



Cisco IP Phone 7940/7960 Series

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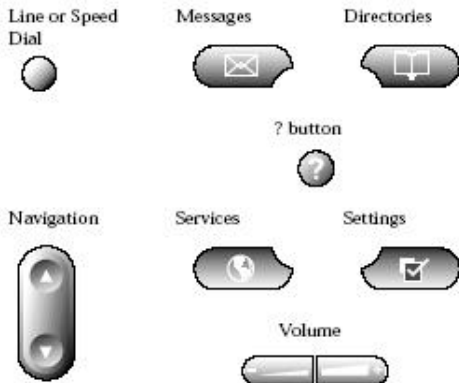


Instant Help

To display instant help about buttons and features:

- Press the **?** button once, then press a button or soft key.
- Highlight a feature in the Directories, Settings, or Services menu, then press the **?** button twice quickly.

Button Legend



EWM Specific Information

Voicemail:

- The default Voicemail password is **196404**.
- To check your voicemail outside the office dial **305-960-2402**. To login to your mailbox, press “*” + your 4 digit extension + “#”

Dialing Instructions:

- For local external calls dial:
9 + 10 digit number
- For national long distance calls dial:
9 + 1 + 10 digit number
- For international long distance dial:
9 + 011 + international number
- The default long distance codes are the last 4 digits of your Social Security Number.

Branch to Branch Dialing:

4 digit extension dialing may be used between the following EWM branch offices:

- South Miami—2400
- Corporate Office—2550
- Pinecrest—2600
- EWM Mortgage—2770
- EWM Title—3040
- Coconut Grove—5300
- Key Biscayne—5350
- Miami Beach—4000
- Weston Town Center—7200
- Las Olas—7400

Voice Mail

To access your voice mail:

Press the **Messages** button and follow the voice instructions.

Note: When you receive a new message a flashing envelope icon displays on your LCD screen. Also, the light on your handset glows to indicate that you have received a new message.

Adjusting Volume and Contrast

To adjust the ringer volume:

Press the up or down **Volume** button while the handset is in its cradle.

To adjust the handset, speakerphone, or headset volume:

During a call, press the up or down **Volume** button. Press the **Save** soft key to apply the new volume level to future calls.

To adjust the Contrast:

1. Press the **Settings** key
2. Press the **Select** softkey
3. Press the **Down** or **Up** softkeys to lighten or darken the screen.
4. Press **Ok** once you have chosen a desired contrast
5. Press **Exit**.

Basic Phone Features

To place a call:

- Lift the handset and dial the number.
- Press the **line** button for your extension, then dial.
- Press the **Speaker** button, then dial.
- Press the **New Call** soft key, then dial.
- If you are using a headset, press the **Headset** button, then dial.
- If you have selected a number from a directory, press the **Dial** soft key.

Note: To make an outside call you must dial “9” and the number. To make an internal call, dial the extension

To answer a call:

- Lift the handset.
- If you are using a headset, press the **Headset** button. If necessary, press the **line** button of the incoming call.
- To use the speakerphone, press the **Answer** soft key or the **Speaker** button.

To end a call:

- Hang up the handset.
- If you are using a headset, press the **Headset** button or the **EndCall** soft key.
- If you are on speakerphone, press the **Speaker** button or the **EndCall** soft key.

To transfer a call:

1. During a call, press the **Transfer** soft key. This puts the call on hold.
2. Dial the number to which you want to transfer the call.

As soon as you hear ringing, or after the party answers, press **Transfer**.

Note: If the transfer fails, press the **Resume** soft key to return to the original call.

To transfer a call directly to voicemail box:

1. Press **Transfer** softkey
2. Press the * key & dial the extension
3. Press **Transfer** key

To place your phone on DND:

Note: To automatically transfer all incoming calls to voicemail press the **CFwdALL** soft key and press the message key. To disable this feature, press **CFwdALL** softkey again.

To Park a call:

1. During a call, press the **More** softkey
2. Press the **Park** softkey and note the park number on the display.

To retrieve a call a from Park, pick up the handset and dial the 2 digit park number.

To redial a number:

To redial the most recently dialed number, press the **Redial** soft key.

To view missed calls:

1. Press the **Directories** button.
2. Press **1** for Missed Calls.

To speed dial from a directory menu:

1. Press the **Directories** button.
2. Find the directory that you want, then press the corresponding item number. For example, press **3** for Placed Calls.
3. Press the **Dial** soft key to speed dial a selected number. Press **Edit Dial** to add or remove digits before dialing.

Note: To enter any letter on your LCD screen, use a corresponding number key. Press the key one or more times to display a particular letter. For example, press **2** once for “a,” twice for “b,” and three times for “c.” To back up, press the **<<** soft key.

To put a call on hold:

- Press the **Hold** soft key.
- To return to the call, press the **Resume** soft key.
- 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 to which you want to switch and use the **Navigation** button to select the desired call. Press **Resume**

Note: Because engaging the Hold feature generates music or a beeping tone, avoid putting a conference call on hold.

To place a conference call:

1. During a call, press the **More** soft key and then the **Confm** soft key to open a new line and put the first party on hold.
2. At the dial tone place a call to another number.
3. When the call connects, announce the call.
4. If the party doesn't answer or doesn't want to join, press **Endcall** softkey and the press **Resume** softkey.
5. Press **Confm** again to join the new party to the call.
6. To remove yourself from the conference press the **Hold** softkey.

To mute a call:

Press the **Mute** button. To disengage mute, press **Mute** again or lift the handset