

7941/7961 IP Phone Quick Reference Card



Anatomy of the Phone:

Line Buttons/Speed Dial Buttons – Provides access to phone lines and speed dial numbers.

Soft Keys – Each key activates a function. These functions change depending upon the state of the phone.

Toggle Button – Also known as your navigation button.

Messages Button – Auto dials your Voice Message Service.

Services Button – Opens/Closes the Services menu. Provides access to your Personal Address Book and Speed Dial setup.

Settings Button - Opens/Closes the Settings menu. Allows you to change the contrast of your LCD screen and change your ringer type.

Directories Button – Opens/Closes the Directories menu. Allows you to see Missed Calls, Placed, Calls, Received Calls and use the Corporate Directory.

Question Mark Button – Invokes Help functions.

Footstand – Allows you to change the angle of your phone.

Placing an Outside Call dial 8

Placing a Call:

A call can be placed using any of the following methods:

1. Lift the handset, begin Dialing.
OR
2. Press the speaker button, begin Dialing.
OR
3. Press the headset button, begin Dialing.
OR
3. Press the line button and begin dialing.
OR
4. Begin Dialing and when finished lift the

handset.

Place a Second Call:

1. Press a line button. Doing so puts the first call automatically on Hold.
OR
2. Press Hold, then press New Call, then begin dialing.

Answering a Call:

1. Lift the handset.
OR
2. Press the speaker button.
OR
3. Press the handset button.
OR
4. Press the line button.

Putting a Call on Hold:

1. During an active call press the **Hold** soft key.
2. To return to the call, press the **Resume** soft key.

Answering a Second Call:

1. You will hear a call waiting beep indicating you have another call.
2. Press the **Hold** soft key to put the first call on hold.
3. Press the **Line** button for the second call.

*Note: You can switch between calls by pressing the **Line** button of the desired call. The current call is automatically placed on hold.*

Switching Between Calls:

1. To switch between calls on one line, highlight the call you are switching to and press Resume. The other call is placed on hold automatically
2. To switch from a connected call to answer a ringing call, press Answer or the line button of the incoming call. The first call gets placed on hold automatically.

Parking a Call:

1. While on a call, press the **more** soft key until you see the word **Park**.
2. Press **Park**. The display will show the extension where the call is parked. Make a note of the call park number, and then hang up.
3. To retrieve the parked call from any phone, lift handset and dial the extension that was displayed when the call was parked.

Transferring an Active Call:

1. Press the **Transfer** soft key. This places your current call on hold.
2. Dial the number/extension to which you **want to transfer the call**.
3. At this time you can either press the **Transfer** soft key or hangup to complete the transfer or wait for the called party to answer so you may announce the call while the original call stays on hold.
4. Hang up to end your participation in the call.

*Note: If the party refuses the call, press the **Resume** soft key to return to the original call.*

Forwarding All Calls

1. Press the **CFwdAll** soft key. You should hear two beeps.
2. Enter the number to which you want to forward all of your calls. Be sure to enter the number exactly as you would if you were placing a call to that number from your office phone.
3. To cancel call forwarding, press the **CFwdAll** soft key.

Making a 3-Way Conference Call:

1. While on a call, press the **more** soft key, then the **Confrn** soft key. This will put the first call on hold and give you a new line to make a second call.
2. Dial the number/extension of the third party you wish to add to the call.
3. When the third party answers, press the **Confrn** soft key again to add this party to the conference.

Note: When the call originator hangs up, no additional parties can be added.

Initiating a Meet Me Conference:

1. Lift the handset.
2. Press the More Softkey.
3. Press the MeetMe Softkey.
4. Enter the MeetMe number (extension)

Other Pickup

1. Press the Other Pickup Button.

Group Pickup

2. Press the More Soft Key.
3. Press Gpickup plus # plus Extension.

Accessing Settings (Ringer Type):

1. Press the Settings Button
2. Highlight and Press User Preferences
3. Highlight and Press Rings
4. Highlight and Press Default Ring
5. Choose your ring type by selecting a ring then press play to hear the ring type. Once you have found one you like press SAVE then EXIT until you are at the main screen.

Accessing Call Logs:

1. Press the Directory Button.
2. Choose Missed Calls, Received Calls or Placed Calls.

Note: A maximum of 32 records is stored in each of these logs.

Accessing Directories:

1. Press the Directories Button.
2. Choose Corporate Directory.
3. Search for a name by entering letters on your keypad then press search.
4. Scroll up or down to find the name then press Dial.

Edit Dial:

1. Choose either Missed Calls, Placed Calls or Received Calls.
2. Highlight the call and use the << or >> buttons to move the cursor and edit the number.
3. When ready press Dial.

NOTES: