








## Cisco IP Phone 7945 & 7975 User Quick Reference









For further enquiries, please

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Feature	Description	Instructions
Internal Call	Place an internal call	Dial 4-digit* extension number <i>* Starting 2 Jan 2012, dial 5-digit extension number with leading "3".</i>
External Call	Place a local external call	Dial "9" + phone number
Call Transfer	Transfer a call to another colleague	Press <b>[Transfer]</b> softkey > Dial extension number > Press <b>[Transfer]</b> softkey
	Reconnect to the original call if the transfer line is busy or has no answer.	Press <b>[EndCall]</b> and <b>[Resume]</b> softkeys
Conference Call	Talk simultaneously with up to 7 other parties	Press <b>[More]</b> and <b>[Confrn]</b> softkeys > Dial extension number* (or "9"+ external phone no.) > Press <b>[Confrn]</b> softkey again <i>* If the line is busy or has no answer, press [EndCall] and [Resume] softkeys.</i>
	Remove a party from the conference	Press <b>[ConList]</b> softkey to select a party and <b>[Remove]</b> softkey to remove.
Call Waiting	If a new call comes when you are on another call, you will see incoming call information on screen	Press <b>[Answer]</b> softkey to answer the incoming call.
Call Hold	Place a call on hold during a call	Press <b>[Hold]</b> softkey > Press <b>[Resume]</b> softkey to resume the call
Call Park	Park (temporarily store) a call and then pick up the call on another extension number	Press <b>[Park]</b> softkey > A "Park No." will be shown on screen > Enter the "Park No." on another IP Phone to retrieve the call
Call Pickup	Answer a call that is ringing on another phone <u>within your group</u>	Press <b>[PickUp]</b> and <b>[Answer]</b> softkeys.
	Answer a call that is ringing on a phone <u>outside your group</u>	Press <b>[GPickUp]</b> > Enter Pickup Group no. > Press <b>[Answer]</b> softkey

Call Back	Allows you to receive audio and visual notification on your phone when a busy extension becomes available	Press <b>[CallBack]</b> and <b>[Exit]</b> softkeys > Message will be shown on your phone when the busy extension becomes available > Press <b>[Dial]</b> softkey to call back the extension
Call Forward	Redirect all calls to another extension number when you not in office	Press <b>[CFwdAll]</b> softkey > Enter extension number > Screen will show  and "Forwarded to xxxx".
	Cancel call forwarding function	Press <b>[CFwdAll]</b> softkey.
Immediate Divert	Send a call to voicemail system	Press <b>[iDivert]</b> softkey.
Voicemail	Red light on the handset lights up if there is a voicemail message. Access voicemail system to hear voice messages.	Press [  > and follow the voice instructions.
Call Logs	View call history and dial from call log (A max. of 100 records is stored in each log)	Press [  > Choose <b>[Missed Calls]</b> / <b>[Received Calls]</b> / <b>[Placed Call]</b> > Press <b>[Select]</b> softkey > Select a record and press <b>[Dial]</b> softkey or lift the handset to call
Corporate Directory	Search for extension number by name	Press [  > Select <b>[Corporate Directory]</b> > Enter search criteria > Press <b>[Search]</b> softkey > Select a number from the listing > <b>[Dial]</b> softkey to dial
Personal Directory (a.k.a. Personal Address Book, PAB)	Create a PAB (with up to 500 entries) that you can access on phone set	Login <a href="#">CISCO Unified CallManager</a> (web access) to create entries for PAB. Refer to its <a href="#">user guide</a> for details.
	Sign in the PAB on phone set	Press [  > Select <b>[Personal Directory]</b> > Enter <u>User ID</u> and <u>PIN</u> > Press <b>[Submit]</b> softkey > Choose <b>[Personal Address Book]</b> > Press <b>[Select]</b> softkey
	Search for an entry and dial from PAB	Sign in the PAB (repeat the above sig in steps) > enter information for "Search Criteria" > <b>[Submit]</b> softkey > Select an entry from listing > Press <b>[Select]</b> softkey > Press <b>[Dial]</b> softkey to dial
Speed Dialing	Enter an index code, press a button, or select a phone screen item to place a call* (rather than dialing the number manually) <i>* This feature can set up in <a href="#">CISCO Unified CallManager</a> (web access) only.</i>	Press the corresponding feature button on the left of the screen to start calling

Abbreviated Dialing	Assign Abbreviated Dialing Code (1-99)* and use the code to place a call (rather than dialing the number manually)  <i>* This feature can set up in <a href="#">CISCO Unified CallManager</a> (web access) only.</i>	Dial the Abbreviated Dialing Code > Press <b>[AbbrDial]</b> softkey
Setting of Phone Set	<u>Speaker</u> Feature options: On and Off	Press  or <b>[New Call]</b> softkey to turn on speaker. Press  again or <b>[EndCall]</b> softkey to turn it off.
	<u>Mute</u> Mute the microphone during a call	Press  to turn Mute on. Press  again to turn Mute off.
	<u>Contrast</u> Adjust contrast on screen	Press  > Select <b>[User Preferences]</b> > Select <b>[Brightness] / [Contrast]</b> > Press <b>[Up] / [Down]</b> to adjust contrast > Press <b>[Save]</b> softkey to confirm
	<u>Ring Tone</u> Apply different ring tone to different phone line	Press  > Select <b>[User Preferences]</b> > <b>[Rings]</b> > Choose a phone line or the default ring setting > Press <b>[Play]</b> to play a sample of ring type > Press <b>[Select]</b> and <b>[Save]</b> to use it.
	<u>Volume</u> Adjust volume level for handset/headset/speaker and ringer volume	When handset/headset/speaker is in use, press  to adjust volume level. When the phone is idle, press  to adjust ringer volume.
Redial	Call the most recently dialed phone number	Press <b>[Redial]</b> softkey > Pick up the handset.

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