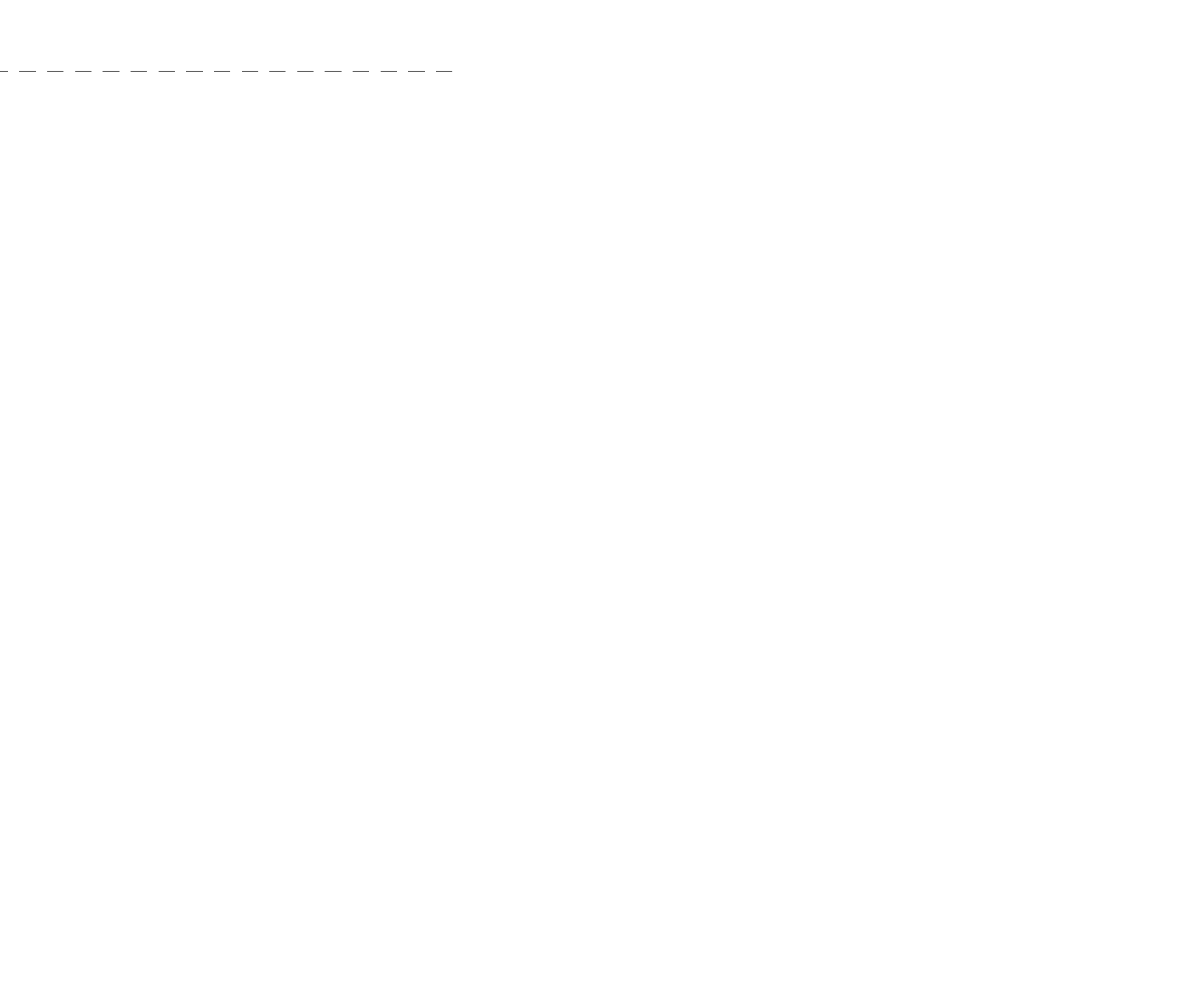


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- Button Icons

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

Cisco Unified IP Phone 7940G

| 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](#)

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