







## Common Phone Tasks

View online help on the phone	Press  or  twice quickly.
Place a call	Go off-hook before or after dialing a number.
Redial a number	Press <b>Redial</b> .
Switch to the speaker or headset during a call	Press  or  , then hang up the handset.
Mute your phone	Press  .
Use your call logs	Choose  to choose a call log. To dial, highlight a listing and go off-hook.
Edit a number	Press <b>EditDial</b> , << or >>.
Hold/resume a call	Press <b>Hold</b> or <b>Resume</b> .
Transfer a call to a new number	Press <b>Transfer</b> , enter a target number, then press <b>Transfer</b> again.
Start a standard conference call	Press <b>more</b> > <b>Confrn</b> . Dial a number, then press <b>Confrn</b> again. Repeat for each party



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### QUICK REFERENCE



## Cisco Unified IP Phone 7960G and 7940G for Cisco Unified Communications Manager 7.0 (SCCP)

















Softkey Definitions  
Phone Screen Icons  
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Common Phone Tasks

## Softkey Definitions








AbbrDial	Dial using a speed dial index number
Answer	Answer a call
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdALL	Setup/cancel call forwarding
Clear	Delete records or settings
Conflist	View conference participants
Confrn	Create a conference call
Delete	Remove characters at the cursor when using EditDial
Dial	Dial a phone number
DirTrfr	Transfer two calls to each other
EditDial	Edit a number in a call log
EndCall	Disconnect the current call
Exit	Return to the previous screen
GPickUp	Answer a call ringing in another group
iDivert	Send a call to your voice messaging system
Join	Join several calls already on a single line to create a conference
MeetMe	Host a Meet-Me conference call
more	Display additional softkeys
NewCall	Make a new call

OPickUp	Answer a call ringing in another group that is associated with your group
Park	Store a call using Call Park
PickUp	Answer a call in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to a conference call
Save	Save the chosen settings
Search	Search for a directory listing
Select	Select an item on the screen
Transfer	Transfer a call
Update	Refresh content
VidMode	Choose a video display mode
<<	Delete characters to left of cursor
>>	Move through entered characters

## Phone Screen Icons

Call State	
	Call Forwarding enabled
	Call on hold
	Connected call
	Incoming call
	Off-hook line
	Outgoing call
	Shared line in use
Secure Calls	
	Authenticated call
	Encrypted call
Critical Calls	
	Priority call
	Medium priority call
	High priority call
	Highest priority call
Selected Device	
	Handset in use
	Headset in use
	Speakerphone in use

## Other Features

	Busy speed-dial line
	Idle in speed-dial line
	Speed Dial (line status unknown)
	Message waiting
	Video enabled
	Option selected
	Feature enabled

## Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Speaker
	Mute
	Headset