Cisco Unified IP Phone
7961G/7961G-GE and
7941G/7941G-GE Phone Guide for
Cisco Unified Communications
Manager 7.1(2) (SCCP and SIP)

Americas 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: 408 527-0883
## Common Phone Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>View online help on the phone</td>
<td>Press ( \text{H} ).</td>
</tr>
<tr>
<td>Place a call</td>
<td>Go off-hook before or after dialing</td>
</tr>
<tr>
<td>Redial a number</td>
<td>Press ( \text{R} ).</td>
</tr>
<tr>
<td>Switch to the handset during a call</td>
<td>Pick up the handset.</td>
</tr>
<tr>
<td>Switch to the speaker or headset during a call</td>
<td>Press ( \text{P} ) or ( \text{H} ), then hang up the handset.</td>
</tr>
<tr>
<td>Mute your phone</td>
<td>Press ( \text{M} ).</td>
</tr>
<tr>
<td>Use your call logs</td>
<td>Press ( \text{C} ) to choose a call log. To dial, highlight a listing and go off-hook.</td>
</tr>
<tr>
<td>Edit a number</td>
<td>Press ( \text{E} ) ( \text{D} ) ( \text{D} ) ( \text{L} ) ( \text{L} ) ( \text{E} ).</td>
</tr>
<tr>
<td>Hold/resume a call</td>
<td>Press ( \text{H} ) or ( \text{R} ).</td>
</tr>
<tr>
<td>Transfer a call to a new number</td>
<td>Press ( \text{T} ) ( \text{E} ) ( \text{N} ) ( \text{S} ) ( \text{E} ) ( \text{R} ) ( \text{V} ) ( \text{E} ) ( \text{R} ).</td>
</tr>
<tr>
<td>Place an intercom call</td>
<td>Press intercom button, enter a number if necessary, and speak after you hear the tone.</td>
</tr>
<tr>
<td>Start a standard (ad hoc) conference call</td>
<td>Press more &gt; ( \text{C} ) ( \text{F} ) ( \text{R} ) ( \text{N} ), dial the participant, then press ( \text{C} ) ( \text{F} ) ( \text{R} ) ( \text{N} ) again.</td>
</tr>
</tbody>
</table>

## Softkey Definitions

### Quick Reference

**Cisco Unified IP Phone 7961G/7961G-GE and 7941G/7941G-GE for Cisco Unified Communications Manager 7.1(2) (SCCP and SIP)**

**Softkey Definitions**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbbrDial</td>
<td>Dial using a speed dial index number</td>
</tr>
<tr>
<td>Answer</td>
<td>Answer a call</td>
</tr>
<tr>
<td>Back</td>
<td>Return to previous Help topic</td>
</tr>
<tr>
<td>Barge</td>
<td>Add yourself to a call on a shared line</td>
</tr>
<tr>
<td>CallBack</td>
<td>Receive notification when a busy extension becomes available</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel an action or exit a screen without applying changes</td>
</tr>
<tr>
<td>cBarge</td>
<td>Add yourself to a call on a shared line and establish a conference</td>
</tr>
<tr>
<td>CFwdALL</td>
<td>Set up/cancel call forwarding</td>
</tr>
<tr>
<td>Clear</td>
<td>Delete records or settings</td>
</tr>
<tr>
<td>Close</td>
<td>Close the current window</td>
</tr>
<tr>
<td>ConfList</td>
<td>View conference participants</td>
</tr>
<tr>
<td>Confrn</td>
<td>Create a conference call</td>
</tr>
<tr>
<td>Delete</td>
<td>Remove characters to the right of the cursor when using EditDial</td>
</tr>
<tr>
<td>Details (SCCP only)</td>
<td>Open the Details record for a multiparty call in the Missed Calls and Received Calls logs</td>
</tr>
<tr>
<td>Dial</td>
<td>Dial a phone number</td>
</tr>
<tr>
<td>DirTrfr (SCCP only)</td>
<td>Transfer two calls to each other</td>
</tr>
<tr>
<td>DND</td>
<td>Turn on/off Do Not Disturb (DND)</td>
</tr>
<tr>
<td>EditDial</td>
<td>Edit a number in a call log</td>
</tr>
<tr>
<td>EndCall</td>
<td>Disconnect the current call or the current intercom call</td>
</tr>
<tr>
<td>Erase</td>
<td>Reset settings to their defaults</td>
</tr>
<tr>
<td>Exit</td>
<td>Return to the previous screen</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPickUp</td>
<td>Answer a call that is ringing in another group or on another line</td>
</tr>
<tr>
<td>iDivert</td>
<td>Divert or redirect a call to a voice messaging system</td>
</tr>
<tr>
<td>Join</td>
<td>Join together existing calls to create a conference</td>
</tr>
<tr>
<td>Links</td>
<td>View related Help topics</td>
</tr>
<tr>
<td>Main</td>
<td>Display the Help main menu</td>
</tr>
<tr>
<td>MeetMe</td>
<td>Host a Meet-Me conference call</td>
</tr>
<tr>
<td>more</td>
<td>Display additional softkeys</td>
</tr>
<tr>
<td>New Call</td>
<td>Make a new call</td>
</tr>
<tr>
<td>OPickUp</td>
<td>Answer a call that is ringing in an associated group</td>
</tr>
<tr>
<td>Park</td>
<td>Store a call using Call Park</td>
</tr>
<tr>
<td>PickUp</td>
<td>Answer a call that is ringing on another phone in your group</td>
</tr>
<tr>
<td>QRT</td>
<td>Submit call problems to the system administrator</td>
</tr>
<tr>
<td>Redial</td>
<td>Redial the most recently dialed number</td>
</tr>
<tr>
<td>Remove</td>
<td>Remove a conference participant</td>
</tr>
<tr>
<td>Resume</td>
<td>Resume a call on hold</td>
</tr>
<tr>
<td>RmLstC</td>
<td>Drop the last party added to a conference call</td>
</tr>
<tr>
<td>Save</td>
<td>Save the chosen settings</td>
</tr>
<tr>
<td>Search</td>
<td>Search for a directory listing</td>
</tr>
<tr>
<td>Select</td>
<td>Select a menu item or call</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfer a call</td>
</tr>
<tr>
<td>Update</td>
<td>Refresh content</td>
</tr>
<tr>
<td>Vid Mode (SCCP only)</td>
<td>Choose a video display mode</td>
</tr>
<tr>
<td>&lt;&lt;</td>
<td>Delete entered characters</td>
</tr>
<tr>
<td>&gt;&gt;</td>
<td>Move through entered characters</td>
</tr>
</tbody>
</table>

### Phone Screen Icons

#### Line and Call Status

- **Call Forwarding enabled**
- **Call on hold; remote call on hold**
- **Connected call**
- **Incoming call**
- **Off-hook**
- **On-hook**
- **Shared line in use**
- **Message waiting**
- **Authenticated call**
- **Encrypted call**
- **BLF-monitored line is in-use**
- **BLF-monitored line is idle**
- **BLF-monitored line is ringing (BLF Pickup)**
- **Speed-dial, call log, or directory listing (line status unknown)**
- **Line in Do Not Disturb (BLF feature)**
- **Idle intercom line**
- **One-way intercom call**
- **Two-way intercom call**

