

Quick Start Guide - Cisco 7961/7941 IP Handset

What Is In This Document?

This document contains basic user information for the Cisco 7961/7941 IP phones.

The document is not intended as an exhaustive technical guide, rather is user orientated and covers common tasks and questions.







Executive and Receptionist Base Phone

http://www.cisco.com/warp/public/779/largeent/avid/products/7960/index_1020.htm

Cisco 7961 IP Phone

Phone Basics

Feature	Function
Soft Button	<p>'Soft Button' refers to one of the four buttons at the bottom of the phone's display area. The function of these buttons change (hence the term 'Soft') depending on what operation the phone is performing. The relevant current function for a Soft button is always shown on the display immediately above the button.</p>
Line Button	<p>The Cisco 7961 and 7941 IP Phone can have multiple phone lines (numbers) configured on it. The 7961 has six  line buttons located immediately to the right of the phone display (the 7941 has two phone lines).</p> <p>If your phone has been configured for multiple lines, the phone display will have individual line details adjacent to the relevant line button.</p> <p>When you pick up your phone handset, the phone symbol next to the line you are using will change to indicate that the line is 'Off Hook'.</p> <p>You can select which line you wish to use by pressing the relevant line button on the phone before dialling. If you don't select a line to use, the phone will automatically select the first available line on your phone.</p>
Navigation Button 	<p>The Navigation button is a vertical rocker switch located just below the phone display. This Up / Down button is used to scroll the phone display whenever a multi choice menu is presented. The current selection on the phone display will be contrast highlighted.</p>





Feature	Function
<p>Mute a Call <i>The caller is unable to hear you but you can hear them</i></p>	<p>While on a call, you can mute the handset, headset, or speakerphone.</p> <p>To mute a call, press the MUTE  button (the mute button will light up red and a beep is heard when the button is pressed)</p> <p>To disengage mute, press the MUTE  button again</p>
<p>Placing a Call on Hold <i>While on a call, you can place the call on hold so that the caller cannot hear you and you cannot hear the caller. If applicable you can answer other calls while a call is on hold.</i></p>	<p>To place a call on hold, press the Hold soft button To go back to a held call use the Resume soft button If calls on multiple lines are on hold, press the required line button or press the Navigation button The held call(s) will flash on the screen</p>
<p>Transferring a Call <i>You can transfer a call to another phone either as a 'Blind' or a 'Consultative' transfer</i></p> <p style="text-align: center;">Blind Transfer</p> <p style="text-align: center;">Consultative Transfer</p> <p>If the called party is unable to take the call or is not at their desk</p>	<p>During a call, press the Trnsfer soft button. This places the first call on hold Dial the number to which you want to transfer the call, then perform the relevant next step:-</p> <p>When you hear ringing, press Trnsfer again or simply hang up</p> <p style="text-align: center;">OR</p> <p>Wait until the called party answers, announce the call and then press Trnsfer or simply hang up</p> <p>Have them hang up (or you press End Call) Press the Resume soft button to return to the original held call</p> <p>Note: You can transfer a call to an external number, remember to dial "0" first, note that this will tie up a two (2) lines until the call has ended.</p>

Additional Call Functions

Feature	Function
<p>Speed Dials <i>If this has been configured, this allows you to access the system-wide speed dials</i></p>	<p>Press directories button Using the Navigation button, highlight Local Speed Dial Press Select soft button You will see the list of speed dials that have been programmed into your system Press the Navigation button to highlight the entry Press Dial soft button to dial the number</p>

Feature	Function
To Call Forward to Voicemail <i>(if your system has the voicemail module installed)</i>	Press the more soft button Press CFwdALL soft button Press messages button Press the # button or EndCall soft button Note: If the handset has multiple incoming line buttons programmed on it, and you need Call Forwarding for each line, you must select the line first by pressing the associated line button then follow the above instructions.

Adjusting Phone Settings

Feature	Function
Adjusting the Phone Volume <i>The volume of the handset, headset or speakerphone can be adjusted as follows</i>	With the phone off hook (using either handset or speakerphone): Press the up or down volume button.  to select the desired volume for your handset, headset, or speakerphone Unless the setting is saved the volume adjustment is applicable only for the current call To save the volume setting for future calls, press the Save soft button
Adjusting the Ringer Volume <i>To change the volume of the phone ringer</i>	Press the volume  button to hear a sample ring While the ring plays, press the up or down volume button to adjust the volume to the desired level To save the ring volume setting, press the Save soft button
Changing the Ringer Sound <i>To change the ring type used by the phone</i>	Press the Settings  button Select Ring Type from the Settings menu Press the Select soft button to select ' Default Ring ' To scroll through the list of ring types, press the Navigation button Press the Play soft button to hear the selected ring type When you find the ring you want, press Select then press the OK Press Exit soft button twice
Changing the Display Contrast <i>To change the contrast setting of the phone LCD display</i>	Press the Settings  button Select the Contrast option on the Settings menu Press the Up or Down soft button to set the desired intensity Press the OK soft button to accept your changes To save and exit this Contrast setting, press the Save soft button. Otherwise, press the Exit soft button to exit the Settings menu