

Your Phone



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Programmable Buttons

Depending on configuration, programmable buttons provide access to: Phone Lines, Speed-Dial Numbers, and Busy Lamp Fields.

- Cisco 2-button IP Phones: 7941, 7942, and 7945
- Cisco 6-button IP Phones: 7961, 7962 and 7965

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing amber line button.

Put a Call on Hold

1. Press **Hold**.
2. To resume a held call, press **Resume**.

View Your Recent Calls

1. Press **Directories** .
2. Select **Missed Calls**, **Received Calls**, or **Placed Calls**.
3. To dial, highlight a listing and press **Dial** or press **EditDial** to edit the number first, then press **Dial**.


Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. Press **Transfer** again.


Add Another Person to a Call

1. From a connected call that is not on hold, press **Confrn**.
2. Enter the other person's phone number.
3. Press **Confrn** again.


Make a Call with a Headset

1. Enter a number using the keypad.
2. Press **Headset** .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .


Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.


Redial a Number

Press **Redial**. Or press up/down on the **Navigation Cluster**, when the phone is not in use, to see your Placed Calls log then scroll to a listing and press **Dial**.

Listen to Your Voice Messages

Press **Messages**  and follow the voice prompts. To check messages from another phone or for a non-primary line, dial **x3599** (from a Cisco IP Phone) or **757-825-3599** (from a non-Cisco IP Phone), and follow the voice prompts.

Forward All Calls (primary line only)

1. Press **CFwdALL**.
2. Dial the number that you want to forward to, or press **Messages** .
3. To receive calls again, press **CFwdALL**.


Adjust the Volume in a Call

Press **Volume**  left or right to adjust the handset, headset, or speakerphone volume when the phone is in use, then press **Save**.


Adjust the Ringtone Volume

Press **Volume**  left or right to adjust the ringer volume when the phone is not in use.


Change the Ringtone

1. Press **Settings** .
2. Select **User Preferences > Rings**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Select** to save a selection.

Adjust the Screen Brightness

1. Press **Settings** .
2. Select **User Preferences > Contrast/Brightness**.
3. Press **Up** to increase, or **Down** to decrease, the brightness.
4. Press **Save**.

Lookup Co-Worker's Extension

1. Press **Contacts** .
2. Scroll and select **Corporate Directory**.
3. Use your keypad to input search criteria.
4. Press **Search**.
5. To dial, scroll to a listing and press **Dial**.

Send Call to Voicemail

Press **iDivert** when the call is ringing, active, or on hold.

User Guide

View the full User Guide at <https://www.cisco.com/c/en/us/support/collaboration-endpoints/unified-ip-phone-7900-series/tsd-products-support-series-home.html>.