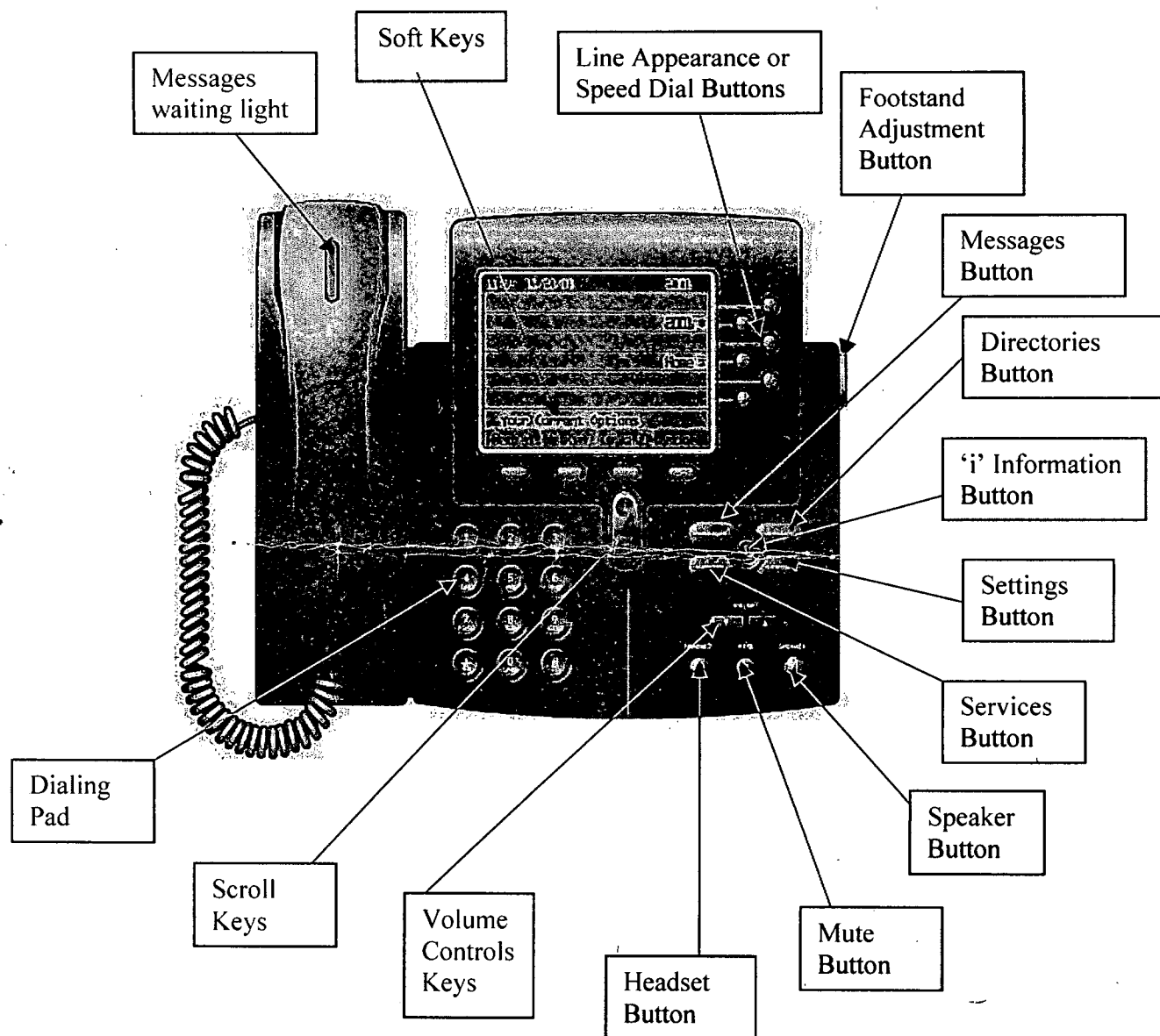




City of Sacramento Cisco IP Phone 7940/7960 Quick Reference Guide

The purpose of this guide is to provide a quick reference to the basic features of the Cisco IP Phones, 7940 and 7960 models. The 'i' button also provides additional information.



