected a number from a directory, press the Dial soft key, and then lift the handset.
- External call: Dial "8" then number. If long distance, wait for beep and enter Long Distance account code

Answer a Call

- Lift handset.
- If you are using a headset, press Headset.
- To use the speakerphone, press Speaker or Answer.

End a Call

- Hang up.
- If you are using a headset, press Headset or EndCall.
- To end a speakerphone call, press Speaker or EndCall.

Redial a Number

- Lift handset, press Redial.
- To use the speakerphone, press Redial.

Hold a Call

- **Hold**
 - Press Hold.

Retrieve

- Press Resume.
- To retrieve multiple calls, use the Navigation button to select the call, then press Resume.
- To retrieve call on multiple lines, press the line button of the line you want to pick up.

Mute a Call

Press **Mute**. To deactivate Mute press Mute again. To deactivate Mute on a speakerphone call, lift the handset.

Transfer a Call

Blind Transfer

1. Press **Trnsfr**.
2. Dial "transfer to" number.
3. Hang up or press **Trnsfr**.

Consultative Transfer

1. Press **Trnsfr**.
2. Dial "transfer to" number.
3. Wait for answer and announce caller.
4. Press **Trnsfr** to leave call. Press Resume to reconnect to caller.

Transfer direct to Voice Mail

1. Press **Trnsfr**
2. Dial "*"
3. Dial extension number
4. Press **Trnsfr**

Cancel

Press **EndCall**.

Call Forwarding

All

1. Press **CFwdAll**.
2. Dial "forward to" number.

Voice Mail

1. Press **CFwdAll**.
2. Press "MESSAGES" button
3. Press **EndCall**.

Cancel

- Hang up.
- Press **CFwdAll**.

Place a Conference Call

1. During a call, press the **more** soft key and then the **Confrn** soft key to open a new line and put the first party on hold.
2. Place a call to another number.
3. When the call connects, press the **Confrn** soft key again to add the new party to the existing call with the first party.

End a Conference Call

To end the conference call, use one of the following methods:

- Hang up the handset.
- Press the **EndCall** soft key.

Call Park

During a call:

1. Press the "More" soft key to see "Park"
2. Press "Park"
3. Review LCD, Screen will show Park Code (Example: 995X)

MCID

During a call:

4. Press the "More" soft key to see "MCID"
 5. Press "MCID"
- Review LCD, Screen will show MCID successful

Call From Local Directories

1. Press **Directories**.
2. Scroll to Corporate directory or press **4** for Corporate Directories.
3. Enter name for search.
4. Press **Search**.
5. Scroll to number.
6. Press **Dial**.

Call History

View Call History

1. Press **Directories**.
- Scroll to history list.
 - Press **1** for Missed Calls.
 - Press **2** for Received Calls.
 - Press **3** for Placed Calls.

Call from Call History

1. Press **Directories**.
2. Navigate to number.
3. Press **Select**.
4. Press **Dial**.

Clear Call History

- Press **Clear**. Clears all history.

List of Soft Keys










Soft Key	Description
<< or >>	Navigates to edit characters. Use the backspace soft key to erase digits that were entered incorrectly.
Accept	Accepts the current edits. For instance, adding an entry to your personal directory.
Acct	Consult your administrator on the use of this soft key.
Add	Adds an entry to the personal directory

Soft Key	Description
Alpha	Toggles character input mode from numeric to alphanumeric.
Answer	Answers an incoming call.
BlndXfr	Redirects the call without allowing you to speak to the transfer recipient (known as a blind transfer).
Callback	Notifies callers that the called line is free.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Clear	Clears directory history.
Confrn	Connects callers to a conference call.
DelAll	Deletes all entries in the personal directory.
Delete	Deletes selected item.
Dial	Dials the displayed number.
Directories	Provides access to phone directories.
Down	Decreases the LCD screen contrast.
Edit	Selects a number and activates the cursor for editing.
EditDial	Selects a number and activates the cursor for editing.
EndCall	Ends the current call.
Exit	Exits from the current selection or screen
Flash	Provides hookflash functionality for three- way calling and call waiting services provided by the PSTN or Centrex service.
GPickUp	Selectively picks up calls to a phone number that is a member of a pickup group.
Hold	Places an active call on hold. Resumes a held call.

Soft Key	Description
Login	Provides PIN- controlled access to restricted phone features. Contact your system administrator for additional instructions.
Message	Dials the local voice- mail system.
Monitor	Enables the user to switch from the handset to the speaker to listen to a call hands- free.
Monoff	Enables the user to switch from the speaker to the handset and continue talking on the call.
More	Scrolls through additional soft key options (for example, use the more soft key to locate the Number soft key).
Mute	Toggles muting on and off.
NewCall	Opens a new line on the speakerphone to place a call.
Number	Toggles character input mode from alphanumeric to numeric.
Ok	Confirms the selection.
Park	Forwards calls to a location from which the call can be retrieved by anyone in the system.
PickUp	Selectively picks up calls to another extension.
Play	Plays the ring sound sample.
Redial	Redials the last number dialed.
Reorder	Reorder the entries in the Personal Directory.
Restore	Consult your system administrator on the use of this soft key.

Soft Key	Description
Resume	Returns to an active call.
Save	Saves the last change.
Search	Initiates a search in the local directory.
Select	Selects the highlighted option.
Settings	Provides access to phone settings such as display contrast, ring volume, and ring type.
Trnsfr	Transfers selected calls to an alternate number.
Up	Increases the LCD screen contrast.
URL	Enter alphanumeric characters for call forwarding.

Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset



To Access Cisco Unity by Phone

Call Cisco Unity.

From your desk phone:

From another phone within your organization:

From outside your organization:



Cisco Unity at a Glance

This quick-reference card provides instructions for accessing Cisco Unity by phone and for accessing the Cisco Unity Assistant.

The card also illustrates the main Cisco Unity menus available to you as you manage your messages by phone.



Tip

The first-time enrollment conversation plays automatically when you call Cisco Unity for the first time. You do not need to refer to this card during enrollment. Simply listen carefully, and respond as prompted.