**Cisco Unified Communications Manager Express Quick Reference Card for Cisco Unified IP Phone 7925G (SCCP)**

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.

**Entering and Editing Text**

**Enter Characters**
Press the number key until you highlight the character (lower or uppercase) that you want to enter.

**Enter Numbers**
Press the number key and locate the number that you want to enter.

**Delete the Last Character**
Press << once to delete the last character or number or to delete the whole character string, press and hold <<.

**Enter a Space**
Press to enter a space between characters.

**Enter Special Characters and Symbols**
Press to display and enter these symbols: * + - / = \ : ;
Press to display and enter these symbols: # ? ( ) [ ] { }
Press to display and enter these symbols: ! @ $ % ^ &

**Cancel Editing Mode**
Choose Options > Cancel to return to the menu option or main screen.

**Select a Menu Option**
- Press the keypad number key for the item.
- Scroll to highlight the item, and then press the button (center of the navigation button).

**Go Back One Level in a Feature Menu**
Press Back.

**Move to the top of next column:**
Directory
Line View
Settings
Services

**Scroll Through a Menu or List**
Press the Navigation button up or down.

**Select a Highlighted Call or Option**
Press .

**Access Help**
From the main screen, press .

**Phone Buttons**

**Lock or Unlock the Phone Keypad**
Press and hold the key (3 seconds). The screen displays “Keypad Locked!”, and the icon displays at the top of the Main screen.
Press any key, and when the screen displays “Unlock Keypad?” press Yes. The icon disappears and the screen displays “Keypad Unlocked!” or press No to retain the keypad lock.

**Toggle Between Ringing and Vibrating Mode**
Press and hold the key. The screen displays “Vibrate On!” and the icon displays at the top.
To switch back to ring mode, press and hold the key. The screen displays “Vibrate Off!” and the icon disappears.

**Reposition the Cursor to Edit a Phone Number or Name**
Press the Navigation button left or right.

**Pressing (red button) from any level of a menu closes the menu and returns you to the main screen.**

**Quick Reference**

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

**Note**
Because of differences in phone models and features, not all procedures and soft keys described here apply to all phones.

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Listen to Voice Messages
Press and hold the key. The phone connects to your voice messaging system.

Adjust the Volume During a Call
Press for a call on the handset, speaker, or headset.

Change the Ring Pattern for Your Calls
When the phone is idle, press to set ring volume, vibrate, or silent mode.

Accessing Voice Messages
Set up and Personalize Your Voice Message Service
1. Press Message or press and hold .
2. Follow the voice instructions.

Check if You Have a New Voice Message
Look at your phone for these indicators:
- A red blinking light
- A text message, “You Have VoiceMail”
- A flashing message waiting icon next to your directory number in (Line View)

Speed Dialing
Note The Line View displays your directory numbers, followed by your speed-dial numbers identified with . Six items (lines plus speed dials) can display.

Use Speed-dial Numbers
1. Set up speed-dial numbers from your User Options webpages.
2. To place a call, press (Line View).
3. Scroll to a speed-dial number with its label.
4. Press .

Use Abbreviated Dial
1. Set up Abbreviated Dialing codes from your User Options webpages.
2. To place a call, enter the Abbreviated Dialing code.
3. Choose Options > AbbrDial.

Use Fast Dial
1. To place a call, choose (Services) > Fast Dial service on your phone (exact name might vary).
2. Scroll to a listing and press .

Call Pickup
Answer a Call Ringing on Another Extension Within Your Call Pickup Group
1. Choose Options > PickUp. If your phone supports autopickup, you are now connected to the call.
2. If the call rings on your phone, press Answer to connect to the call.

Parked Calls
Store an Active Call Using Call Park
1. During a call, choose Options > Park.
2. Note the call park number that displays on your phone screen.
3. Press the .

Retrieve a Parked Call
Enter the call park number from any Cisco Unified IP Phone in your network to connect to the call.

Push to Talk Service
1. Choose (Services) > Push to Talk (name can vary). Push to Talk service is active when the icon displays.
2. Use the button to start and end a transmission (depending on how your service is configured). You can also use the Talk and Stop soft keys to toggle between transmitting and listening.