



QUICK REFERENCE



## Cisco Unified IP Phone 7915 and 7916 Expansion Module for Cisco Unified Communications Manager Express 4.3 and Later Versions

Cisco Unified IP Phone Expansion Module 7915 and 7916 attaches to your Cisco Unified IP Phone 7962G, 7965G or 7975G, adding up to 24 extra line appearances or programmable buttons to your phone. The Cisco Unified IP Phone Expansion Module 7915 has a grayscale display and the Cisco Unified IP Phone Expansion Module 7916 has a color display.

Attaching a second Expansion Module to your Cisco Unified IP Phone adds a total of 56 extra line appearances or programmable buttons to your phone.



	Feature	Function
1	LCD screen	Displays the phone number, speed dial number (or name or other text label), phone service, phone feature, or Privacy assigned to each button. Icons indicating line status appear similar to, and function the same as, those on the Cisco Unified IP Phone to which it is attached.

	Feature	Function
2	Twelve buttons	<p>Each button corresponds to one line. The light beneath each button indicates the state of the corresponding line, as follows:</p> <ul style="list-style-type: none"> <li>• <b>Line available:</b> Light off</li> <li>• <b>Line in use by you:</b> Light steady green</li> <li>• <b>Line in use by someone else:</b> Light steady red</li> <li>• <b>Line ringing:</b> Light flashing amber</li> <li>• <b>Call on hold:</b> Light flashing green</li> <li>• <b>Call is being transferred:</b> Light steady green</li> </ul>
3	<b>Shift Buttons</b> —2 buttons. Each button corresponds to one page of 12 line keys. Page one is labeled with the number 1 and page two is labeled with the number 2.	<p>The lights beneath each button indicate the state of the page as follows:</p> <ul style="list-style-type: none"> <li>• Page is active: Steady green light</li> <li>• Page is inactive: Light off</li> <li>• Call is ringing on an inactive page: Flashing amber light.</li> <li>• Call on hold on an inactive page: Flashing amber light</li> </ul>

### Basic Call Functions

All call functions, such as answering a call, placing a call on hold, transferring a call, call waiting, and so on, are performed from the Cisco Unified IP Phone 7962G. See *Cisco Unified IP Phones 7942G and 7962G for Cisco Unified Communications Manager Express 4.3*, for instructions on using the Cisco Unified IP phone.



**Note** If the buttons for Expansion Module 7915 and 7916 are configured as phone features, users can perform phone functions from the Expansion Module.

### Adjust the Display Contrast or Brightness

As with the Cisco Unified IP Phones 7962G/7965/7975, you can adjust the contrast on the display of the Cisco Unified IP Phones 7915 and 7916 Expansion Module.

To adjust the contrast, follow these steps:

1. On the Cisco Unified IP Phone (7962, 7965, 7975) press the **Settings** button.
2. Select **Contrast**, and press the **Select** soft key.
3. Select **Expansion Module(s)** from the Contrast menu. The Expansion Module 1 Contrast screen appears.

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## Program Speed-Dial Buttons

When an administrator has defined one or more speed-dial instances for a Cisco Unified IP phone, you can reprogram numbers that are not locked or can program numbers into an instance that has an empty dial string:

1. Select an available phone line by pressing the **NewCall** soft key or by pressing a line button. Listen for the dial tone.
2. Press the pound key (#).
3. Press the speed-dial button to program. A short beep confirms that you are starting to program this button.
4. Enter the speed-dial number. The digits appear on the phone display. When you are entering speed-dial numbers, use the backspace (<<) soft key to erase digits that you entered incorrectly.  
  
To remove a speed-dial number without replacing it with a new one, press the pound key (#).
5. Hang up the handset, or press a new speed-dial button and repeat the process to program additional speed-dial buttons.

## Transfer a Call

To transfer an incoming call, press the **Transfer** soft key followed by the **Line** button of the extension to which you want to transfer the call. When a transfer is invoked using this mechanism, it is always invoked as a blind transfer.

Line status is indicated as follows:

- An idle line displays an on-hook phone icon.
- A line that is in use displays the phone icon with a flashing amber light.
- A line with messages displays a flashing envelope icon.

## Keeping Your Call Information Private

If Privacy is programmed for one of your buttons, you can keep your call information private from users who share your lines. If you see a button labeled “Privacy,” then this feature has been enabled for you by your system administrator.

You can toggle privacy on and off by pressing the Privacy button when receiving an incoming call. In addition, with Privacy enabled, other shared lines are blocked from joining your calls.

For more information, see *Cisco Unified IP Phones 7942G and 7962G for Cisco Unified Communications Manager Express 4.3*

## For More Information

For additional information on using your Cisco Unified IP phone, consult your local system administrator.