#### Audio or Video Mode

- **Handset in use**
- **Headset in use**

#### Feature Access

- **Feature assigned to button**
- **Mobility assigned to button**
- **Hold assigned to button**
- **Conference assigned to button**
- **Transfer assigned to button**
- **Phone service URL assigned to button**
- **URL entry in a call log is ready to edit (SIP only)**
- **Option selected**
- **Feature enabled**

#### Button Icons

- **Messages**
- **Services**
- **Help**
- **Directories**
- **Settings**
- **Volume**
- **Speaker**
- **Mute**
- **Headset**
Contents

Getting Started 1
Using this Guide 1
Finding Additional Information 2
Accessing Cisco Unified IP Phone 7900 Series eLearning Tutorials 2
Safety and Performance Information 2
Cisco Product Security Overview 3
Accessibility Features 3

Connecting Your Phone 4

An Overview of Your Phone 7
Understanding Buttons and Hardware 7
Understanding Lines and Calls 10
Understanding Line and Call Icons 11
Understanding Phone Screen Features 12
Cleaning the Phone Screen 13
Understanding Feature Buttons and Menus 13
Accessing the Help System on Your Phone 14
Understanding Feature Availability 14
Understanding SIP vs. SCCP 15

Basic Call Handling 16
Placing a Call—Basic Options 16
Placing a Call—Additional Options 17
Answering a Call 20
Ending a Call 21
Using Hold and Resume 22
Using Mute 23
Switching Between Multiple Calls 23
Switching an In-Progress Call to Another Phone 24
Viewing Multiple Calls 24
Transferring Calls 25
Sending a Call to a Voice Message System 26
Forwarding Calls to Another Number 26
Using Do Not Disturb 27
Making Conference Calls 28
Using Conference Features 28
Using Conference 29
Using Join 30
Using cBarge 31
Using Meet-Me 31
Viewing or Removing Conference Participants 32
Placing or Receiving Intercom Calls 32

Advanced Call Handling 34
Speed Dialing 34
Picking Up a Redirected Call on Your Phone 36
Storing and Retrieving Parked Calls 37
Logging Out of Hunt Groups 38
Using a Shared Line 38
Understanding Shared Lines 39
Using Barge to Add Yourself to a Shared-Line Call 39
Understanding Barge Features 39
Using Barge Features 40
Preventing Others from Viewing or Barging a Shared-Line Call 41
Using BLF to Determine a Line State 42
Making and Receiving Secure Calls 43
Tracing Suspicious Calls 44
Prioritizing Critical Calls 44
Using Cisco Extension Mobility 46
Managing Business Calls Using a Single Phone Number 46
Using a Handset, Headset, and Speakerphone 49
Using a Handset 49
Using a Headset 49
Using a Speakerphone 50
Using AutoAnswer with a Headset or Speakerphone 51

Changing Phone Settings 52
Customizing Rings and Message Indicators 52
Customizing the Phone Screen 53

Using Call Logs and Directories 54
Using Call Logs 54
Directory Dialing 56
Using Corporate Directory on Your Phone 56
Using Personal Directory on Your Phone 57

Accessing Voice Messages 60

Using the User Options Web Pages 62
Accessing Your User Options Web Pages 62
Configuring Features and Services on the Web 63
Using Personal Directory on the Web 63
Using Your Personal Address Book on the Web 63
Configuring Fast Dials on the Web 64
Using the Address Book Synchronization Tool 65
Setting Up Speed Dials on the Web 66
Setting Up Phone Services on the Web 67
Controlling User Settings on the Web 69
Controlling Line Settings on the Web 69
Setting Up Phones and Access Lists for Mobile Connect 72
Using Cisco WebDialer 74
# Getting Started

## Using this Guide

This guide provides you with an overview of the features available on your phone. You can read it completely for a solid understanding of your phone’s capabilities, or refer to the table below for pointers to commonly used sections.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore your phone on your own</td>
<td>Press 🎤 on the phone when you need assistance.</td>
</tr>
<tr>
<td>Connect your phone</td>
<td>See Connecting Your Phone, page 4.</td>
</tr>
<tr>
<td>Use your phone after it is installed</td>
<td>Start with An Overview of Your Phone, page 7.</td>
</tr>
<tr>
<td>Learn what the button lights mean</td>
<td>See Understanding Buttons and Hardware, page 7.</td>
</tr>
<tr>
<td>Learn about the display</td>
<td>See Understanding Lines and Calls, page 10.</td>
</tr>
<tr>
<td>Make calls</td>
<td>See Placing a Call—Basic Options, page 16.</td>
</tr>
<tr>
<td>Put calls on hold</td>
<td>See Using Hold and Resume, page 22.</td>
</tr>
<tr>
<td>Mute calls</td>
<td>See Using Mute, page 23.</td>
</tr>
<tr>
<td>Transfer calls</td>
<td>See Transferring Calls, page 25.</td>
</tr>
<tr>
<td>Set up speed dialing</td>
<td>See Speed Dialing, page 34.</td>
</tr>
<tr>
<td>Share a phone number</td>
<td>See Using a Shared Line, page 38.</td>
</tr>
<tr>
<td>Use your phone as a speakerphone</td>
<td>See Using a Handset, Headset, and Speakerphone, page 49.</td>
</tr>
<tr>
<td>Change the ring volume or tone</td>
<td>See Changing Phone Settings, page 52.</td>
</tr>
<tr>
<td>View your missed calls</td>
<td>See Using Call Logs and Directories, page 54.</td>
</tr>
<tr>
<td>Listen to your voice messages</td>
<td>See Accessing Voice Messages, page 60.</td>
</tr>
<tr>
<td>See softkey and icon definitions</td>
<td>See the Quick Reference Card in the front of this guide.</td>
</tr>
</tbody>
</table>
Finding Additional Information

You can access the most current Cisco Unified IP Phone documentation on the World Wide Web at this URL:


You can access the Cisco website at this URL:

http://www.cisco.com/

International Cisco websites can be accessed from this URL:


You can access the most current Licensing Information at this URL:


Accessing Cisco Unified IP Phone 7900 Series eLearning Tutorials

(SCCP phones only)

Cisco Unified IP Phone 7900 Series eLearning tutorials use audio and animation to demonstrate basic calling features. You can access eLearning tutorials online (for several phone models) from your personal computer. Look for the eLearning tutorial (English only) for your phone model in the documentation list at the following location:


Safety and Performance Information

Refer to these sections for information about the impact of power outages and other devices on your Cisco Unified IP Phone.

