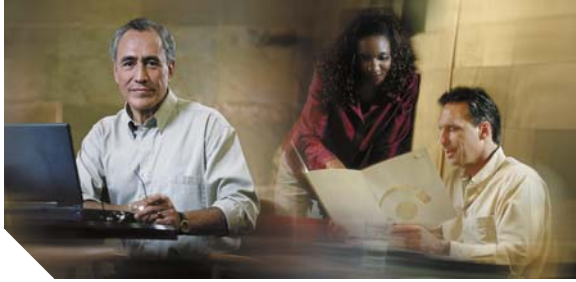
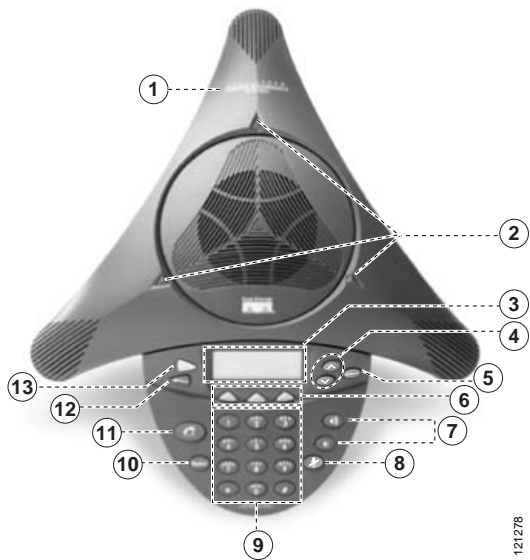


Quick Reference



Cisco Unified IP Conference Station 7936 for Cisco CallManager Express 3.2 and Later



121278

	Feature	Function
1	Cisco Unified IP phone model type	Shows the Cisco Unified IP phone model number.
2	LEDs	Provide call status indicators: <ul style="list-style-type: none"> • Call State Off: LEDs all off • Powering On: LEDs all red • Dial Tone On: LEDs all green • Dialing: LEDs all green and blinking • Connected: LEDs all green • Mute: LEDs all red and blinking • Hold: LEDs all red • Incoming Call: LEDs all green and blinking with ring • Ringing/Connecting: LEDs all green and blinking
3	LCD screen	Displays information such as line/call status, phone number, and soft key tabs.
4	Scroll buttons	Allow you to scroll through the menus or through an open list in the LCD screen.
5	Select button	Selects the menu option or list item that is highlighted.
6	Soft keys	Engage the functions displayed on the corresponding LCD tabs.

	Feature	Function
7	Volume buttons	Increase or decrease the volume of the call, speaker, ringer, or dial tone, depending on which sound is currently active.
8	Mute button	Toggles muting on and off.
9	Keypad	Functions like a traditional telephone keypad.
10	Redial button	Automatically redials the last number dialed.
11	Phone button	Allows you to get a dial tone, answer an incoming call, and hang up a call.
12	Exit button	Returns to the main LCD screen from a menu, a list, or the Phone Book.
13	Menu button	Opens and closes the main menu on the Cisco Unified IP Conference Station. The main menu includes the following selections: <ul style="list-style-type: none"> • Call Functions: opens the call function options, including Meet-me, Call-park, Pick-up, Group Pick-up, and Transfer. • Phone Book: opens the Phone Book. • Settings: opens the Settings options, including Contrast and Ringer. • Admin Setup: opens Admin Setup (requires administrator password).

Soft Key Legend

The following is a comprehensive list of soft keys offered on the Cisco Unified IP Phone 7936 Conference Station. Functionality will vary depending on your system configuration.

Soft Key	Function
<< or >>	Navigates to edit characters. Use the backspace soft key to erase digits that were entered incorrectly.
- or +	Increases or decreases the contrast.
Answer	Answers the incoming call.
Call	Dials the selected phone number.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Change	Changes a Phone Book entry.
Clr Entry	Clears a Phone Book entry.
Conf	Adds a party to a conference call.
Corp Dir	Displays the local directory.
Dial	Calls the number in the directory.
EndCall	Ends the current call.
Hold	Puts the active call on hold.
NewEntry	Adds an entry to the Phone Book.
Ph Book	Displays the Phone Book.
Resume	Returns to the original call.
Save	Saves your entry.
Search	Starts the search in the directory.
Transfer	Transfers the current call.
View/Edit	Enables view and edit capabilities.

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Place a Call

- Press the **Phone** button.
- Dial a phone number.

Answer a Call

Press the **Phone** button or the **Answer** soft key.

End a Call

Press the **Phone** button or the **EndCall** soft key.

Redial a Number

To redial the most recently dialed number, press the **Redial** button.

Hold a Call

- While on a call, press the **Hold** soft key. The held call appears in the active call list in the LCD display.
- To return to the call, press the **Resume** soft key.
- If more than one call is on hold, press the **Up** or **Down** scroll button to select a call in the active call list in the LCD display and then press the **Resume** soft key.



Note Because the hold feature generates music or a beeping tone, avoid putting a conference call on hold.

Mute a Call

- Press the **Mute** button. The LEDs blink red and a Mute icon appears on the LCD display.
- To disengage mute, press the **Mute** button again.

Forward All Calls

1. Press the **CFwdALL** soft key. You will hear a confirmation beep.

2. Dial the number to which you want to forward all of your calls. Dial the number exactly as you would if you were placing a call to that number.
3. Press the pound key (#).
The phone display will be updated to show that the call is forwarded.
4. To cancel call forwarding, press the **CFwdALL** soft key.

Transfer a Call

1. During a call, press the **Transfer** soft key.
2. Dial the number to which you want to transfer the call. As soon as you finish dialing the number, the call is transferred and automatically disconnected from the dialing Cisco Unified 7936 IP Phone.



Note If the transfer fails, press the **Resume** soft key to return to the original call.

Place a Conference Call

1. Press the **Phone** button.
2. Dial the number of the party you want to add to the conference call.
3. When the call connects, press the **Conf** soft key to add the new party to the conference call.
4. To add parties to a conference call by using the Phone Book, press the **Ph Book** soft key and press the **Up** or **Down** scroll button to select the entry you want.

To establish a conference call between second- and third-party calls to a Cisco Unified IP phone, one active and the other on hold:

- Press the **Conf** soft key on the Cisco Unified IP phone.

End a Conference Call

Call initiators may use one of the following methods to end a conference call:

- To disconnect all parties, press the **EndCall** soft key.

- To end the conference but remain connected to the most recent call, press the **Conf** soft key. The older call is placed on hold.
- To disconnect from the conference, press the **Phone** button.

Adjust Display Contrast

1. Press the **Menu** button.
2. Press the **Up** or **Down** scroll button to select Settings. Press the **Select** button.
3. Press the **Up** or **Down** scroll button to select the contrast entry.
4. Press the - or + soft key to set the desired contrast for the LCD.
5. Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

Place a Call from Your Local Directory

1. Press the **Corp Dir** soft key.
2. Press the **Up** or **Down** scroll button to select a field. Use the keypad to enter the search criteria, namely, the first name, last name, or number to be searched.
3. Press the **Search** soft key. The search results will be displayed.
4. Use the **Up** or **Down scroll** button to select an entry.
5. Press the **Dial** soft key to call the number.
6. To exit the directory, press the **Exit** button.

Display the Personal Phone Book

1. Press the **Ph Book** soft key.
2. To call a number in the Phone Book, press the **Up** or **Down** scroll button to select the entry you want.
3. Press the **Call** soft key.

Add an Entry

1. Press the **NewEntry** soft key.

2. Using the keypad, enter the last name, first name, and phone number for the new entry.
3. Press the **Up** or **Down** scroll button to select the Last, First, or Number field.

When entering letters, select the appropriate number key of the letter you want, and press that key the equivalent number of times for the correct letter. For example, to enter a B, press the 2 key two times, and to enter a C, press the 2 key three times. The backspace soft key (<<) is available to let you reenter digits that were entered incorrectly.

4. Press the **Save** soft key to save the new entry.



Note You can add a maximum of 20 entries to the Phone Book.

Edit an Entry

1. Press the **Up** or **Down** scroll button to select an entry.
2. Press the **View/Edit** soft key.
You can change or clear the selected entry using the **Change** or **Clr Entry** soft key. The backspace soft key (<<) is available to let you reenter digits that were entered incorrectly.
3. Press the **Save** soft key to save your changes. To exit without saving, press the **Exit** button.
4. Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

For More Information

For additional information on using your Cisco Unified IP phone, contact your local administrator. You can print additional copies of this card at this URL:

http://www.cisco.com/univercd/cc/td/doc/product/access/ip_ph/ip_ks/cme32/index.htm

You can find instructions for ordering additional documentation at this URL:

http://www.cisco.com/univercd/cc/td/doc/es_inpk/pdi.htm