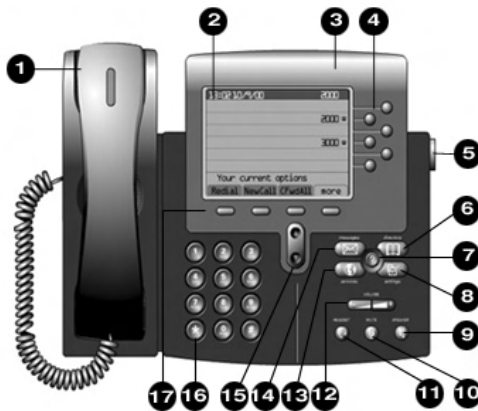



# CISCO IP 7940/7960



1. Indicator light
2. LCD screen
3. IP Phone Series No.
4. Line or speed dial
5. Adjustable stand
6. Directories
7. Help
8. Settings
9. Speaker
10. Mute
11. Headset
12. Volume
13. Services
14. Messages
15. Navigation
16. Dial pad
17. Soft keys

## Place a Call

- Lift handset  
or
- For *hands-free*, press NEW CALL soft key or press SPEAKER button 
- Dial the number

## Answer a Call

- Lift handset  
or
- For *hands-free*, press ANSWER soft key or SPEAKER button

## End a Call

- Hang up handset  
or
- Press END CALL soft key

## Place a call on hold

1. Press HOLD soft key
2. Press RESUME soft key or your LINE button to resume call

## Place 2nd call on hold

1. Place 1<sup>st</sup> call on hold
2. Press HOLD soft key
3. Press NEW CALL soft key or your LINE button
4. Press END CALL soft key to end 2<sup>nd</sup> call
5. Press RESUME soft key to return to 1<sup>st</sup> call

**Note:** Use Navigation keys to alternate between 1<sup>st</sup> and 2<sup>nd</sup> call, and press RESUME soft key.

## Transfer a Call

1. Press TRANSF soft key
2. Dial number
3. Announce call transfer (*optional*)
4. Press TRANSF soft key again to complete the transfer

## Call Forward

1. Press CFWDALL soft key (*2 beeps*)
2. Dial number to forward calls to

## To Deactivate:

1. Press CFWDALL soft key (*1 beep*)

**Note:** See Web Interface Section for forwarding calls online

## Call Waiting


1. When you hear call waiting beep (*single alert*)
2. Press ANSWER soft key (*first call goes on hold*)
3. Use Navigation buttons to alternate between calls, and press RESUME soft key
4. Press END CALL soft key to disconnect the *selected* caller

## To join calls:

- Press TRANSF soft key to join the 2 incoming callers and exit call yourself  
or
- Press CONFRN soft key to join the 2 incoming callers and yourself in conference call


## Check Messages

Red light on handset indicates new message.

To retrieve message(s): 

1. Press MESSAGE button
2. Follow prompts to check voice mail.

## Retrieve missed, received, placed calls

1. Press DIRECTORIES button 
2. Use Navigation to highlight either *missed, received or placed calls*
3. Press SELECT soft key
4. Use Navigation to scroll through calls

## To dial a number:

- Press DIAL soft key (*for internal calls*)  
or
- Press EDIT DIAL soft key to add required extra digits to the number (i.e.: 9, 1)

## Speed Dial

See Web Interface Section.

## Redial last number called

- Press REDIAL soft key
- Speaker for *hands-free* turns on automatically  
or
- Lift handset

## Mute a Call

Disables microphone 

1. Press MUTE button to activate
2. Press MUTE button again to deactivate

## Switch between handset & speaker

1. If on SPEAKER, lift handset
2. If on handset, press SPEAKER button and replace handset

## Place a Conference Call

Up to six participants.

1. While on a call, press MORE soft key
2. Press CONFRN soft key

## QUICK REFERENCE

3. Call the next person
4. Press CONFNRN soft key  
Repeat as necessary.

### Meet Me Conference

Requires special phone number from IITS.