Power Outage

Your accessibility to emergency service through the phone is dependent on the phone being powered. If there is an interruption in the power supply, Service and Emergency Calling Service dialing will not function until power is restored. In the case of a power failure or disruption, you may need to reset or reconfigure equipment before using the Service or Emergency Calling Service dialing.

Using External Devices

The following information applies when you use external devices with the Cisco Unified IP Phone:

Cisco recommends the use of good quality external devices (such as headsets) that are shielded against unwanted radio frequency (RF) and audio frequency (AF) signals.
Getting Started

Depending on the quality of these devices and their proximity to other devices such as mobile phones or two-way radios, some audio noise may still occur. In these cases, Cisco recommends that you take one or more of the following actions:

- Move the external device away from the source of the RF or AF signals.
- Route the external device cables away from the source of the RF or AF signals.
- Use shielded cables for the external device, or use cables with a better shield and connector.
- Shorten the length of the external device cable.
- Apply ferrites or other such devices on the cables for the external device.

Cisco cannot guarantee the performance of the system because Cisco has no control over the quality of external devices, cables, and connectors. The system will perform adequately when suitable devices are attached using good quality cables and connectors.

⚠️ **Caution**

In European Union countries, use only external speakers, microphones, and headsets that are fully compliant with the EMC Directive [89/336/EC].

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**Cisco Product Security Overview**

This product contains cryptographic features and is subject to United States and local country laws governing import, export, transfer and use. Delivery of Cisco cryptographic products does not imply third-party authority to import, export, distribute or use encryption. Importers, exporters, distributors and users are responsible for compliance with U.S. and local country laws. By using this product you agree to comply with applicable laws and regulations. If you are unable to comply with U.S. and local laws, return this product immediately.

Further information regarding U.S. export regulations may be found at:

http://www.access.gpo.gov/bis/ear/ear_data.html

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**Accessibility Features**

A list of accessibility features is available upon request. You can find more information about Cisco accessibility features at this URL:

www.cisco.com/go/accessibility
Connecting Your Phone

Your system administrator will likely connect your new Cisco Unified IP Phone to the corporate IP telephony network. If that is not the case, refer to the graphics and table below to connect your phone.

1. DC adaptor port (DC48V)  
2. AC-to-DC power supply  
3. AC power cord  
4. Network port (10/100^1 SW)  
5. Access port (10/100^1 PC)  
6. Handset port  
7. Headset port  
8. Footstand button

1. Your phone may show 10/100/1000.
Removing the Hookswitch Clip (Required)
Before you use your phone, remove the hookswitch clip from the cradle area. With the clip removed, the hookswitch lifts slightly when you pick up the handset.

Adjusting the Handset Rest (Optional)
Cisco recommends adjusting the handset rest, particularly when wall-mounting the phones, as this will ensure that the receiver will not readily slip out of the cradle. See the table below for instructions.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set the handset aside and pull the square plastic tab from the handset rest.</td>
</tr>
<tr>
<td>2</td>
<td>Rotate the tab 180 degrees.</td>
</tr>
<tr>
<td>3</td>
<td>Slide the tab back into the handset rest. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.</td>
</tr>
</tbody>
</table>

Adjusting the Footstand (Optional)
To change the angle of the phone base, adjust the footstand while pressing the footstand button.
Registering with TAPS

After your phone is connected to the network, your system administrator might ask you to auto-register your phone using TAPS (Tool for Auto-Registered Phones Support). TAPS might be used for a new phone or to replace an existing phone.

To register with TAPS, pick up the handset, enter the TAPS extension provided by your system administrator, and follow the voice prompts. You might need to enter your entire extension, including the area code. After your phone displays a confirmation message, hang up. The phone will re-start.

Headset Support

Although Cisco Systems performs limited internal testing of third-party headsets for use with the Cisco Unified IP Phones, Cisco does not certify or support products from headset (or handset) vendors. Cisco recommends the use of good quality external devices, for example, headsets that are screened against unwanted radio frequency (RF) and audio frequency (AF) signals. Depending on the quality of these devices and their proximity to other devices such as mobile phones and two-way radios, some audio noise or echo may still occur. An audible hum or buzz may be heard by either the remote party or by both the remote party and the Cisco Unified IP Phone user. Humming or buzzing sounds can be caused by a range of outside sources: for example, electric lights, electric motors, or large PC monitors. See Using External Devices, page 2, for more information.

Note
In some cases, hum may be reduced or eliminated by using a local power cube or power injector.

These environmental and hardware inconsistencies in the locations where Cisco Unified IP Phones are deployed means that there is not a single headset solution that is optimal for all environments. Cisco recommends that customers test headsets in their intended environment to determine performance before making a purchasing decision and deploying en masse.

Audio Quality Subjective to the User

Beyond the physical, mechanical and technical performance, the audio portion of a headset must sound good to the user and to the party on the far end. Sound quality is subjective and Cisco cannot guarantee the performance of any headsets. However, a variety of headsets from leading headset manufacturers have been reported to perform well with Cisco Unified IP Phones. See manufacturer’s sites for details.
An Overview of Your Phone

The Cisco Unified IP Phone 7961G and 7961G-GE (gigabit Ethernet version) and the 7941G and 7941G-GE (gigabit Ethernet version) are full-feature telephones that provide voice communication over the same data network that your personal computer uses, allowing you to place and receive phone calls, put calls on hold, transfer calls, make conference calls, and so on.

The gigabit Ethernet Cisco Unified IP Phone 7961G-GE and 7941G-GE deliver the latest technology and advancements in Gigabit Ethernet VoIP telephony, providing gigabit throughput to your desktop. In addition to basic call-handling features, your phone can provide enhanced productivity features that extend your call-handling capabilities. Depending on configuration, your phone supports:

- Access to network data, XML applications, and web-based services.
- Online customizing of call features and services from your Cisco Unified CM User Options web pages.
- A comprehensive online help system that displays information on the phone screen.

Understanding Buttons and Hardware

You can use the graphics and table below to identify buttons and hardware on your phone.
Cisco Unified IP Phone 7961G and 7961G-GE

