### 7941 Basic Phone Overview

<table>
<thead>
<tr>
<th>Button/Hardware</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1 Programmable Buttons</td>
<td>Depending on configuration, programmable buttons provide access to: Phone lines (line buttons)</td>
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<td></td>
<td>&quot; Speed-dial numbers (speed-dial buttons) &quot; Web-based services</td>
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<tr>
<td>2 Phone screen</td>
<td>Shows phone features such as time, date, phone number and current options.</td>
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<td>3 Footstand button</td>
<td>Allows you to adjust the angle of the phone base.</td>
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<td>4 Messages button</td>
<td>Typically auto-dials your voice message service so you only need to enter your password.</td>
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<tr>
<td>5 Directories button</td>
<td>Opens/closes the Directories menu. Used to access call logs and corporate directories. Provides</td>
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<tr>
<td></td>
<td>access to your missed, received, and placed calls. You can use each of these directories to</td>
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<td></td>
<td>locate or dial these numbers.</td>
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<tr>
<td>6 Help button</td>
<td>Activates the Help menu.</td>
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<tr>
<td>7 Settings button</td>
<td>Opens/closes the Settings menu. Provides access to phone settings such as LCD screen contrast,</td>
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<td></td>
<td>ring sounds, network configuration, and status information. Use it to control phone screen</td>
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<tr>
<td></td>
<td>contrast and ring sounds.</td>
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<td>8</td>
<td>Services button</td>
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<td>----</td>
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<tr>
<td>9</td>
<td>Volume button</td>
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<tr>
<td>10</td>
<td>Speaker button</td>
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<tr>
<td>11</td>
<td>Mute button</td>
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<tr>
<td>12</td>
<td>Headset button</td>
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<td>13</td>
<td>Navigation button</td>
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<td>Keypad</td>
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<td>Softkey buttons</td>
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<td>Handset light strip</td>
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</table>

**Using Help on Your Phone**

Use any of these methods to access online help from your phone:

- Press the Help button once, and press any key to display information about that button or key.
- Press the Help button twice quickly during an active call to view the network statistics on that call.

**Choosing a Menu Item**

After selecting one of the Information Feature buttons, which include Messages, Directories, Services, or Settings buttons, you can choose menu items that appear on your LCD screen in numerous ways:

- Press the Navigation button to highlight the menu item and then the Select softkey to choose the item.
- Press the number key on your phone’s dial pad that corresponds to the number of the item displayed on your LCD screen.
7941 Basic Call Handling

Using the Speaker

You can use the speaker in conjunction with all of the features on your IP Phone.

- To place and answer calls using the speaker, press the Speaker button.
- To switch from the handset to the speaker during a call, press the Speaker button and then hang up the handset.
- To switch from the speaker to the handset, simply lift the handset.

Placing a Call

You can use any of the following methods to place a call:

- Lift the Handset and dial the number.
- Press a Line button corresponding to your extension and dial the number.
- Press the Speaker button and dial the number.
- Press the Headset button if it is not activated and dial the number.
- Press the New Call softkey and dial the number.
- Enter the number and press the Dial softkey.
- Press the button that corresponds with your Speed dial.
- Press the Redial softkey to dial the last number dialed. Unless you first choose a secondary line, this feature uses your primary line.

Dialing from a Phone Log

You can search for and dial the numbers of missed calls, received calls, and placed calls by accessing your phone log through the Directories button. Your IP Phone can store up to 32 calls in each of these directories.

1. Press the Directories button.
2. Choose Missed Calls, Received Calls, or Placed Calls.
3. Press the corresponding number or use the Navigation button to highlight the desired number, and press the Dial softkey. Press the Exit softkey twice to exit the Directory menu.

If you are trying to call a number that is outside the University you will have to use edit dial and a 9 and 1 before the number.

Answering a Call

To answer an incoming call use one of the following methods:

- Lift the handset.
- Press the Answer softkey.
- To answer with the speakerphone, press the Answer softkey, the Speaker button or the flashing line button.
- If using a headset and the button is lit, press the Answer softkey or the flashing line button.

