VoIP Pilot: Quick Feature Card for Cisco IP Phone Series 7940/7960

Adjust the Footstand (Tilt)
1. Press button on side of set
2. Lift up or press down to adjust tilt

Place a Call
1. Lift handset and dial number
OR
Press speaker button and dial number
OR
Press New Call (soft key) and dial number
2. Edit with << as necessary
3. Press Dial (soft key)

Answer a Call
Pick up handset
OR
Press speaker button
OR
Press Answer (soft key)

Place a Call on Hold
1. Press Hold (soft key)
2. Press Resume (soft key) to get back original caller

End a Call
Hang up handset
OR
Press End Call (soft key)

Check Messages
1. When red light indicator displays on handset and an envelope flashes next to your phone number, press Messages button (w/envelope icon); it’s below the display area
2. Follow prompts to check voicemail (the Messages button always works as an auto dial to voicemail)

Redial
1. Press Redial (soft key)
2. Listen through speaker
OR
Lift handset

Add/Change Features
Instructions to use the web site with the User ID and password will be sent soon

Unforward All Calls (PDNs)
Press CFwdAll (soft key)

Transfer a Call
1. Press Transf (soft key)
2. Dial number
3. Press Transf (soft key)

Mute a Call
1. Press Mute button
2. Press Mute again to turn off muting

Park a Call
1. Press Park (soft key) and note the extension where the call is being parked
2. Dial that extension to unpark the call

Set Ringer Volume
1. With handset on hook, press and hold volume button to obtain desired volume

Conference (6)
1. Dial first party
2. Press More (soft key)
3. Press Confrn (soft key)
4. Dial next conferee
5. Press Confrn (soft key)
Repeat as necessary

Speed Dial (Auto Dial)
See “Add/Change Features”

Establish Meet Me Conference (9)
1. Access a line
2. Press More (soft key)
3. Press Meetme (soft key)
4. Dial assigned Meet Me number

Join Meet Me
1. Access a line
2. Dial assigned Meet Me number

Forward All Calls (PDN)
1. Press CFwdAll (soft key)
2. Dial the number to which you want to forward all calls

Forward and Unforward All Calls (Other DNs)
See “Add/Change Features”

Set Handset/Speaker Volume
1. Lift handset
OR
Press speaker button
2. Press and hold volume button to obtain desired volume
3. To store, press Save (soft key)

Set Headset Volume
1. Press headset button
2. Press and hold volume button to obtain desired volume
To store, press Save (soft key)

Switch between Handset and Speaker function
If on speaker, lift handset
If on handset, press speaker button and replace handset

Problems or Questions? Please submit a HelpSU request:
http://helpsu.stanford.edu Select the problem category of:
Phone/Voice/Pager/Cellular/Video. Please put VoIP in the 1st line of your problem description so your request is routed to the project team.

Need more information (FAQs, phone set emulator) or a full User’s Guide?
Go to: http://voip.stanford.edu
Create a Personal Address Book Listing

1. Press the Services button.
2. Press the Select soft key if the Address Book is highlighted.
3. Press the Select soft key. Now you are on the “Search for an entry” screen.
4. To add a listing, press the Submit soft key.
5. Press the New soft key.
6. Use the dial pad to spell the person’s last name, first name, and nickname. Press the down navigation button to navigate on the screen, between names.
7. Press Submit. Now you are on the Enter Phone Numbers screen.
8. Use the dial pad to enter the Home number, Work number, and Mobile number. Enter the 5-digit number for on campus numbers. Enter a 9 and a 1 as appropriate for off campus numbers. Press the down navigation button to navigate on the screen, between numbers.
9. Press the Submit soft key when done. Now you are on the “A new entry has been successfully created” screen.
10. Press the OK soft key. Your new entry is now listed.
11. Press Exit, Exit to get back to the main display.

NOTE: You can have a total of 99 listings in your Personal Address Book. Entries are alphabetically listed by nickname.

Dial A Personal Address Book Number

1. Press the Services button.
2. Press the Select soft key if the Address Book is highlighted.
3. Press the Select soft key. Now you are on the “Search for an entry” screen.
4. Enter either the partial (or whole) Last Name, or the Nickname. Press the Submit soft key.
5. From your search results, use your navigation button to select the correct listing. Press the Select soft key.
6. From the listing of phone numbers, press your navigation button to scroll to the number you wish to dial; home, work, or mobile.
7. Press the Dial soft key to dial the phone number.
8. When the call is complete, press Exit, Exit to get back to the main display.

Create a Fast Dials Listing

1. Press the Services button.
2. Use the Navigation button to scroll down to Fast Dials.
3. Press the Select soft key.
4. Now you are on the Personal Fast Dials display. To create a new Fast Dial listing, press the Assign soft key.
5. The display will state, “Select an index to assign.” Press the down navigation button to scroll to an unassigned number.
6. Press the Select soft key.
7. Enter the entire phone number (for off campus, enter the 9 and also a 1, if long distance).
8. Press the Submit soft key. The display now states, “A Fast Dial entry has been successfully assigned.”
9. Press the OK soft key. Your updated list of Fast Dials is now shown.
10. Press Exit, Exit to get back to the main display.

NOTE: You can have a total of 99 Fast Dials listings.

Dial a Fast Dial Number

1. Press the Services button.
2. Use the Navigation button to scroll down to Fast Dials.
3. Press the Select soft key.
4. When you see the Personal Fast Dials display, use the Navigation button to scroll to the desired number.
5. Press the Dial soft key. For long distance calls, enter your long distance authorization code when prompted.
6. Press Exit, Exit to get back to the main display.