





## Common Phone Tasks

Place a call	Go off-hook before or after dialing a number.
Redial a number	Press <b>Redial</b> .
Place a call on hold	Highlight a call and press  .
Resume a held call	Highlight a held call and press  .
Speed dial a number	<ul style="list-style-type: none"> <li>Press  and select a number to dial.</li> <li>Press  and choose <b>Directories &gt; Speed Dials</b>. Select a number to dial.</li> <li>Enter a speed dial number while on-hook and press <b>AbbrDial</b>.</li> </ul>
Transfer a call to a new number	Press <b>Trnsfer</b> , enter the number, then hang up (or press <b>Trnsfer</b> again if your phone does not support on-hook transfer).
Start a standard conference call	Press <b>more &gt; Confrn</b> and dial the participant. Then press <b>Confrn</b> again.



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## Cisco Unified IP Phone 7905G and 7912G for Cisco Unified CallManager 5.0 (SCCP)














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Common Phone Tasks



## Softkey Definitions

<b>AbbrDial</b>	Dial using a speed dial index number
<b>Answer</b>	Answer a call
<b>CallBack</b>	Receive notification when a busy extension becomes available
<b>Cancel</b>	Cancel an action or exit a screen without applying changes
<b>cBarge</b>	Add yourself to a call on a shared line and establish a conference call
<b>CFwdAll</b>	Setup/cancel call forwarding
<b>Clear</b>	Delete records or settings
<b>Close</b>	Close the current window
<b>ConFLis</b>	View conference participants
<b>Confrn</b>	Create a conference call
<b>Delete</b>	Remove characters to the right of the cursor when using <b>EditDial</b>
<b>Dial</b>	Dial a phone number
<b>DirTrfr</b>	Transfer two calls to each other
<b>EditDial</b>	Edit a number in a call log
<b>EndCall</b>	Disconnect the current call
<b>Exit</b>	Return to the previous screen
<b>Factory</b>	Reset settings to the factory defaults
<b>GPickUp</b>	Answer a call ringing in another group
<b>iDivert</b>	Send a call to your voice messaging system
<b>Join</b>	Join several calls on a single line to create a conference call
<b>MeetMe</b>	Host a Meet-Me conference call





<b>Monitor</b>	Listen to a call on the speaker
<b>MonOff</b>	Disable the Monitor function
<b>more</b>	Display additional softkeys
<b>Message</b>	Access voice mail system
<b>NewCall</b>	Make a new call
<b>OPickUp</b>	Answer a call ringing in an associated group
<b>Park</b>	Store a call using Call Park
<b>PickUp</b>	Answer a call in your group
<b>Private</b>	Prevent others from viewing or barging calls on a shared line
<b>QRT</b>	Submit call problems to the system administrator
<b>Redial</b>	Redial the most recently dialed number
<b>Remove</b>	Remove a conference participant
<b>Restore</b>	Reset settings to their defaults
<b>RmLstC</b>	Drop the last party added to conference call
<b>Save</b>	Save the chosen settings
<b>Select</b>	Select a menu item or call
<b>Submit</b>	Search for a directory listing
<b>Trnsfer</b>	Transfer a call
<b>Update</b>	Refresh content
<<	Delete characters to the left of the cursor
>>	Move right through characters

## Phone Screen Icons

<b>Call State</b>	
	Call Forwarding enabled
	Call on hold
	Connected call
	Off-hook
	Incoming call
	Ring out
	Shared line in use
<b>Selected Device</b>	
	Handset in use
	Speaker in use (Monitor on)
<b>Critical Calls</b>	
	Priority call
	Medium priority call
	High priority call
	Highest priority call

<b>Other Features</b>	
	Messages waiting
	Option selected

## Button Icons

	Volume
	Navigation
	Hold
	Menu