Answering a Call using Call Waiting

To switch from a connected call to answer a ringing call:

- Press the Answer softkey or press the Blinking Amber Button for the line with the incoming call. The other call is placed on hold automatically.

To switch between calls on one line:

- Highlight the call you are switching to and press the Resume softkey. The other call is placed on hold automatically.

Ending a Call
To end a call use one of the following methods:

- Using the handset hang up the handset or press EndCall softkey.
- Using the headset press the Headset button. If you want to keep the headset activated, press the EndCall softkey.
- Using the speakerphone press the Speaker button or press the EndCall softkey.

**Using Hold and Resume**

To place a call on hold:

1. During the call, highlight the call you want to put on hold and press the Hold softkey.
2. To return to a call, highlight the appropriate call and press the Resume softkey.

To return to a call on hold when you have multiple calls on multiple lines on hold:

1. Press the appropriate line button. If there is a single call holding on this line, the call will resume automatically. If there are multiple calls holding, make sure that the appropriate call is highlighted.
2. Press Resume.

**Note:** If you have multiple lines on hold and want to see the phone number for a call you have on hold, press the ? button followed by the line button of the call on hold.

**Using Mute**

To mute a call:

- Press the Mute button to mute the handset, headset, or speakerphone during a call. This temporarily disables your phone’s microphone so you can hear other parties but they cannot hear you.
7941 Advanced Call Handling

Transferring Calls

To transfer a call without talking to the transfer recipient:
- Press Transfer and enter the target number. The original call is automatically placed on hold. When you hear the call ringing, press Transfer again to complete the transfer. To cancel the transfer, press EndCall.

To transfer a call when talking to the recipient before transferring:
- Press Transfer and enter the target number. Wait for the transfer recipient to answer. If the recipient accepts the transferred call, press Transfer again to complete the transfer. If the recipient refuses the call, press Resume to return to the original call. To cancel the transfer, press EndCall.

To transfer two current calls to each other (direct transfer):
- Scroll to highlight any call on the line and press Select. Repeat this process for the second call. With one of the selected calls highlighted, press DirTrfr. (You might need to press more to see DirTrfr.) The two calls connect to each other and drop you from the call.

Send a call to your voice messaging system:
- Press iDivert. The call is automatically transferred to your voice message greeting. You can use iDivert with a call that is active, ringing, or on hold.

Using Call Park

You can park a call when you want to store the call before retrieving it from another phone in the CallManager System.

1. During an active call, press the more softkey and then select the Park softkey.
2. The LCD screen displays the number where the call is parked.
3. Before hanging up the phone, take note of this number.
4. To retrieve the parked call enter the call park number from any Cisco IP Phone in your network.

Using Call Pickup

You can answer an incoming call to your extension that is ringing on an extension other than your own by using the call pickup feature. You will be able to pick up a call from within your own group (a “group” is any consolidation of IP Phone extensions, as defined by your telecomm administrator. For example, your group might contain coworkers from neighboring cubes or your business unit).

Answer a call that is ringing on another extension within your call pickup group:
2. Press Answer to connect to the call.

Answer a call that is ringing on another extension outside your group:
2. Enter the group pickup code.
3. Press Answer to connect to the call.

Answer a call that is ringing on another extension in your group or in an associated group:
2. Press Answer to connect to the call.

*Note:* When you press PickUp and GPickUp, you connect to the call that has been ringing for the longest time. With OPickUp, your system administrator can associate multiple call pickup groups with your group and assign a priority to the groups. When you
press OPickUp, you connect to the ringing call in the pickup group with the highest priority.

**Forwarding All Calls**

You can set up call forwarding to forward all your incoming calls on line one to another phone number or voice mail.

**Note**: This feature only applies to the first line on your phone. An ACD (Agent) line should never be set up for forwarding.

1. Press the CfwdAll softkey. You will hear two beeps.
2. Dial the number to which you want to forward all of your calls. Make sure to enter in this number exactly how you would if you were placing a call from your office phone.
3. You can cancel call forward all so that incoming calls will call your extension again by pressing the CfwdAll softkey.