Placing a call:

- For internal calls, dial the last 4 digits; for external calls, dial 9 (then 1 and the area code for long distance) + the 7-digit number
- Lift the handset and dial; or press the "Speaker" button; or
- Press a "Line" button on phone or press the "NewCall" soft key and dial; or
- Dial the number, then, press the "Dial" soft key

Answering a call:

- Lift handset; or
- Press the "Line Appearance" button associated with the call; or
- Press the "Answer" soft key; or
- Press the "Speaker" button

Ending a call:

- Hang up handset.
- Press the "Line Appearance" button of call.
- Press the "Speaker" button.
- Press the "EndCall" soft key

Placing a call on hold:

- Press the "Hold" soft key during the call.
- Press the "Resume" soft key to resume/continue the call.

Redial a recently dialed number:

- For the last dialed number, pick up handset and press the "Redial" soft key.

Transferring a call:

- During the call, press the "Transfer" soft key.
- Dial the number that you want to transfer the call to. When the other party answers press the "Transfer" soft key.
- You may press the "Resume" soft key to resume the call if so desired.

Forwarding all calls to another number:

- Press the "CFwdAll" soft key.
- You will hear 2 beeps. After that enter the number you wish to forward your calls to, now, check the LCD screen.
- The number will show up on your phone's LCD screen, flashing next to your extension (the first line button).
- To cancel press the "CFwdAll" soft key again and notice the flashing number next to your extension will disappear.

Viewing Calls History (i.e. missed calls, received numbers and placed calls):

- Press the "Directories" button and use the "Scroll Key" to scroll to the item you wish to view, then, press the "Select" soft key.

Muting a call:

- Press the "Mute" button. To disable the mute function, press the "Mute" button a second time.

Changing volume:

- Press the "Volume Control Keys" to adjust volume.
- Press the "Settings" button and press the "Save" soft key to save your settings.

Changing the ring sound:

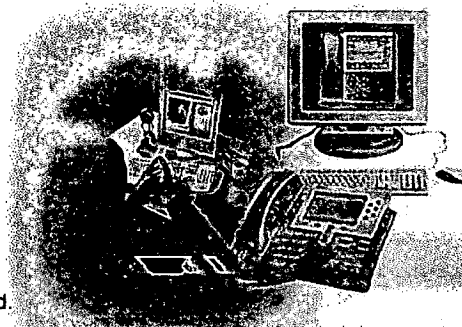
- Press the "Settings" button to access Settings Menu.
- Use the "Scroll Key" to scroll to the ring type options on the Settings Menu.
- Press the "Select" soft key to display the list of available ring types
- Use the "Scroll Key" to select a ring type
- Press the "Play" soft key to hear a sample of the selected ring type
- Press the "Select" soft key and then press the "OK" soft key to save your selection
- Press the "Save" soft key to save your selection and the "Exit" soft key to exit the Settings Menu.

Changing the contrast of the display:

- Press the "Settings" button.
- Use the "Scroll Key" to select the Contrast option on the Settings Menu
- Press the "Select" soft key to display the contrast settings
- Use the "Up" and "Down" soft keys to set the desired intensity of the LCD display and press the "OK" soft key to save your settings
- Press the "Save" soft key to save your selection and exit the Settings Menu

Placing a conference call:

1. During an existing call press the "More" soft key followed by the "ConFrm" soft key (this will automatically select a new line and place the existing call on hold.)
 2. Dial the 4-digit extension or 9 + (then 1 and the area code for long distance) + the 7-digit number of another party
 3. When the party answers, press the "ConFrm" soft key again and the party will be added to the conference call
- Repeat steps 1 through 3 to add additional parties to the conference call, if so desired.





OFFICE SUPPLY APPROVAL FORM
(Form must be approved by City Clerk)

DATE:

TO: Stephanie Mizuno

FROM:

River City or Corporate Express	PAGE #	ITEM DESCRIPTION & ITEM NUMBER	QUANTITY (EA/BX/PK)	COST (EA/BX/PK)

Stephanie Mizuno

Date

Once form is approved please submit to Velva McLaurin