



# 1 Overview

This guide provides phone, soft key, and features desc

- 6 Hold button                      Places an active call on hold. Resumes a held call.
  
- 7 Keypad                              Functions like a traditional telephone keypad.
- 8 Volume button                    Increases or decreases handset volume and onhook ring volume.
  
  
  
  
  
  
  
  
  
  
- 9 Handset with indicator light    Functions like a traditional handset.

## Connecting Your Phone

This section shows how to use the connectors on your Cisco IP phone.

- 1 Network port (10BASE-T)

## Adjusting the Handset Rest

When you connect your phone, you can adjust the handset rest so that the receiver will not slip out of the cradle. Use the

Name	Description
1 Cisco Unified IP phone model type	Shows the Cisco Unified IP phone model number.
2 LCD screen Line or speed-dial button	Displays information such as line/call status, phone number, and soft key tabs.
3 Footstand adjustment	Opens a new line, speed-dials a phone number, or ends a call. The Cisco Unified SIP IP Phone 7940G has two lines, and the Cisco Unified SIP IP Phone 7960G has six lines.
4 Directories button	Allows you to adjust the angle of the phone base.
5 Question “?” button	Provides access to phone directories.
6 Settings button	Not in use.
7	



## Adjusting the Handset Rest

When you connect your phone, you can adjust the handset rest so that the receiver will not slip out of the cradle. Use the following method to adjust the handset:

1. Set the handset aside and pull the square plastic tab from the handset rest.
2. Rotate the tab 180 degrees.
3. Slide the tab back into the handset rest. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.

## Soft Key Descriptions

Your Cisco Unified IP phone is equipped with soft keys for call features and options. soft keys are displayed along the bottom





## 2 Operating Your Phone

### Basic: Place a Call

To place a call, use one of the following methods:

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If multiple calls are on hold, use the **Navigation** button to select the desired call before you press **Resume**.

If multiple calls on multiple lines are on hold, press the line button for the line that you want to pick up. The active call on the other line is automatically put on hold.



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**Note** Because the hold feature can generate music or beeps, avoid using hold when dialed into a remote conference system. Simple three-party conferences that are cr



2.





[View Call History](#)

3. Use the **Navigation** button to select Speed Dial.
4. Select intercom Speed Dial.



- Press **Cancel** to exit to the previous menu without changing the setting.
- Press **Back** key to return to the main phone screen.

## 3 Phone Features Index

This section provides an alphabetical list of features for your Cisco Unified IP phone. Features supported in both SIP and SCCP protocols are marked as “Supported” and features not supported in

**Table 1**      *Features (with page number refere*

Use Audio Paging 15	Supported	Supported
Use the Intercom Feature 15	Supported	Supported
View Call History 15	Supported	Supported

**Americas Headquarters**  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
[www.cisco.com](http://www.cisco.com)  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 527-0883

**Asia Pacific Headquarters**  
Cisco Systems, Inc.  
168 Robinson Road  
#28-01 Capital Tower  
Singapore 068912  
[www.cisco.com](http://www.cisco.com)  
Tel: +65 6317 7777  
Fax: +65 6317 7799

