# Contents

Softkey Definitions 3
Common Phone Tasks 3
Phone Screen Icons 4
Button Icons

# Connecting Your Phone

Your system administrator will likely connect your new Cisco Unified IP

# An Overview of Your Phone

Your Cisco Unified IP Phone 7960G or 7940G is a full-feature telephone that provides voice communication over the same data network that

| | Item | Description | For more information, see... |
|---|---|---|---|
| 1 | Handset light strip | Indicates an incoming call or new voice message. | |

# Understanding Phone Screen Features

This is what your main phone screen might look like with an active call and several feature menus open.

**1** Primary phone line

# Cleaning the Phone Screen

Gently wipe the phone screen with a soft, dry cloth. Do not use any liquids or powders on the phone. Using anything other than a soft, dry cloth can contaminate phone components and cause failures.

# Placing a Call—Additional Options

You can place calls using special features and services that might be available on your phone. See your system administrator for more information about these additional options.

| If you want to... | Then... | For more information, see... |
|---|---|---|
| Place a call while another call is active (using a different line) | **1.** Press for a new line. The first | |

# Ending a Call

# Switching Between Multiple Calls

You can switch between multiple calls

- Your system administrator can enable a call forward override feature that allows the person

# Advanced Call Handling

# Adding Yourself to

# Preventing Others from Viewing or Barging a Shared-Line Call

# Prioritizing Critical Calls

In some specialized environments, such as military or government offices, you might need to make and

# Using a Handset, Headset, and Speakerphone

# Using Phone Settings

## Using the Address Book Synchronization Tool

You can use Cisco Unified Communications Manager Address Book Synchronizer to synchronize your

Meet-Me conferences **20, 23**

## S


safety, warnings 2
secure calls 29
secure conference
  verifying 22
selecting calls 12
services button, description of 9
services, subscribing to 45
settings
  using 34
settings button, description of 9
shared lines
  and remote-in-use icon 26
  description of 26
  with barge 27
  with privacy 28
softkey buttons
  description of 9, 10
  labels for 10
speakerphone
  answering calls with 15
  button, identifying 9
  hanging up with 16
  mode, using 32
  placing calls with 13
  volume 34