#### To establish:

1. Lift handset
2. Press MORE soft key
3. Press MEETME soft key
4. Dial assigned Meet Me number


#### Join a Meet Me call:

1. Dial the assigned MEET ME conference number

### Internal directory

1. Press DIRECTORIES key 
2. Use Navigation to scroll to CORPORATE DIRECTORY
3. Press SELECT soft key
4. Enter first or last name using dial pad (keep pressing a number key to toggle between letters; use << soft key to backspace and delete a letter)
5. Press SEARCH key
6. Use Navigation to highlight the name of the person you wish to call
7. Press DIAL soft key

## PHONE SETTINGS

The Settings button allows you to personalize some of the features of your phone. A screen menu will assist you in adjusting various settings such as ringer type and contrast. Scroll through the options using the Navigation keys. 

### Volume

#### Ringer

1. Press [+] or [-] VOLUME keys to increase or decrease volume
2. Setting is saved automatically



#### Speaker, handset and headset

1. Press [+] or [-] VOLUME keys when handset, speaker or headset is in use
2. Press SAVE soft key to save setting

### Ringer type

1. Press SETTINGS button
2. Use Navigation button to scroll to RING TYPE
3. Press SELECT soft key
4. Press PLAY soft key to hear sample ring
5. Press OK soft key to activate
6. Press SAVE soft key

### LCD display contrast

1. Press SETTINGS button
2. Use Navigation to scroll to CONTRAST
3. Press SELECT soft key
4. Press UP or DOWN to increase or decrease contrast
5. Press OK soft key
6. Press SAVE soft key

## WEB INTERFACE (CALL MANAGER)

Each user has their own personal Web site to allow them to manage some of the advanced phone features, such as:

- setting up speed dial
- forwarding calls
- activating and setting up **Fast Dial**
- activating and setting up **My Address Book**

### Accessing Call Manager

The Call Manager for your phone is accessed through your personal account on the MyConcordia Portal at <http://www.myconcordia.ca>. For information about using the Portal, see the downloadable user guide at <http://web2.concordia.ca/portal/help/myconcordia.pdf>.

When you have accessed your personal portal page, click [CONFIGURE MY PHONE].

### Select phone device

If you have multiple phone sets, you must select the one you wish to configure from the drop-down menu on the main menu page.

### Change your PIN

Click [CHANGE YOUR PIN] on the main menu. Enter **12345** as the current

PIN, and select a new personal PIN consisting of 7-20 digits.

Your new PIN will be required to subscribe and activate special services such as *My Address Book* and *Fast Dial*.

### Call forward

1. On the main menu, click [FORWARD ALL CALLS TO A DIFFERENT NUMBER]
2. Check box of phone extension you wish to forward
3. Select either **voice mail** (you must have voice mail to use this option!) **or this number** (and enter the phone number where you want your calls to go)
4. Click [UPDATE]
5. To stop call forwarding, clear the check box of the extension that is being forwarded, and click [UPDATE]

### Configure speed dial

#### Available speed dial button(s) on your phone:

1. On the main menu, click [ADD UPDATE YOUR SPEED DIALS]
2. Enter the phone number in the first text box and the name you would like displayed on your phone set in the second text box
3. Remember to add "9" to external numbers
4. Click [UPDATE]

**To dial**, press speed dial button on your phone.

#### Speed dial settings not associated with a button (up to 99 entries accessed using dial pad and abbreviated dialling):

1. On the main menu, click [ADD/ UPDATE YOUR SPEED DIALS]
2. Enter the phone number in the first text box and the name associated with number in the second text box (name is for reference and is not displayed on the phone)
3. Remember to add "9" to external numbers
4. Click [UPDATE]

**Change phone locale profile (language)**

This determines the language used on the phone's LCD display. To change the default language setting:

