

Common Phone Tasks

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



Cisco IP Phone 7911G for Cisco CallManager 4.2

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Softkey Definitions

AbbrDial	Dial using a speed-dial index number
Answer	Answer a call
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdALL	Setup/cancel call forwarding
Clear	Delete records or settings
Close	Close the current window
Conflist	View conference participants
Confm	Create a conference call
Delete	Remove characters to the right of the cursor when using EditDial
Details	Opens the Details call record for a multiparty call in the Missed Calls and Received Calls logs
Dial	Dial a phone number
DirTrfr	Transfer two calls to each other
EditDial	Edit a number in a call log
EndCall	Disconnect the current call
Erase	Reset settings to their defaults
Exit	Return to the previous screen
GPickUp	Answer a call ringing in another group


















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

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HL-log	Prevent hunt group calls from ringing on your phone by logging out of hunt groups
iDivert	Send a call to your voice messaging system
Join	Join several calls on a single line to create a conference
MeetMe	Host a Meet-Me conference call
Monitor	Listen to a call on the speaker
MonOff	Disable the Monitor function
more	Display additional softkeys
Msgs	Access voice mail system
NewCall	Make a new call
OPickUp	Answer a call ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call in your group
Private	Prevent others from viewing or barging calls on a shared line
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
RmLstC	Drop the last party added to a conference call
Search	Search for a directory listing
Transfer	Transfer a call
Update	Refresh content
<<	Delete entered characters
>>	Move through entered characters

Phone Screen Icons



Call State	
	Call Forwarding enabled
	Call on hold
	Connected call
	Off-hook
	On-hook
	Incoming call
	Shared line in use
Secure Calls	
	Authenticated call
	Encrypted call
Selected Device	
	Handset in use
	Speaker in use (Monitor on)
Critical Calls	
	Priority call
	Medium priority call
	High priority call
	Highest priority call

Other Features	
	Speed Dial configured
	Message waiting
	Option selected
	Feature enabled

Button Icons

	Volume
	Navigation
	Hold
	Applications Menu

Call Logs and Directories

If you want to...	Then...
Dial from a call log	Press  and select Directories > Missed Calls, Placed Calls, or Received Calls . Scroll to the number to call and press Dial.
Dial from a corporate directory	Press  and select Directories > Corporate Directory . Enter letters and press Submit . Go off-hook to dial.