



QUICK REFERENCE



Cisco Unified Communications Manager Express Quick Reference Card for Cisco Unified IP Phone 7975

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.

Using the Quick Reference



- Complete numbered items in sequence.
- Choose only one bulleted item.
- Bold identifies soft keys.

Place a Call


- Lift handset and dial number.

- Dial number and then lift handset.
- Press line button for your extension, dial number, and then lift the handset.
- Press any available button, dial number, and then lift handset.
- Press **New Call** soft key, dial number, and then lift handset.
- Press a speed dial button and then lift handset.
- If you have selected a number from a directory, press the **Dial** soft key, and then lift handset.

Answer a Call

- Lift handset.
- If you are using headset, press .
- If using a speakerphone, press  or **Answer**.

End a Call

- Hang up.
- If you are using a headset, press **Headset** or **End Call**.
- If you need to end a speakerphone call, press  or **EndCall**.

Redial a Number


- Lift handset, press **Redial**.
- If you are using a speakerphone, press **Redial**.

Hold a Call

Hold

- Press **Hold**.

Retrieve

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

Transfer a Call

Blind Transfer

1. Press **Trnsfr**.
2. Dial “transfer to” number.

Consultative Transfer

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press **Trnsfr** to transfer the call or press **End Call** to hang up. Press **Resume** to reconnect to first caller.

Place a Conference Call

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

To establish a conference call between two callers to a Cisco Unified IP phone, one active and the other on hold, press **Confrn**.

To establish a conference call between two callers already present on a Cisco Unified IP phone, using separate line buttons, one active and the other on hold:

1. Press **Confrn**.
2. Press the **Line** button of the call you want to add to the three-party conference.

End a Conference Call

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

Meet-Me Conference Call

1. Obtain a Meet-Me phone number from your system administrator.

2. Distribute the number to participants.
3. Obtain a dial tone, then press the **more** > **MeetMe** soft keys.
4. Dial the Meet-Me conference number. Participants can now join the conference by dialing in.

To end a Meet-Me conference, all participants must hang up.

Ad Hoc Conference Call

Start a Conference Call

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.

Remove Participants


1. Highlight the participant’s name.
2. Press **Remove**. You can remove participants only if you initiated the conference.
3. Hang up or press **EndCall** to end your participation in a conference.

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Call Forwarding

All

1. Press **CFwdAll**.
2. Dial “forward to” number.
3. Press **Accept**.

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Voice Mail

1. Press **CFwdAll**.
2. Dial voice mail number.
3. Press **EndCall**.

Speed Dial

1. Press **CFwdAll**.
2. Press Speed Dial button.
3. Press **EndCall**.

Speed Dial

Program Speed Dial

1. Get a dial tone.
2. Press #.
3. Press **Speed-dial** to start.
4. Enter number to speed dial.
5. Press **Speed-dial** to finish.
6. Hang up.

Call from Speed Dial

1. Get dial tone.
2. Press **Directories**.
3. Navigate to speed dial.
4. Press **Select** for the desired number.

Call From Local Directories

1. Press **Directories**.

2. Scroll to directory or press **4** for Local Directories.
3. Enter name for search.
4. Press **Search**.
5. Scroll to number and 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.
Acct	Consult your administrator on the use of this soft key.
Answer	Answers incoming call.
Callback	Notifies callers that called line is free.
Cancel	Cancels last selection.
CFwdALL	Forwards all calls.

Soft Key	Description
Clear	Clears directory history.
Confrn	Connects callers to conference call.
Delete	Deletes selected number.
Dial	Dials displayed number.
DND	Enables Do-Not-Disturb feature.
Down	Decreases LCD screen contrast.
EditDial	Selects number and activates cursor for editing.
EndCall	Ends current call.
Exit	Exits from current selection.
Flash	Provides hookflash functionality for three-way calling and call waiting services provided by PSTN or Centrex service.
GPickUp	Selectively picks up calls phone number that is member of pickup group.
Hold	Places active call on hold. Resumes on hold call.
Login	Provides PIN-controlled access to restricted phone features. Contact your administrator for additional instructions.
MeetMe	Provides access to MeetMe Conferences
more	Scrolls through additional soft key options (for example, use the more soft key to locate the DND soft key).
NewCall	Opens new line on speakerphone to place call.
Ok	Confirms selection.
OPickUP	Selectively picks up phone call with highest priority within pickup group.
Park	Forwards calls to location from which call can be retrieved by anyone in system.
PickUp	Selectively picks up calls coming into another extension.
Play	Plays ring sound samples.

Soft Key	Description
Redial	Redials last number dialed.
Remove	Removes conference participant
Resume	Returns to active call.
Save	Saves last change.
Search	Initiates search in local directory.
Select	Selects highlighted option.
Trnsfer	Transfers active calls to another extension.
Up	Increases LCD screen contrast.
Update	Updates content

List of Call Icons

Icon	Call State
	On-hook line
	Off-hook line
	Connected call
	Ringing call
	Call on hold
	Remote-in-use
	Authenticated call
	Encrypted call
	Idle line (BLF)
	Busy line (BLF)