Cisco Unified IP Phone 7941G and 7941G-GE
| Item | Description | For more information, see...
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programmable buttons</td>
<td>- Understanding Lines and Calls, page 10&lt;br&gt;- Basic Call Handling, page 16&lt;br&gt;- Speed Dialing, page 34&lt;br&gt;- Using a Shared Line, page 38&lt;br&gt;- Using BLF to Determine a Line State, page 42&lt;br&gt;- Placing or Receiving Intercom Calls, page 32</td>
</tr>
</tbody>
</table>
|      | Depending on configuration, programmable buttons provide access to:  
|      |  - Phone lines (line buttons) and intercom lines  
|      |  - Speed-dial numbers (speed-dial buttons, including the BLF speed-dial feature)  
|      |  - Web-based services (for example, a Personal Address Book button)  
|      |  - Call features (for example, a Privacy, Hold, or Transfer button)  
|      | Buttons illuminate to indicate status:  
|      |  - Green, steady—Active call or two-way intercom call  
|      |  - Green, flashing—Held call  
|      |  - Amber, steady—Privacy in use, one-way intercom call, DND active, or logged into Hunt Groups  
|      |  - Amber, flashing—Incoming call or reverting call  
|      |  - Red, steady—Remote line in use (shared line, BLF status or active Mobile Connect call)  
|      |  - Red, flashing—Remote call on hold |
| 2    | Phone screen | Shows call features.  
|      | Understanding Lines and Calls, page 10 |
| 3    | Footstand button | Allows you to adjust the angle of the phone base.  
|      | Adjusting the Footstand (Optional), page 5 |
| 4    | Messages button | Auto-dials your voice message service (varies by service).  
|      | Accessing Voice Messages, page 60 |
| 5    | Directories button | Opens/closes the Directories menu. Use it to access call logs and directories.  
<p>|      | Using Call Logs, page 54 |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Help button</td>
<td>Activates the Help menu.</td>
<td>Accessing the Help System on Your Phone, page 14</td>
</tr>
<tr>
<td>7 Settings button</td>
<td>Opens/closes the Settings menu. Use it to control phone screen contrast and ring sounds.</td>
<td>Changing Phone Settings, page 52</td>
</tr>
<tr>
<td>8 Services button</td>
<td>Opens/closes the Services menu.</td>
<td>Using the User Options Web Pages, page 62</td>
</tr>
<tr>
<td>9 Volume button</td>
<td>Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).</td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>10 Speaker button</td>
<td>Toggles the speakerphone on or off. When the speakerphone is on, the button is lit.</td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>11 Mute button</td>
<td>Toggles the microphone on or off. When the microphone is muted, the button is lit.</td>
<td>Using Mute, page 23</td>
</tr>
<tr>
<td>12 Headset button</td>
<td>Toggles the headset on or off. When the headset is on, the button is lit.</td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>13 Navigation button</td>
<td>Allows you to scroll through menus and highlight items. When the phone is on-hook, displays phone numbers from your Placed Calls log.</td>
<td>Using Call Logs, page 54</td>
</tr>
<tr>
<td>14 Keypad</td>
<td>Allows you to dial phone numbers, enter letters, and choose menu items.</td>
<td>Basic Call Handling, page 16</td>
</tr>
<tr>
<td>15 Softkey buttons</td>
<td>Each activates a softkey option (displayed on your phone screen).</td>
<td>Understanding Lines and Calls, page 10</td>
</tr>
<tr>
<td>16 Handset light strip</td>
<td>Indicates an incoming call or new voice message.</td>
<td>Accessing Voice Messages, page 60</td>
</tr>
</tbody>
</table>

**Understanding Lines and Calls**

To avoid confusion about lines and calls, refer to these descriptions:

Lines—Each line corresponds to a directory number or intercom number that others can use to call you. The Cisco Unified IP Phone 7961G/7961G-GE supports one to six lines and the Cisco Unified IP Phone 7941G/7941G-GE supports one to two lines, depending on configuration. To see how many lines you have, look at the right side of your phone screen. You have as many lines as you have directory numbers and phone line icons: 📞.
Calls—Each line can support multiple calls. By default, your phone supports four connected calls per line, but your system administrator can adjust this number according to your needs. Only one call can be active at any time; other calls are automatically placed on hold.

### Understanding Line and Call Icons

Your phone displays icons to help you determine the call and line state.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Line or Call State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>On-hook line</td>
<td>No call activity on this line.</td>
</tr>
<tr>
<td>📞</td>
<td>Off-hook line</td>
<td>You are dialing a number or an outgoing call is ringing.</td>
</tr>
<tr>
<td>📞</td>
<td>Connected call</td>
<td>You are currently connected to the other party.</td>
</tr>
<tr>
<td>📞</td>
<td>Ringing call</td>
<td>An incoming call is ringing on one of your lines.</td>
</tr>
<tr>
<td>📞</td>
<td>Call on hold</td>
<td>You have put the call on hold. See Using Hold and Resume, page 22.</td>
</tr>
<tr>
<td>📞</td>
<td>Remote call on hold</td>
<td>Another phone that shares your line has put a call on hold. See Using Hold and Resume, page 22.</td>
</tr>
<tr>
<td>📞</td>
<td>Remote-in-use</td>
<td>Another phone that shares your line has a connected call. See Using a Shared Line, page 38, for details.</td>
</tr>
<tr>
<td>📞</td>
<td>Reverting call</td>
<td>A holding call is reverting to your phone. See Using Hold and Resume, page 22.</td>
</tr>
<tr>
<td>📞</td>
<td>Authenticated call</td>
<td>See Making and Receiving Secure Calls, page 43.</td>
</tr>
<tr>
<td>📞</td>
<td>Encrypted call</td>
<td>See Making and Receiving Secure Calls, page 43.</td>
</tr>
<tr>
<td>📞</td>
<td>BLF- monitored line is idle</td>
<td>See Using BLF to Determine a Line State, page 42.</td>
</tr>
<tr>
<td>📞</td>
<td>BLF- monitored line is in-use</td>
<td>See Using BLF to Determine a Line State, page 42.</td>
</tr>
<tr>
<td>📞</td>
<td>BLF- monitored line is ringing (BLF Pickup)</td>
<td>See Using BLF to Determine a Line State, page 42.</td>
</tr>
<tr>
<td>📞</td>
<td>Line in Do Not Disturb (BLF)</td>
<td>See Using BLF to Determine a Line State, page 42.</td>
</tr>
<tr>
<td>📞</td>
<td>Idle Intercom line</td>
<td>The intercom line is not in use. See Placing or Receiving Intercom Calls, page 32.</td>
</tr>
</tbody>
</table>
Understanding Phone Screen Features

This is what your main phone screen might look like with active calls and several feature menus open:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Line or Call State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🗧</td>
<td>One-way intercom call</td>
<td>The intercom line is sending or receiving one-way audio. See Placing or Receiving Intercom Calls, page 32.</td>
</tr>
<tr>
<td>🗧</td>
<td>Two-way intercom call</td>
<td>The recipient pressed the intercom line to activate two-way audio with the caller. See Placing or Receiving Intercom Calls, page 32.</td>
</tr>
</tbody>
</table>

1 Primary phone line
Displays the phone number (directory number) for your primary phone line. When several feature tabs are open, the phone number and the time and date alternate display in this area.

2 Programmable button indicators
Programmable buttons 🗧 can serve as phone line buttons, intercom-line buttons, speed-dial buttons, phone service buttons or phone feature buttons. Icons and labels indicate how these buttons are configured. For an icon reference, see “Phone Screen Icons” in the Quick Reference Card at the front of this guide.

3 Softkey labels
Each displays a softkey function. To activate a softkey, press the softkey button 🔄.

4 Status line
Displays audio mode icons, status information, and prompts.
Cleaning the Phone Screen

Use only a soft, dry cloth to wipe the phone screen. Do not use any liquids or powders on the phone, as they can contaminate phone components and cause failures.

