









Button Legend

Menu	Redial	Volume
		
Exit	Scroll	Mute
		
Phone	Select	
		



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Cisco IP Conference Station 7935

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Call Transfer
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Button Legend

Basic Features

To Place a call:

1. Press the **Phone** button.
2. Dial the number.

To Answer a call:

- Press the **Phone** button or the **Answer** softkey.
The active call appears in the active call list in the LCD display.

To End a call:

- Press the **Phone** button or the **End Call** softkey.

To Place a call on hold:

- While on a call, press the **Hold** softkey. The held call appears in the active call list in the LCD display.
To place another call, press the **New Call** softkey and then dial the number.
- To return to the held call, press the **Resume** softkey.
- If multiple calls are on hold, press the **Up** or **Down** scroll button to select a call in the active call list in the LCD display and then press the **Resume** softkey.

To Redial a call:

- Press the **Redial** button to dial the last number called.

To Mute a call:

- While on a call, press the **Mute** button. The LEDs blink red and a Mute icon appears on the LCD display.
- To turn off Mute, press the **Mute** button again.

Conference Calls

To Place a conference call:

1. Press the **Phone** button.
2. Dial the number of the party you want to add to the conference call.
3. When the party answers, press the **Conf** softkey to add the party to the conference call.
4. To add another party to the conference call, press the **Conf** softkey to obtain a new line.
The other parties are automatically placed on hold.
5. Dial the number of the next party you want to add to the conference call.

- When the party answers, press the **Conf** softkey again to add the party to the conference call.

Repeat steps 4-6 to keep adding parties to a conference call.

Note: You can also add parties to a conference call using the phone book.

To End a conference call

- Press the **Phone** button.

Call Transfer

To Transfer a call:

- While on a call, press the **Transfer** softkey.
This places the call on hold.
- Dial the number to which you want to transfer the call.
- When you hear ringing, press the **Transfer** softkey again, or when the party answers, announce the call and then press the **Transfer** softkey.

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

Volume and Contrast

To Adjust the volume:

- Press the **Up** or **Down** volume button to increase or decrease the volume.

To Change the LCD contrast:

- Press the **Menu** button.
- Press the **Up** or **Down** scroll button to select Settings. Press the **Select** button.
- Press the **Up** or **Down** scroll button to select the Contrast entry.
- Press the - or + softkey to set the desired contrast of the LCD.
- Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

Phone Book

To Display the phone book:

- Press the **Ph Book** softkey.
- To call a number in the phone book, press the **Up** or **Down** scroll button to select the entry you want. Press the **Call** softkey.

- To add an entry in the phone book, press the **New Entry** softkey.
 - Using the Dialing pad, enter the last name, first name, and phone number for the new entry. Press the **Up** or **Down** scroll button to select the Last, First, or Number fields.

When entering letters, select the appropriate number key for the letter you want, and press that key the equivalent number of times for the correct letter. For example, to enter a B, press the **2** key two times, and to enter a C, press the **2** key three times.

Use the < softkey to go backward while entering data.

- Press the **Save** softkey to save the new entry.

Note: You can add a maximum of 20 entries to the phone book.

- To edit an entry in the phone book, press the **Up** or **Down** scroll button to select an entry. Press the **View/Edit** softkey.

You can change or clear the selected entry using the **Change** or **Clr Entry** softkeys. Press the < softkey to go backward when changing an entry.

- Press the **Save** softkey to save your changes, or to exit without saving, press the **Exit** softkey.
- Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

Corporate Directory

To Search by name or phone number:

- Press the **Corp Dir** softkey.
- Press the **Up** or **Down** scroll button to select a field. Use the keypad to enter the search criteria, namely First Name and Last Name, or Number.
- Press the **Search** softkey.
- After the search results display, use the **Up** or **Down** scroll button to select an entry.
- Press the **Dial** softkey to call the number.
- To exit the directory, press the **Exit** softkey or the **Exit** button.