



Cisco 7940 (2 Line appearance phone)

Quick User Guide

Basic Phone Features Customizing Your Phone

Applies to phones running SIP firmware 8.2.

For detailed information please consult the *Star2Star Phone and Features Guide*, available for view/download via the *Star2Star Web Portal* at:

www.portal.star2star.com/

PLACING A CALL

Using the Handset:

Pick up the handset and dial the desired number. If the number is less than 10 digits please press the **Dial** soft key to complete the call.

Using the hands-free Speakerphone:

1. With the handset on-hook, either

press the **New Call** soft key, , or  (a line button). Dial the desired number.

2. If the number is less than 10 digits please press the **Dial** soft key to complete the call.

Using the optional Headset:

1. With the headset connected,

press , the **New Call** soft key, or  (a line button). Dial the desired number.

2. If the number is less than 10 digits please press the **Dial** soft key to complete the call.

During a call, you can alternate between handset, headset, or hands-free modes by pressing the  or  keys, or picking up the handset.

ANSWERING A CALL

Using the Handset:

Pick up the handset.

Using the Speakerphone:

Press , **Answer** soft key or  (the line button for the incoming call).

Using the optional Headset:

Press  if unit to answer the call using a headset.

Or if  is already lit, press the **Answer** soft key or  (the line button for the incoming call).

ENDING A CALL

1. Press the **EndCall** soft key or replace the handset.

2. Press  if you are using the Speakerphone.

3. Press  if you are using a headset. Press the **EndCall** soft key if you wish to keep headset mode activated (keep the button lit after hanging up).

MICROPHONE MUTE

1. During a call press . The indicator will glow red.

2. The other party cannot hear you.

3. Press  again to resume audio.

4. This feature will work when using handset, headset or speakerphone.

CALL HOLD AND RESUME

1. During a call press the **Hold** soft key to place the call on hold.

2. The call information will flash on screen and **Hold** will be indicated on the display.

3. The caller on hold will hear Music or Message on hold if enabled on your system.

4. Press the **Resume** soft key to re-establish the call.

5. If two calls are placed on hold, use

the **Navigation** button  to select the desired call, and then press the **Resume** soft key to return to this call.

LOCAL CONFERENCE CALLS

To create a three-way local conference call:

1. You can create a conference with two other parties using the phones local conferencing feature.
2. With an incoming call on your phone or a call you have made, press the **Confere** soft key to create a new call.
3. The active call is placed on hold and the caller will hear Music or Message

on hold if enabled on your system.

4. Dial the phone number of the second

party or press  to access your Directories. From one of these lists press the **Dial** soft key.

5. When the second party answers, press the **Join** soft key again to join all parties in the Conference.

Placing the call on hold on the conference originator's phone will place the other parties in the conference on hold.

Ending the call on the conference originator's phone will allow the other parties to continue the conference.

Use the Star2Star Conference room feature for larger conferences.

CALL TRANSFER

Blind Transfer (Transfer the call to another party without any announcement):

1. During a call, press the **more** soft key.
2. Press the **BlindXfr** soft key.
3. The caller on hold will hear Music or Message on hold if enabled on your system.
4. Dial the number you want to transfer the call to then press the **Dial** soft key to complete the transfer.

5. Alternatively you may press  to access a list of **Missed Calls**, **Received Calls**, **Placed Calls**, or the **Company Directory**.

6. Use the **Navigation** button  to scroll to the required list. Press the **Select** soft key.
7. Use the **Navigation** button again to scroll to the required entry. Press the **Dial** soft key to call the number displayed and complete the transfer.

Cisco Ip 7940 User Guide

Kevin Wallace



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