



Common Phone Tasks

| | |
|--|--|
| Place a call | Go off-hook before or after dialing a number. |
| Redial a number | Press Redial . |
| Talk using the handset and listen on the speaker | (Group Listen mode only.) Press GListen . |
| Listen on the speaker only | (Monitor mode only.) Press Monitor . |
| Use your call logs | Press  and select Directories > Missed Calls, Placed Calls, or Received Calls . Select a number and press Dial . |
| Edit a number | Press EditDial , << or >>. |
| Hold/resume a call | Highlight a call to put on hold or resume from hold, and press  . |
| Transfer a call to a new number | Press Transfer , enter the number, then press Transfer again. |
| Start a standard (ad hoc) conference call | Press more > Confrn and dial the participant, then press Confrn again. |



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QUICK REFERENCE



Cisco Unified IP Phone 7906G and 7911G Quick Reference for Cisco Unified Communications Manager 8.5(1) (SCCP and SIP)

Common Phone Tasks
Softkey Definitions
Phone Screen Icons
Button Icons










Softkey Definitions

| | |
|-----------------|---|
| AbbrDial | Dial using a speed-dial index number |
| Answer | Answer a call |
| Barge | Add yourself to a call on a shared line |
| CallBack | Receive notification when a busy extension becomes available |
| Cancel | Cancel an action or exit a screen without applying changes |
| cBarge | Add yourself to a call on a shared line and establish a conference |
| CFwdALL | Setup/cancel call forwarding |
| Clear | Delete records or settings |
| Close | Close the current window |
| ConfList | View conference participants |
| Confrn | Create a conference call |
| Delete | Remove characters to the right of the cursor when using EditDial |
| Dial | Dial a phone number |
| DND | Turn on/off Do Not Disturb (DND) |
| EditDial | Edit a number in a call log |
| EndCall | Disconnect the current call |
| Erase | Reset settings to their defaults |
| Exit | Return to the previous screen |
| GListen | Talk using the handset and listen on the speaker (Group Listen) |
| GLOff | Disable Group Listen |
| GPickUp | Answer a call that is ringing in another group or on another line |






| | |
|---------------------|--|
| iDivert | Send or redirect a call to a voice message system |
| MeetMe | Host a Meet-Me conference call |
| Monitor | Listen to a call on the speaker |
| MonOff | Disable the Monitor function |
| more | Display additional softkeys |
| Msgs | Access voice mail system |
| Mute | Turn on/off microphone |
| New Call | Make a new call |
| OPickUp | Answer a call that is ringing in an associated group |
| Park | Store a call using Call Park |
| PickUp | Answer a call that is ringing on another phone in your group |
| QRT | Submit call problems to the system administrator |
| Redial | Redial the most recently dialed number |
| Remove | Remove a conference participant |
| RMLstC | Drop the last party added to a conference call |
| Search | Search for a directory listing |
| Transfer | Transfer a call |
| Update | Refresh content |
| VidMode (SCCP only) | Choose a video display mode |
| << | Delete entered characters |
| >> | Move through entered characters |

Phone Screen Icons


Line and Call Status



| | |
|---|-----------------------------------|
|  | Call Forwarding enabled |
|  | Call on hold; remote call on hold |
|  | Connected call |
|  | Off-hook |
|  | On-hook |
|  | Incoming call |
|  | Shared line in use |
|  | Authenticated call |
|  | Encrypted call |

Other Features





| | |
|---|---|
|  | Speed Dial configured |
|  | Message waiting |
|  | Option selected |
|  | Feature enabled |
|  | URL entry in call log is ready to edit (SIP only) |

Audio or Video Mode

| | |
|---|----------------|
|  | Handset in use |
|---|----------------|

| | |
|---|---|
|  | Speaker in use (Monitor on) |
|  | Video enabled (Cisco Unified IP Phone 7911G only with SCCP) |

Button Icons

| | |
|---|-------------------|
|  | Volume |
|  | Navigation |
|  | Hold |
|  | Applications Menu |