

SOFT KEY FEATURES

PLACE A CALL (Must use handset to talk)

Lift the handset or press the **NEWCALL** Soft Key to get a dial tone. Dial the number **OR** on an idle phone, just dial the number, and Select **DIAL** Soft key to start dialing.

ANSWER A CALL

Lift the handset.



PLACE A CALL ON HOLD

While on a call, press the **HOLD** key that is to the left of the blue scroll bar. **HOLD** key will be lit red. To return to the call, press the **HOLD** key again.

REDIAL [Automatic Dial Tone]

Press **Redial** for last number dialed from that extension

CFWDALL [Call Forward All]

CfwdAll Key allows you to send all calls to an internal or external number. Press **CfwdAll Key**, enter the **number or extension** you want to forward your calls to. You will hear a confirmation tone. Forwarding is displayed on screen.

CFWDALL TO VM

Press **CfwdAll Key** followed by the **MessagesKey** to send all calls to voicemail.

TO CANCEL A CFWDALL – Press the **CfwdAll Key** [you will hear a confirmation tone].


MORE – Press **More** to display more soft key options.

IDIVERT – Press **iDivert** to send an incoming call directly to voice mail.

MESSAGES – Speed dial to Voicemail Box.


TO TRANSFER A CALL:

To transfer a call in progress, press the **Transfer Soft Key** followed by an **Extension Number** then Press **Transfer Soft Key** again to complete the transfer and hang up.

 **Note** If the call is unanswered or declined, press **Resume** to return to caller.

CONFERENCE [Maximum of 6 People]

With call in progress, press the **Conference Soft Key**. Dial the person's **Extension or Number** (remember for external calls dial "9" first).

 **Note** Wait for party to answer, if unanswered, press **Resume** to return to caller.

Press the **Conference Soft Key** to connect all parties. Repeat steps to add additional parties


CONFERENCE LIST – Use **ConfLi** to view and remove parties from a conference call. Press **ConfLi**, use the **Scroll Key** to **Select** the party you want to remove from the conference call and press **Remove**.

MEET ME CONFERENCE (Maximum of 10 People)

To initiate a MeetMe Conference **Pick up handset**, press the **MeetMe soft key**, **dial assigned MeetMe location** (provided by your company's designated person).

TO JOIN A MEETME CONFERENCE:

Pick up handset, dial the **assigned MeetMe location**; you will automatically be connected to the MeetMe Conference

 **Note** External callers who are calling into the MeetMe conference must dial the prefix numbers and area code if necessary.

(XXX)-XXX-4-digit MeetMe location

PICK UP [allows you to answer another ringing extension **inside** of your pick up group]. Press the **Pick Up Soft Key** to answer a ringing extension within your pick up group

G PICK UP [allows you to answer another ringing extension **outside** of your pick up group]. Press the **GpickUp Soft Key** followed by the **Group Access Number**, then press the **Answer Soft Key** to answer the ringing extension outside your pick up group


TO PARK A CALL:

With call in progress, press the **Park Soft Key**, a **location number** will then populate in the LCD screen (make a mental note of that location number)

**Page/Announce who the call is for plus the location number*

TO RETRIEVE A PARKED CALL:

Lift Handset from any phone and **dial the parked location number**, to connect with the caller.

 **Note** After 1½ minutes, if the call is un-retrieved, the parked call will ring back to phone it was parked at.



MENU KEY - Press the **Menu Key**, then use the **Scroll Key** to choose either **Messages**, **Directories**, **Settings** or **Services**, then press **Select**.

MESSAGES – Speed dial to Voicemail Box.

DIRECTORIES - [Used to view Missed Calls/Received Calls/Placed Calls & also to access Speed Dials and the Corporate Directory]. Press the **Directories Key**, then use the **Scroll Key** to choose either *missed, received, placed calls*, then press **Select**. To dial the number, press the **Dial Soft Key**. To edit the number, press the **Edit Dial Soft Key**. When finished, press **Exit Soft Key**

Directory Services – In **Directories**, scroll down to **Directory Services**, Press **Select**, select **Corporate Directory**; enter either the **First Name**, **Last Name** or **Extension Number**, then press the **Search Soft Key** to find the person you are looking for. Press the **Dial Soft Key** to call that person.

SETTINGS (used to change your LCD Screen or Ring Type) Select **Settings**, then press **Select** for either **Contrast** or **Ring Type** Use **DOWN & UP softkeys** to change the *contrast*. Press **Select** and use **Scroll Key** to view and choose from 25 *ring tones*. You must Press **Save** to store the changed settings.



SCROLL - Use the **Teal Up/Down Arrow Key** is used to Toggle or scroll through features or menus in the display.

Notes:

Notes:



UH JABSOM

Cisco CallManager
7905/7912 Telephone User Guide



ENVISION NETWORKED SOLUTIONS

JABSOM HELP DESK

Ext. 21111 [692-1111]
Jabsom-helpdesk@hawaii.edu

