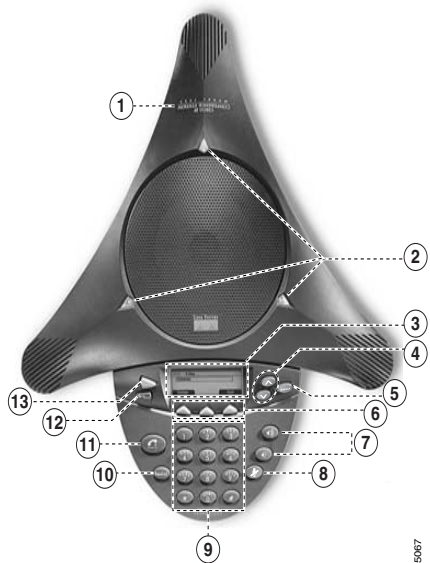





Quick Reference





### Cisco Unified IP Conference Station 7935 for Cisco CallManager Express 3.0 and 3.1



93067

	Feature	Function
1	Cisco Unified IP phone model type	Shows the Cisco Unified IP phone model number.
2	LEDs	Provide call status indicators: <ul style="list-style-type: none"> <li>• <b>Call State Off:</b> LEDs all off</li> <li>• <b>Dial Tone On:</b> LEDs all green</li> <li>• <b>Dialing:</b> LEDs all green</li> <li>• <b>Connected:</b> LEDs all green</li> <li>• <b>Mute:</b> LEDs all red and blinking</li> <li>• <b>Hold:</b> LEDs all red</li> <li>• <b>Incoming Call:</b> LEDs all green and blinking with ring</li> <li>• <b>Ringng:</b> LEDs all green and blinking with ring</li> </ul>
3	LCD screen	Displays information such as line/call status, phone number, and soft key tabs.
4	Scroll buttons 	Allow you to scroll through the menus or through an open list in the LCD screen.
5	Select button	Selects the menu option or list item that is highlighted.
6	Soft keys	Engage the functions displayed on the corresponding LCD tabs.
7	Volume buttons 	Increase or decrease the volume of the call, speaker, ringer, or dial tone, depending on which sound is currently active.
8	Mute button 	Toggles muting on and off.

	Feature	Function
9	Dial pad	Functions like a traditional telephone dial pad.
10	Redial button 	Automatically redials the last number dialed.
11	Phone button 	Allows you to get a dial tone, answer an incoming call, and hang up a call.
12	Exit button	Returns to the resting LCD screen from a menu, a list, or the Phone Book.
13	Menu button	Opens and closes the main menu on the Cisco Unified IP Conference Station. The main menu includes the following selections: <ul style="list-style-type: none"> <li>• <b>Call Functions:</b> opens the call function options, including Pick-up, Group Pick-up, and Transfer.</li> <li>• <b>Phone Book:</b> opens the Phone Book.</li> <li>• <b>Settings:</b> opens the Settings options, including Contrast and Ringer.</li> <li>• <b>Admin Setup:</b> opens Admin Setup (requires administrator password).</li> <li>• <b>System Information:</b> read-only display showing the system settings.</li> </ul>

#### Soft Key Legend

Your Cisco Unified IP phone is equipped with soft keys that point to feature options displayed along the bottom of the LCD screen.

The following is a comprehensive list of soft keys offered on the Cisco Unified IP Phone 7935 Conference Station. Functionality will vary depending on your system configuration.

Soft Key	Function
<< or >>	Navigates to edit characters. Use the backspace soft key to erase digits that were entered in correctly.
- or +	Increases or decreases the contrast.
Answer	Answers the incoming call.
Call	Dials the selected phone number.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Change	Changes a phone book entry.
Clr Entry	Clears a phone book entry.
Conf	Adds a party to a conference call.
Corp Dir	Displays the local directory.
Dial	Calls the number in the directory.
EndCall	Ends the current call.
Hold	Puts the active call on hold.
NewEntry	Adds an entry to the phone book.
Ph Book	Displays the phone book.
Resume	Returns to the original call.
Save	Saves your entry.
Search	Starts the search in the directory.
Transfer	Transfers the current call.
View/Edit	Enables view and edit capabilities.

Corporate Headquarters  
Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 526-4100



Copyright © 2003 Cisco Systems, Inc. All rights reserved. Cisco, Cisco IOS, Cisco Systems, and the Cisco Systems logo are registered trademarks of Cisco Systems, Inc. or its affiliates in the U.S. and certain other countries. All other brands, names, or trademarks mentioned in this document or Web site are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0301R)

Printed in the USA on recycled paper containing 10% postconsumer waste.