Understanding Feature Buttons and Menus

Press a feature button to open or close a feature menu.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open or close a feature</td>
<td>Press a feature button:</td>
</tr>
</tbody>
</table>
| menu                      | Messages
|                           | Services
|                           | Directories
|                           | Settings
|                           | Help
| Scroll through a list or  | Press the Navigation button.                                            |
| menu                      |                                                                         |
| Go back one level in a    | Press Exit. Pressing Exit from the top level of a menu, closes the menu.|
| feature menu              |                                                                         |
| Switch among open feature | Press a feature tab. Each feature menu has a corresponding tab. The tab is visible when the feature menu is open. |
Accessing the Help System on Your Phone

Your phone provides a comprehensive online help system. Help topics appear on the phone screen.

If you want to... | Then...
--- | ---
View the main menu | Press on your phone and wait a few seconds for the menu to display. Main menu topics include:
  * About Your Cisco Unified IP Phone—Details about your phone
  * How do I...?—Procedures for common phone tasks
  * Calling Features—Descriptions and procedures for calling features
  * Help—Tips on using and accessing Help
Learn about a button or softkey | Press , then quickly press a button or softkey.
Learn about a menu item | Press , , or to display a feature menu. Highlight a menu item, then press twice quickly.
Get help using Help | Press twice quickly. Select the help topic you need.

Understanding Feature Availability

Depending on your phone system configuration, features included in this Phone Guide might not be available to you or might work differently on your phone. Contact your support desk or system administrator for information about feature operation or availability.

You can access many features either by using a softkey or by pressing a line button. You can configure some features but your system administrator controls most of them.

Here are some details about using softkeys and line buttons to access features:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Softkey</th>
<th>Line Button Label and Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>CallBack</td>
<td>CallBack</td>
<td>CallBack</td>
</tr>
<tr>
<td>Call Forward</td>
<td>CFwdALL</td>
<td>Forward All</td>
</tr>
<tr>
<td>Call Park</td>
<td>Park</td>
<td>Park</td>
</tr>
<tr>
<td>Call PickUp</td>
<td>PickUp</td>
<td>PickUp</td>
</tr>
<tr>
<td>Conference</td>
<td>Confrn</td>
<td>Conference</td>
</tr>
<tr>
<td>Conference List</td>
<td>ConfList</td>
<td>Conference List</td>
</tr>
<tr>
<td>Do Not Disturb</td>
<td>DND</td>
<td>Do Not Disturb or</td>
</tr>
<tr>
<td>End Call</td>
<td>EndCall</td>
<td>End Call</td>
</tr>
</tbody>
</table>
Understanding SIP vs. SCCP

Your phone can be configured to work with one of two signaling protocols: SIP (Session Initiation Protocol) or SCCP (Skinny Call Control Protocol). Your system administrator determines this configuration.

Call features can vary depending on the protocol. This Phone Guide indicates which features are protocol-specific. To learn which protocol your phone is using, you can ask your system administrator or you can choose > Model Information > Call Control Protocol on your phone.
Basic Call Handling

You can perform basic call-handling tasks using a range of features and services. Feature availability can vary; see your system administrator for more information.

Placing a Call—Basic Options

Here are some easy ways to place a call on your Cisco Unified IP Phone.

| If you want to... | Then... | For more information, see...
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Place a call using the handset</td>
<td>Pick up the handset and enter a number.</td>
<td>An Overview of Your Phone, page 7</td>
</tr>
<tr>
<td>Place a call using the speakerphone</td>
<td>Press and enter a number.</td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>Place a call using a headset</td>
<td>Press and enter a number. Or if is lit, press New Call and enter a number.</td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>Redial a number</td>
<td>Press Redial to dial the last number, or press the Navigation button (with the phone idle) to see your Placed Calls.</td>
<td>Using Call Logs, page 54</td>
</tr>
<tr>
<td>Place a call when another call is active (using the same line)</td>
<td>1. Press Hold. 2. Press New Call. 3. Enter a number.</td>
<td>Using Hold and Resume, page 22</td>
</tr>
<tr>
<td>Dial from a call log</td>
<td>1. Choose &gt; Missed Calls, Received Calls, or Placed Calls. 2. Select the listing or scroll to it and go off-hook.</td>
<td>Using Call Logs, page 54</td>
</tr>
</tbody>
</table>

Tips

- You can dial on-hook, without a dial tone (pre-dial). To pre-dial, enter a number, then go off-hook by lifting the handset or pressing Dial, or .
- When you pre-dial, your phone tries to anticipate the number you are dialing by displaying matching numbers (if available) from your Placed Calls log. This is called Auto Dial. To call a number displayed with Auto Dial, press the number, or scroll to it and go off-hook.
Basic Call Handling

- If you make a mistake while dialing, press << to erase digits.
- If parties on a call hear a beep tone, the call might be monitored or recorded. Ask your system administrator for more information.
- Your phone might be set up for international call logging, which is indicated by a “+” symbol on the call logs, redial, or call directory entries. See your system administrator for more information.

Placing a Call—Additional Options

You can place calls using special features and services that might be available on your phone. See your system administrator for more information about these additional options.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place a call while another call is active (using a different line)</td>
<td>1. Press for the new line. The first call is automatically placed on hold. 2. Enter a number.</td>
<td>Using Hold and Resume, page 22</td>
</tr>
</tbody>
</table>
| Speed dial a number | Do one of the following:  
  - Press (a speed-dial button).  
  - Use the Abbreviated Dial feature.  
  - Use the Fast Dial feature. | Speed Dialing, page 34 |
| Dial from a corporate directory on the phone | 1. Choose > Corporate Directory (exact name can vary).  
  2. Enter a name and press Search.  
  3. Highlight a listing and go off-hook. | Using Call Logs, page 54 |
| Dial from a corporate directory on your personal computer using Cisco WebDialer | 1. Open a web browser and go to a WebDialer-enabled corporate directory.  
  2. Click the number that you want to dial. | Using Cisco WebDialer, page 74 |
| Use CallBack to receive notification when a busy or ringing extension is available | 1. Press CallBack while listening to the busy tone or ring sound.  
  2. Hang up. Your phone alerts you when the line is free.  
  3. Place the call again. | Your system administrator |
<p>| See if a line associated with a speed-dial, call record, or directory listing is busy before placing a call to that line | Look for Busy Lamp Field indicators. | Using BLF to Determine a Line State, page 42 |</p>
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a priority (precedence) call (SCCP phones only)</td>
<td>Enter the MLPP access number, then enter the phone number.</td>
<td>Prioritizing Critical Calls, page 44</td>
</tr>
<tr>
<td>Dial from a Personal Address Book (PAB) entry</td>
<td>1. Choose &gt; Personal Directory to log in.</td>
<td>Using Personal Directory on Your Phone, page 57</td>
</tr>
<tr>
<td></td>
<td>2. Choose Personal Address Book and search for a listing.</td>
<td></td>
</tr>
<tr>
<td>Place a call using a billing or tracking code</td>
<td>1. Dial a number.</td>
<td>Your system administrator</td>
</tr>
<tr>
<td>(SCCP phones only)</td>
<td>2. After the tone, enter a client matter code (CMC) or a forced</td>
<td></td>
</tr>
<tr>
<td></td>
<td>authorization code (FAC).</td>
<td></td>
</tr>
<tr>
<td>Place a call using your Cisco Extension Mobility</td>
<td>Log in to the Cisco Extension Mobility service on a phone.</td>
<td>Using Cisco Extension Mobility, page 46</td>
</tr>
<tr>
<td>profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make a call from a mobile phone using Mobile Voice</td>
<td>1. Obtain your Mobile Voice Access number and end-user PIN from your</td>
<td>See Managing Business Calls Using a Single Phone</td>
</tr>
<tr>
<td>Access</td>
<td>system administrator.</td>
<td>Number, page 46.</td>
</tr>
<tr>
<td></td>
<td>2. Dial your assigned Mobile Voice access number.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Enter your mobile phone number (if requested) and PIN.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Press 1 to make a call to an enterprise IP phone.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Dial a desktop phone number other than your desktop phone number.</td>
<td></td>
</tr>
<tr>
<td>If you want to…</td>
<td>Then…</td>
<td>For more information, see…</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>
| Place a call using Fast Dial | **Note** Before using this option, your system administrator must configure this feature and assign a service URL to the line button. Contact your system administrator for more information.  
1. Press the Fast Dial line button.  
2. Scroll to or press the index number to find the entry.  
| Place a call using your PAB | **Note** Before using this option, your system administrator must configure this feature and assign a service URL to the line button. Contact your system administrator for more information.  
1. Press the PAB line button.  
2. Access the contact and select the number.  
# Answering a Call