**Placing a Conference Call**

1. During a call, press the more softkey and then the Confrn softkey. The first party is placed on hold.
2. Dial another number or extension.
3. When the call connects, press Confrn again to add the new party to the call.
4. Repeat the first three steps to add additional participants.

**Note**: If the person at the number that you are attempting to conference in is not available, press the Resume softkey to return to the first party on the line.

**Removing a Conference Call Participant**

1. During a conference call that you initiated, press the more softkey and then the ConfList softkey.
2. Use the Navigation buttons to select the participant you wish to remove and press the remove softkey.

**Note**: While viewing the list, press the Update softkey to get an updated list of the participants.

**Initiating a Meet-me Conference Call**

A Meet-me conference allows other callers to dial into the conference call.

1. Obtain necessary Meet-me conference number(s) from your telecomm administrator.
2. Lift the handset or some other method to go offhook.
3. Press the more softkey until you see the Meet-me softkey.
4. Press the Meet-me softkey.
5. Dial the Meet-me conference number to establish the conference. Now others can join the conference call by dialing the Meet-me conference number.

**Joining a Meet-me Conference Call**

- Dial the Meet-me conference number provided by the Meet-me Conference initiator. You will be connected to the conference.

**Note**: If the Meet-me conference has not yet been established, you will get a busy tone.
Customizing Phone Settings

Adjusting the Handset, Speakerphone, and Headset Volume

You can adjust the volume of the caller for the handset, speakerphone, and headset separately. When you change the volume for one, the others are not affected.

1. Press the up or down Volume button when the handset, speakerphone, or headset are in use.
2. To save this volume setting for future calls, press the Save softkey.

Adjusting the Ringer Volume

To change the volume of the ringer:

- Press the up or down Volume button to hear sample rings and to adjust the volume to the desired level. The ringer volume setting will be automatically saved.

Personalizing the Ringer Sound

To change the ringing sound on each of your lines:

1. Press the Settings button.
2. Use the Navigation button to select User Preferences and then press the Select softkey.
3. Use the Navigation button to select Rings and then the Select softkey. You will see two different ring types on the LCD screen: default ring and a ring type for each of your lines.
4. To select the ring type for the default tone, use the Navigation button to highlight Default Ring and then the Select softkey.
5. Use the Navigation button to scroll through the list of ring types and press the Play softkey to hear the selected ring.
6. Press the Select softkey and then the Save softkey to accept and save your default ringer selection.
7. Press the Exit softkey to exit the Settings menu.

Note: To configure a specific line, use the Navigation button to scroll through the list of your lines. When you find the line you want to configure, press the Select softkey and follow steps 4 and 5 above.

Changing the LCD Contrast

To improve the readability of the LCD screen, follow these steps to adjust the contrast:

1. Press the Settings button.
2. Use the Navigation button to select User Preferences and then press the Select softkey.
3. Use the Navigation button to highlight Contrast and then the Select softkey.
4. Press the Up or Down softkeys to adjust the contrast of your LCD screen.
5. Press the Save softkey to accept and save your settings.

Changing the Background Image

To change the background image on your phone:

1. Press the settings button
2. Select User Preferences
3. Select Background images
4. Press Select to choose an image or Exit to return to the menu
7941 Voice Mail

Checking Your Voice Mail

To check your voice mail push the Messages button and follow the instructions given. You can also check your voicemail via your e-mail inbox. If you need to check your voice mail from an off campus location simply dial your number and enter your pin.

Voice Mail from BRUCE, JURDEN E (11 seconds)
Microsoft Exchange on behalf of BRUCE, JURDEN E

To: Spradlin, Jacob Walter

You received a voice mail from BRUCE, JURDEN E at 44495
Caller Id: 44495
Job Title: Computer Systems Specialist
Company: Sam Houston State University
Work: (936)294-4495
E-mail: JEB017@SHSU.EDU

Sent by Microsoft Exchange Server 2007