## Place a Call

- Press the **Phone** button.
- Dial a phone number.

## Answer a Call

Press the **Phone** button or the **Answer** soft key.

## End a Call

Press the **Phone** button or the **EndCall** soft key.

## Redial a Number

To redial the most recently dialed number, press the **Redial** button.

## Hold a Call

- While on a call, press the **Hold** soft key. The held call appears in the active call list in the LCD display.
- To return to the call, press the **Resume** soft key.
- If more than one call is on hold, press the **Up** or **Down** scroll button to select a call in the active call list in the LCD display and then press the **Resume** soft key.



**Note** Because the hold feature generates music or a beeping tone, avoid putting a conference call on hold.

## Mute a Call

- Press the **Mute** button. The LEDs blink red and a Mute icon appears on the LCD display.
- To disengage mute, press the **Mute** button again.

## Adjust Volume for the Current Call

Press the **Up** or **Down** Volume button.

## Adjust Display Contrast

1. Press the **Menu** button.
2. Press the **Up** or **Down** scroll button to select **Settings**. Press the **Select** button.
3. Press the **Up** or **Down** scroll button to select the contrast entry.
4. Press the **-** or **+** soft key to set the desired contrast for the LCD.
5. Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

## Transfer a Call

1. During a call, press the **Transfer** soft key.
2. Dial the number to which you want to transfer the call.
3. As soon as you finish dialing the number, the call is transferred and automatically disconnected from the dialing Cisco Unified 7935 IP Phone.



**Note** If the transfer fails, press the **Resume** soft key to return to the original call.

## Forward All Calls

1. Press the **CFwdAll** soft key. You will hear a confirmation beep.
2. Dial the number to which you want to forward all of your calls. Dial the number exactly as you would if you were placing a call to that number.
3. Press the pound key (**#**).  
The phone display will be updated to show that the call is forwarded.
4. To cancel call forwarding, press the **CFwdAll** soft key.

## Place a Conference Call

1. Press the **Phone** button.
2. Dial the number of the party you want to add to the conference call.
3. When the call connects, press the **Conf** soft key to add the new party to the conference call.
4. To add parties to conference call by using the phone book, press the **Ph Book** and press the **Up** or **Down** scroll button to select the entry you want.



**Note** When the call originator disconnects, the conference call will be terminated.

## Place a Call from Your Local Directory

1. Press the **Corp Dir** soft key.
2. Press the **Up** or **Down** scroll button to select a field. Use the dial pad to enter the search criteria, namely the first name, last name or number to be searched.
3. Press the **Search** soft key. the search results will display.
4. Use the **Up** or **Down** scroll button to select an entry.
5. Press the **Dial** soft key to call the number.
6. To exit the directory, press the **Exit** button.

## Display the Personal Phone Book

1. Press the **Ph Book** soft key.
2. To call a number in the Phone Book, press the **Up** or **Down** scroll button to select the entry you want.
3. Press the **Call** soft key.

## Add an Entry

1. Press the **New Entry** soft key.
2. Using the dial pad, enter the last name, first name, and phone number for the new entry.
3. Press the **Up** or **Down** scroll button to select the Last, First, or Number field.

When entering letters, select the appropriate number key of the letter you want, and press that key the equivalent number of times for the correct letter. For example, to enter a B, press the 2 key two times, and to enter a C, press the 2 key three times. The Backspace soft key (<<) is available to let you reenter digits that were entered incorrectly.

4. Press the **Save** soft key to save the new entry.



**Note** You can add a maximum of 20 entries to the Phone Book.

## Edit an Entry

1. Press the **Up** or **Down** scroll button to select an entry.
2. Press the **View/Edit** soft key.  
You can change or clear the selected entry using the **Change** or **Clr Entry** soft keys. The Backspace soft key (<<) is available to let you reenter digits that were entered incorrectly.
3. Press the **Save** soft key to save your changes. To exit without saving, press the **Exit** soft key.
4. Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

## For More Information

For additional information on using your Cisco Unified IP phone, contact your local administrator.

You can print additional copies of this card at this URL:

[http://www.cisco.com/univercd/cc/td/doc/product/access/ip\\_ph/ip\\_ks/its30/index.htm](http://www.cisco.com/univercd/cc/td/doc/product/access/ip_ph/ip_ks/its30/index.htm)

You can find instructions for ordering additional documentation at this URL:

[http://www.cisco.com/univercd/cc/td/doc/es\\_inpk/pdi.htm](http://www.cisco.com/univercd/cc/td/doc/es_inpk/pdi.htm)