You can answer a call by lifting the handset, or you can use other options if they are available on your phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer with a headset</td>
<td>Press 📞, if unlit. Or, if 📞 is already lit, press <strong>Answer</strong> or 📞 (flashing).</td>
<td></td>
</tr>
<tr>
<td><strong>Note</strong> The ringing line is automatically selected.</td>
<td><strong>Note</strong> The ringing line is automatically selected. Ask your system administrator about options to always select the primary line.</td>
<td></td>
</tr>
<tr>
<td>If you are using a wireless headset, refer to the wireless headset documentation.</td>
<td></td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>Answer with the speakerphone</td>
<td>Press 📞, <strong>Answer</strong>, or 📞 (flashing).</td>
<td></td>
</tr>
<tr>
<td><strong>Note</strong> The ringing line is automatically selected.</td>
<td><strong>Note</strong> The ringing line is automatically selected. Ask your system administrator about options to always select the primary line.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Using a Handset, Headset, and Speakerphone, page 49</td>
</tr>
<tr>
<td>Switch from a connected call to answer a new call</td>
<td>Press <strong>Answer</strong>, or if the call is ringing on a different line, press 📞 (flashing).</td>
<td>Using Hold and Resume, page 22</td>
</tr>
<tr>
<td>Answer using call waiting</td>
<td>Press <strong>Answer</strong>.</td>
<td>Using Hold and Resume, page 22</td>
</tr>
<tr>
<td>Send a call to a voice message system</td>
<td>Press <strong>iDivert</strong>.</td>
<td>Sending a Call to a Voice Message System, page 26</td>
</tr>
<tr>
<td>Auto-connect calls</td>
<td>Use <strong>AutoAnswer</strong>.</td>
<td>Using AutoAnswer with a Headset or Speakerphone, page 51</td>
</tr>
<tr>
<td>Retrieve a parked call on another phone</td>
<td>Use <strong>Call Park</strong> or Directed Call Park.</td>
<td>Storing and Retrieving Parked Calls, page 37</td>
</tr>
<tr>
<td>Use your phone to answer a call ringing elsewhere</td>
<td>Use <strong>Call Pickup</strong>.</td>
<td>Picking Up a Redirected Call on Your Phone, page 36</td>
</tr>
</tbody>
</table>


### Basic Call Handling

**Tip**

If parties on a call hear a beep tone, the call might be monitored or recorded. Ask your system administrator for more information.

## Ending a Call

To end a call, hang up. Here are some more details.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
<th>For more information, see...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hang up while using the handset</td>
<td>Return the handset to its cradle. Or press EndCall.</td>
<td></td>
</tr>
<tr>
<td>Hang up while using the headset</td>
<td>Press ( \text{EndCall} ). Or, to keep headset mode active, press EndCall.</td>
<td></td>
</tr>
<tr>
<td>Hang up while using the speakerphone</td>
<td>Press ( \text{EndCall} ) or EndCall.</td>
<td></td>
</tr>
<tr>
<td>Hang up one call but preserve another call on the same line</td>
<td>Press EndCall. If necessary, remove the call from hold first.</td>
<td></td>
</tr>
</tbody>
</table>
Using Hold and Resume

You can hold and resume calls. When you put a call on hold, the Hold icon appears on the right in the call information area and the corresponding line button flashes green. With a shared line, when you place a call on hold, the line button flashes green and the phone displays the local hold icon. When another phone places a call on hold, the line button flashes red and the phone displays the remote hold icon.

If the Hold Reversion feature is enabled for your phone, a call that you put on hold reverts back to ringing after a certain period of time. The “reverting” call remains on hold until you resume it or until Hold Reversion times out.

Your phone indicates the presence of a reverting call by:

- Alerting you at intervals with a single ring (or flash or beep, depending on your phone line setting).
- Briefly displaying a “Hold Reversion” message in the status bar at the bottom of the phone screen.
- Displaying the animated Hold Reversion icon next to the caller ID for the held call.
- Displaying a flashing amber line button (depending on the line state).

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Put a call on hold | 1. Make sure the call you want to put on hold is highlighted.  
2. Press Hold. |
| Remove a call from hold on the current line | 1. Make sure that the appropriate call is highlighted.  
2. Press Resume. |
| Remove a call from hold on a different line | 1. Press the appropriate line button: or (flashing). Doing so might cause a held call to resume automatically:  
   - If there is a reverting call on the line, that call will resume.  
   - If there is more than one reverting call on the line, the oldest reverting call will resume.  
   - If a non-reverting held call is the only call on the line, it will resume.  
2. If necessary, scroll to the appropriate call and press Resume. |

Tips

- Engaging the Hold feature typically generates music or a beeping tone.
- If you receive an alert for an incoming call and a reverting call at the same time, by default your phone will shift the focus of the phone screen to display the incoming call. Your system administrator can change this focus priority setting.
- If you use a shared line, Hold Reversion rings only on the phone that put the call on hold, not on the other phones that share the line.
• Your system administrator determines the duration between Hold Reversion alerts.