1. From the main menu, click [Change the Locale for this Phone]
2. Select a language from the drop-down menu
3. Click [UPDATE]

**Change Web Locale (language)**

The User Locale determines the language of the CallManager. To change the default language setting:

1. From the main menu, click [Change the Locale for your device profile(s) and these web pages]
2. Select a language from the drop-down menu
3. Click [UPDATE]

**Change the Ring Setting**

1. On the main menu, click [CHANGE THE RING SETTINGS FOR YOUR PHONE]
2. From the drop-down menus, select how you would like each line on your phone to ring **When Phone is Idle** and **When Phone is In Use**
3. Click [UPDATE]

**My Address Book**

*Store and retrieve telephone numbers. To use this service, it must first be activated online (one time only).*

**■ Activate Service (online):**

1. From the main menu, click [CONFIGURE YOUR CISCO IP PHONE SERVICES]
2. Click [MY ADDRESS BOOK] under "Your Subscribed Services"
3. Enter **9** for the "Outside Access Code"
4. Enter User name (your phone number + **1** Ex.: Phone number 8483432 User ID will be 84834321) and new PIN
5. Click [UPDATE]

**■ Add entries (online):**

1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK]
2. Click [ADD A NEW ENTRY]
3. Enter information and click [INSERT]

**■ Add entries (on the phone):**

\* Note that My Address Book must first be activated online

1. Press SERVICES button
2. Use Navigation key to scroll to "My Address Book"
3. Press SELECT soft key
4. Press SUBMIT soft key
5. Press NEW soft key
6. Use dial pad to enter name (keep pressing a key to toggle between letters)
7. Press SUBMIT soft key
8. Use dial pad to enter phone number(s)
9. Enter 4 digits for internal; enter 1 for long distance (9 is not necessary)
10. Press SUBMIT soft key (success message)
11. Press OK soft key

**■ Dial a number:**

1. Press SERVICES button
2. Use Navigation key to scroll to "My Address Book"
3. Press SELECT soft key
4. Enter partial (or whole) Last, First or Nickname using the dial pad
5. Press SUBMIT soft key (you may skip step 4 and scroll through entries)
6. Select a name from the list
7. Press DIAL soft key

**Fast Dial**

*Store up to 99 numbers for fast dialling. To use this service, it must first be activated online (one time only).*

**■ Activate Service (online):**

1. From the main menu, click [CONFIGURE YOUR CISCO IP PHONE SERVICES]
2. Click [FAST DIAL] under "Your Subscribed Services"
3. Enter **9** for the "Outside Access Code"
4. Enter User name (your phone number + **1** Ex.: Phone number 8483432 User ID will be 84834321) and new PIN
5. Click [UPDATE]

**■ Add entries (online):**

Adding a number from your personal Address Book

1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK]
2. Click [FAST DIALS]
3. Under "Description", click [(UNASSIGNED)]
4. Click a name already in your "Address Book"
5. Select a number from "Choose a Directory Number from your Personal Address Book" drop-down menu
6. Click [INSERT]

**OR**

Adding a number not in your personal Address Book

1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK]
2. Click [FAST DIALS]
3. Under "Description", click [(UNASSIGNED)]
4. Select "Enter a directory number" and enter a phone number (it is not necessary to include 9)
5. Click [INSERT]

**■ Add entries (on the phone):**

\* Note that Fast Dial must first be activated online

1. Press SERVICES button
2. Use Navigation key to scroll to "Fast Dial"
3. Press SELECT soft key
4. Press ASSIGN soft key
5. Use Navigation to scroll to (UNASSIGNED)
6. Press SELECT soft key
7. Enter 4 digits for internal, and enter 1 for long distance (9 is not necessary)
8. Press SUBMIT soft key (success message)
9. Press OK soft key

**■ Dial a number**

1. Press SERVICES button
2. Use Navigation key to scroll to "Fast Dial"
3. Press SELECT soft key
4. Use Navigation key to select number
5. Press DIAL soft key