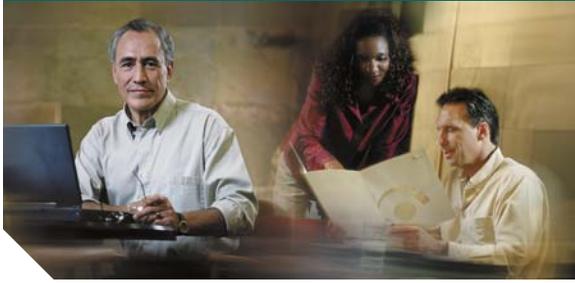


## Quick Reference



### Quick Reference Card Cisco Unified IP Phones (SIP) 7970G/7971G Cisco Unified CME

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.

### Using the Quick Reference

- Complete numbered items in sequence.
- When there are bulleted items, choose only one.
- Bold face terms identify soft keys you press.

### Placing a Call

To place a call using the handset, pick up the handset and enter a number.

To place a call using the speakerphone, press  and enter a number.

To place a call using a headset, press  and enter a number. Or, if  is lit, press **New Call** and enter a number.

To redial a number, press **Redial** to dial the last number, or press the Navigation button (with the phone idle) to see your Placed Calls.

To place a call while another call is active (using the same line), use the following procedure:

1. Press **Hold**.
2. Press **New Call**.
3. Enter a number.

To dial from a call log, use the following procedure:

1. Choose  > **Missed Calls, Received Calls, or Placed Calls**.
2. Press the listing on the touch screen.

To dial on-hook, without a dial tone (predial), enter a number, then go off-hook by lifting the handset, pressing the number on the touch screen, or pressing **Dial**, , or .

To call a number displayed with Autodial, press the number, or scroll to it and go off-hook.

If you make a mistake while dialing, press << to erase digits.

### Answering a Call

To answer with a headset, press , if unlit. Or, if  is lit, press **Answer** or  (flashing).

To answer with the speakerphone, press , **Answer**, or  (flashing).

To switch from a connected call to answer a new call, press **Answer** or, if the call is ringing on a different line, press  (flashing).

To answer using call waiting, press **Answer**.

To send a call to your voice messaging system, press **DND**.

To autoconnect calls, use AutoAnswer.

To retrieve a parked call on another phone, use Call Pickup.

To use your phone to answer a call ringing elsewhere, use Call Pickup.

### Ending a Call

To hang up while using the handset, return the handset to its cradle. Or press **EndCall**.

To hang up while using a headset, press . Or, to keep headset mode active, press **EndCall**.

To hang up while using the speakerphone, press  or **EndCall**.

To hang up one call, and preserve another call on the same line, press **EndCall**. If necessary, remove the call from hold first.

### Using Hold and Resume

1. Make sure the call you want to put on hold is highlighted.
2. Press **Hold**.

To remove a call from hold on the current line, use the following method:

1. Make sure the appropriate call is highlighted.
2. Press **Resume**.

To remove a call from hold on a different line, press  (flashing) for the appropriate line. If a single call is holding on this line, the call automatically resumes. If multiple calls are holding, scroll to the appropriate call and press **Resume**.

### Using Mute

To toggle Mute on, press .

To toggle Mute off, press .

### Switching Between Multiple Calls

1. Make sure the call that you want to switch to is highlighted.
2. Press **Resume**. Any active call is placed on hold and the selected call is resumed.

### Transferring Calls

#### Blind Transfer

1. From an active call, press **Transfer**.
2. Enter the target number.
3. Press **Transfer** again to complete the transfer or **EndCall** to cancel.

If your phone supports on-hook transfer, you can also complete the transfer by hanging up.

#### Consult Transfer

1. From an active call, press **Transfer**.
2. Enter the target number.
3. Wait for the transfer recipient to answer.
4. Press **Transfer** again to complete the transfer or **EndCall** to cancel.

If your phone supports on-hook transfer, you can also complete the transfer by hanging up.

### Forwarding All Calls to Another Number

To set up call forwarding on your primary line, press **CFwdALL** and enter a target phone number exactly as you would dial it from your phone.

To cancel call forwarding on your primary line, press **CFwdALL**.

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## Do Not Disturb

1. Press the **more** soft key to locate the DND soft key.
2. Press the **DND** soft key. A display text message indicates that the phone is in Do-Not-Disturb mode.



**Note** Pressing the DND soft key immediately forwards the call to the call-forward destination set on the phone. If the call-forward destination is not set, pressing the DND soft key disables the ringer.

To deactivate the Do-Not-Disturb feature, repeat Steps 1 and 2.

## Starting and Joining a Standard Conference

1. From a connected call, press **Confrn**. (You may need to press the **more** soft key to see **Confrn**.)
2. Enter the participant's phone number.
3. Wait for the call to connect.
4. Press **Confrn** again to add the participant to your call.
5. Repeat to add additional participants.

## View List of Participants

1. Highlight an active conference.
2. Press **ConfList**. Participants are listed in the order in which they join the conference and the most recent additions are at the top.

## Remove Participant

1. Highlight the participant's name.
2. Press **Remove**. You can remove participants only if you initiated the conference.

To end your participation in a conference, hang up or press **EndCall**.

## Starting or Joining a MeetMe Conference Call

1. Obtain a MeetMe phone number from your system administrator.
2. Distribute the number to participants.
3. When you are ready to start the meeting, go off-hook to invoke a dial tone, then press **MeetMe**.
4. Dial the MeetMe conference number. Participants can now join the conference by dialing in.  
  
Participants hear a busy tone if they call the conference before the initiator has joined. If this happens, participants must call back.

To join a MeetMe conference, dial the MeetMe conference number (provided by the conference initiator).

To end a MeetMe conference, all participants must hang up.

## Speed Dialing

1. Set up speed-dial buttons.
2. To place a call, press  (a speed-dial button).

## Picking Up a Redirected Call on Your Phone

To answer a call that is ringing on another extension within your call pickup group, use the following method:

1. Do one of the following:
  - If the **PickUp** soft key is available, press it.
  - If the **PickUp** soft key is not available, go off-hook to display it, then press **PickUp**.
2. If the call rings, press **Answer** to connect to the call.

To answer a call that is ringing on another extension outside of your group, use the following method:

1. Do one of the following:
  - If the **GPickUp** soft key is available, press it.

- If the **GPickUp** soft keys are not available, go off-hook to display it, then press **GPickUp**.
2. Enter the group pickup code. If your phone supports autopickup, you are now connected to the call.
  3. If the call rings, press **Answer** to connect to the call.

## Storing and Retrieving Parked Calls

1. During a call, press **Park**. (You may need to press the **more** soft key to see **Park**.)
2. Note the call park number displayed on your phone screen.
3. Hang up.

To retrieve a parked call, enter the call park number from any Cisco Unified IP Phone in your network to connect to the call.

## Using a Handset, Headset, and Speakerphone

To use the handset, lift it to go off-hook; replace it to go on-hook.

To use a headset, press  to toggle headset mode on and off.

To use the speakerphone, press  to toggle speakerphone mode on or off.

To switch to the speakerphone or a headset (from the handset) during a call, press  or , then hang up the handset.

To switch to the handset (from the speakerphone or headset) during a call, lift the handset (without pushing any buttons).

To adjust the volume level for a call, press  during a call or after invoking a dial tone. This action adjusts the volume for the handset, speakerphone, or headset, depending on which device is in use. Press **Save** to preserve the volume level for future calls.