Using Mute

With Mute enabled, you can hear other parties on a call but they cannot hear you. You can use Mute with the handset, speakerphone, or a headset.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Microphone on</td>
<td>Press 🎤.</td>
</tr>
<tr>
<td>Toggle Microphone off</td>
<td>Press 🔊.</td>
</tr>
</tbody>
</table>

Switching Between Multiple Calls

You can switch between multiple calls on one or more lines. If the call that you want to switch to is not automatically highlighted, use the Navigation button to scroll to it.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch between connected calls on one line</td>
<td>1. Make sure the call that you want to switch to is highlighted.</td>
</tr>
<tr>
<td></td>
<td>2. Press Resume.</td>
</tr>
<tr>
<td></td>
<td>Any active call is placed on hold and the selected call is resumed.</td>
</tr>
<tr>
<td>Switch between connected calls on different lines</td>
<td>Press 🟢 for the line that you are switching to.</td>
</tr>
<tr>
<td></td>
<td>If a single call is holding on the line, the call automatically resumes. If multiple calls are holding, highlight the appropriate call and press Resume.</td>
</tr>
<tr>
<td>Switch from a connected call to answer a ringing call</td>
<td>Press Answer, or if the call is ringing on a different line press 🟢 (flashing). Any active call is placed on hold and the selected call is resumed.</td>
</tr>
</tbody>
</table>
Switching an In-Progress Call to Another Phone

You can switch in-progress calls between the desktop phone and your mobile phone or other remote destination.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Switch an in-progress call on your desktop phone to a mobile phone | 1. Press the Mobility softkey and select Send call to mobile.  
2. Answer the in-progress call on your mobile phone.  
The desktop phone line button turns red and handset icons and the calling party number appear on the phone display. You cannot use the same phone line for any other calls, but if your desk phone supports multiple lines, you can use another line to make or receive calls. |
| Switch an in-progress call from a mobile phone to your desktop phone | 1. Hang up the call on your mobile phone to disconnect the mobile phone, but not the call.  
2. Press Resume on your desk phone within 4 seconds and start talking on the desk phone. |

Viewing Multiple Calls

Understanding how multiple calls are displayed on your phone can help you organize your call-handling efforts.

In standard viewing mode, your phone displays calls as follows for the highlighted line:

- Calls with the highest precedence and longest duration display at the top of the list.
- Calls of a similar type are grouped together. For example, calls that you have interacted with are grouped near the top, and calls on hold are grouped last.

You can use these additional methods to view multiple calls on multiple lines:

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| View calls on another line | 1. Press .  
2. Immediately press the line button . |
| Switch to call overview mode | Press for the highlighted line.  
The phone switches to call overview mode, displaying one call per line. The displayed call is either the active call or the held call with the longest duration.  
To return to standard viewing mode, press , then immediately press the line button. |
## Transferring Calls

Transfer redirects a connected call. The **target** is the number to which you want to transfer the call.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Transfer a call without talking to the target number | 1. From an active call, press **Transfer**.  
2. Enter the target number.  
3. Press **Transfer** again to complete the transfer or **EndCall** to cancel.  
**Note** If your phone has on-hook transfer enabled, complete the transfer by hanging up. |
| Talk to the transfer recipient before transferring a call (consult transfer) | 1. From an active call, press **Transfer**.  
2. Enter the target number.  
3. Wait for the transfer recipient to answer.  
4. Press **Transfer** again to complete the transfer or **EndCall** to cancel.  
**Note** If your phone has on-hook transfer enabled, complete the transfer by hanging up. |
| Transfer two current calls to each other (direct transfer) without staying on the line (SCCP phones only) | 1. Scroll to highlight any call on the line.  
2. Press **Select**.  
3. Repeat this process for the second call.  
4. With one of the selected calls highlighted, press **DirTrfr**. (To display **DirTrfr**, you might need to press more.)  
   The two calls connect to each other and drop you from the call.  
**Note** If you want to stay on the line with the callers, use **Join** instead. |
| Redirect a call to a voice message system | Press **iDivert**. For more information, see Sending a Call to a Voice Message System, page 26. |

### Tips

- If on-hook transfer is enabled on your phone, you can either hang up to complete the call, or press **Transfer** and then hang up.
- If on-hook transfer is **not** enabled on your phone, hanging up without pressing **Transfer** again places the call on hold.
- You cannot use **Transfer** to redirect a call on hold. Press **Resume** to remove the call from hold before transferring it.
Sending a Call to a Voice Message System

You can use iDivert to send an active, ringing, or on-hold call to your voice message system. Depending on the type of call and your phone configuration, you can also use iDivert to send the call to another party’s voice message system.

- If the call was originally sent to someone else’s phone, iDivert allows you to redirect the call either to your own voice message system or to the original called party’s voice message system. Your system administrator must make this option available to you.
- If the call was sent to you directly (not transferred or forwarded to you), or if your phone is does not support the option described above, using iDivert redirects the call to your voice message system.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Send an active, ringing, or on-hold call to a voice message system | Press iDivert. One of two things occurs:  
- The call is transferred to your voice message system.  
- Your phone screen displays a menu that allows you to choose between your voice message system or the voice message system of the original called party. Choose an option to redirect the call. |

Tip

If your phone displays a menu that disappears before you make your selection, you can press iDivert again to re-display the menu. You can also ask your system administrator to configure a longer timeout value.

Forwarding Calls to Another Number

You can use call forwarding features to redirect incoming calls from your phone to another number. Your system administrator might allow you to choose from two types of call forwarding features:

- Unconditional call forwarding (Call Forward All)—Applies to all calls that you receive.
- Conditional call forwarding (Call Forward No Answer, Call Forward Busy, Call Forward No Coverage)—Applies to certain calls that you receive, according to conditions.

You can access Call Forward All on your phone or from your User Options web pages; conditional call forwarding features are accessible only from your User Options web pages. Your system administrator determines which call forwarding features are available to you.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up Call Forward All on your primary line</td>
<td>Press CFwdALL or Forward All and enter a target phone number.</td>
</tr>
</tbody>
</table>
Tips

- Enter the call forward target number exactly as you would dial it from your phone. For example, enter an access code or the area code, if necessary.

- You can forward your calls to a traditional analog phone or to another IP phone, although your system administrator might restrict the call forwarding feature to numbers within your company.

- Call forwarding is phone line specific. If a call reaches you on a line where call forwarding is not enabled, the call will ring as usual.

- Your system administrator can enable a call forward override feature that allows the person receiving your forwarded calls to reach you. With override enabled, a call placed from the target phone to your phone is not forwarded, but rings through.

- Your phone may reject your attempt to set up Call Forward All directly on the phone if the target number that you enter would create a call forwarding loop or would exceed the maximum number of links permitted in a call forwarding chain.

Using Do Not Disturb

You can use the Do Not Disturb (DND) feature to turn off only the ringer on your phone or to turn off all audible and visual notifications of incoming calls. Your system administrator enables DND for your phone.

When DND and Call Forward All are both enabled on your phone, calls are forwarded and the caller does not hear a busy tone.

