



## Common Phone Tasks

Place a call	Go off-hook before or after dialing a number.
Redial a number	Press <b>Redial</b> .
Talk using the handset and listen on the speaker	(Group Listen mode only.) Press <b>GListen</b> .
Listen on the speaker only	(Monitor mode only.) Press <b>Monitor</b> .
Use your call logs	Press  and select <b>Directories &gt; Missed Calls, Placed Calls, or Received Calls</b> . Select a number and press <b>Dial</b> .
Edit a number	Press <b>EditDial</b> , <b>&lt;&lt;</b> or <b>&gt;&gt;</b> .
Hold/resume a call	Highlight a call to put on hold or resume from hold, and press  .
Transfer a call to a new number	Press <b>Transfer</b> , enter the number, then press <b>Transfer</b> again.
Start a standard (ad hoc) conference call	Press <b>more &gt; Confrn</b> and dial the participant, then press <b>Confrn</b> again.



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### QUICK REFERENCE



## Cisco Unified IP Phone 7906G and 7911G Quick Reference for Cisco Unified Communications Manager 8.5(1) (SCCP and SIP)

Common Phone Tasks  
Softkey Definitions  
Phone Screen Icons  
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## Softkey Definitions

<b>AbbrDial</b>	Dial using a speed-dial index number
<b>Answer</b>	Answer a call
<b>Barge</b>	Add yourself to a call on a shared line
<b>CallBack</b>	Receive notification when a busy extension becomes available
<b>Cancel</b>	Cancel an action or exit a screen without applying changes
<b>cBarge</b>	Add yourself to a call on a shared line and establish a conference
<b>CFwdALL</b>	Setup/cancel call forwarding
<b>Clear</b>	Delete records or settings
<b>Close</b>	Close the current window
<b>ConfList</b>	View conference participants
<b>Confrn</b>	Create a conference call
<b>Delete</b>	Remove characters to the right of the cursor when using <b>EditDial</b>
<b>Dial</b>	Dial a phone number
<b>DND</b>	Turn on/off Do Not Disturb (DND)
<b>EditDial</b>	Edit a number in a call log
<b>EndCall</b>	Disconnect the current call
<b>Erase</b>	Reset settings to their defaults
<b>Exit</b>	Return to the previous screen
<b>GListen</b>	Talk using the handset and listen on the speaker (Group Listen)
<b>GLOff</b>	Disable Group Listen
<b>GPickUp</b>	Answer a call that is ringing in another group or on another line






iDivert	Send or redirect a call to a voice message system
MeetMe	Host a Meet-Me conference call
Monitor	Listen to a call on the speaker
MonOff	Disable the Monitor function
more	Display additional softkeys
Msgs	Access voice mail system
Mute	Turn on/off microphone
New Call	Make a new call
OPickUp	Answer a call that is ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call that is ringing on another phone in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
RMLstC	Drop the last party added to a conference call
Search	Search for a directory listing
Transfer	Transfer a call
Update	Refresh content
VidMode (SCCP only)	Choose a video display mode
<<	Delete entered characters
>>	Move through entered characters

## Phone Screen Icons


### Line and Call Status



	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Off-hook
	On-hook
	Incoming call
	Shared line in use
	Authenticated call
	Encrypted call

### Other Features





	Speed Dial configured
	Message waiting
	Option selected
	Feature enabled
	URL entry in call log is ready to edit (SIP only)

### Audio or Video Mode

	Handset in use
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	Speaker in use (Monitor on)
	Video enabled (Cisco Unified IP Phone 7911G only with SCCP)

## Button Icons

	Volume
	Navigation
	Hold
	Applications Menu