DND interaction with other types of calls includes:

- DND does not affect intercom calls or non-intercom priority calls.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Call Forward All on your primary line</td>
<td>Press CFwdALL or Forward All.</td>
</tr>
</tbody>
</table>
| Verify that Call Forward All is enabled on your primary line | Look for:  
  - The call forward icon above your primary phone number.  
  - The call forwarding target number in the status line. |
| Set up or cancel call forwarding remotely, or for a non-primary line | 1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 62.)  
  2. Access your call forwarding settings (See Controlling Line Settings on the Web, page 69.)  

Note When call forwarding is enabled for any line other than the primary line, your phone does not provide you with any confirmation that calls are being forwarded. Instead, you must confirm your settings in the User Options web pages.
If both DND and auto-answer are enabled, only intercom calls will be auto-answered.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn on DND</td>
<td>Press DND or <strong>Do Not Disturb</strong>. “Do Not Disturb” displays on the phone, the DND lights, and the ring tone is turned off.</td>
</tr>
<tr>
<td>Turn off DND</td>
<td>Press DND or <strong>Do Not Disturb</strong>.</td>
</tr>
</tbody>
</table>
| Customize DND settings | If your system administrator configured DND settings to appear on the User Options page, follow these steps:  
1. Log in to your User Options web pages. See Accessing Your User Options Web Pages, page 62.  
2. From the drop-down menu, choose User Options > Device.  
3. Set the following options:  
   - Do Not Disturb—Set to enable/disable DND.  
   - DND Option—Choose either Call Reject (to turn off all audible and visual notifications) or Ringer Off (to turn off only the ringer).  
   - DND Incoming Call Alert (applies to either DND option set)—Set the alert to beep only, flash only, disable the alert, or choose “None” (to use the “Alert” setting configured by your system administrator). |

**Making Conference Calls**

Your Cisco Unified IP Phone allows you to talk simultaneously with multiple parties in a conference call.

**Using Conference Features**

You can create a conference in various ways, depending on your needs and the features that are available on your phone.

- **Conference**—Allows you to create a standard (ad hoc) conference by calling each participant. Use the **Conf)** softkey or the **Conference** button. Conference is available on most phones.
- **Join**—Allows you to create a standard (ad hoc) conference by combining existing calls. Use the **Join** softkey or button.
- **cBarge**—Allows you to create a standard (ad hoc) conference by adding yourself to a call on a shared line. Press a line button or use the **cBarge** softkey or button. cBarge is only available on phones that use shared lines.
• Meet-Me—Allows you to create or join a conference by calling a conference number. Use the MeetMe softkey or button.

**Using Conference**

Conference allows you to call each participant. Conference is available on most phones.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a conference</td>
<td>1. From a connected call, press Confrn or Conference. (You may need to press the more softkey to see Confrn.)</td>
</tr>
<tr>
<td></td>
<td>2. Enter the participant’s phone number.</td>
</tr>
<tr>
<td></td>
<td>3. Wait for the call to connect.</td>
</tr>
<tr>
<td></td>
<td>4. Press Confrn or Conference again to add the participant to your call.</td>
</tr>
<tr>
<td></td>
<td>5. Repeat to add additional participants.</td>
</tr>
<tr>
<td>Add new participants to an</td>
<td>Repeat the steps listed above.</td>
</tr>
<tr>
<td>existing conference</td>
<td>Your system administrator determines whether non-initiators of a conference can add or remove participants.</td>
</tr>
<tr>
<td>See a list of participants or</td>
<td>See Viewing or Removing Conference Participants, page 32.</td>
</tr>
<tr>
<td>remove participants</td>
<td></td>
</tr>
</tbody>
</table>
Using Join

Join allows you to combine two or more existing calls to create a conference in which you are a participant.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Create a conference by joining together existing calls that are on a single phone line | 1. From an active call, highlight another call that you want to include in the conference and press **Select**. Selected calls display this icon ✓.
2. Repeat this step for each call that you want to add.
3. Press **Join**. (You may need to press the **more** softkey to see **Join**.) |
| Create a conference by joining together existing calls that are on multiple phone lines | 1. From an active call, press **Join**. (You may need to press the **more** softkey to see **Join**.)
2. Press the green flashing line button for the call(s) that you want to include in the conference. One of the following occurs:
   - The calls are joined.
   - A window opens on your phone screen prompting you to select the call(s) that you want to join. Highlight the call(s) and press **Select**, then press **Join** to complete the action. **Note** If your phone does not support Join for calls on multiple lines, transfer the calls to a single line before using Join. |
| See a list of participants or remove participants | Press **ConfList** or **Conference List**. (You may need to press the more softkey first.) See Viewing or Removing Conference Participants, page 32. |

**Tips**

- If you frequently join more than two parties into a single conference, you might find it useful to first select the calls that you want to join, then press **Join** to complete the action.
- When Join completes, caller ID changes to “Conference.”
- You may be able to combine multiple conference calls by using the **Join** or **DirTrfr** softkeys. Check with your system administrator to see if this feature is available to you.
Using cBarge

You can create a conference by using cBarge to add yourself to a call on a shared line.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a conference by barging a call on a shared line</td>
<td>Press the line button for the shared line.</td>
</tr>
<tr>
<td></td>
<td>In some cases, you must highlight the call and press <strong>cBarge</strong> to</td>
</tr>
<tr>
<td></td>
<td>complete the action.</td>
</tr>
<tr>
<td></td>
<td>See <strong>Using Barge to Add Yourself to a Shared-Line Call</strong>, page 39 for</td>
</tr>
<tr>
<td></td>
<td>more information.</td>
</tr>
<tr>
<td>See a list of participants or remove participants</td>
<td>See <strong>Viewing or Removing Conference Participants</strong>, page 32.</td>
</tr>
</tbody>
</table>

Using Meet-Me

Meet-Me conferencing allows you to start or join a conference by calling the conference number.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start a Meet-Me conference</td>
<td>1. Obtain a Meet-Me phone number from your system administrator.</td>
</tr>
<tr>
<td></td>
<td>2. Distribute the number to participants.</td>
</tr>
<tr>
<td></td>
<td>3. When you are ready to start the meeting, go off-hook to get a dial</td>
</tr>
<tr>
<td></td>
<td>tone, then press <strong>MeetMe</strong>.</td>
</tr>
<tr>
<td></td>
<td>4. Dial the Meet-Me conference number.</td>
</tr>
<tr>
<td></td>
<td>Participants can now join the conference by dialing in.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> Participants hear a busy tone if they call the conference</td>
</tr>
<tr>
<td></td>
<td>before the initiator has joined. In this case, participants must call</td>
</tr>
<tr>
<td></td>
<td>back.</td>
</tr>
<tr>
<td>Join a Meet-Me conference</td>
<td>Dial the Meet-Me conference number (provided by the conference</td>
</tr>
<tr>
<td></td>
<td>initiator).</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> You will hear a busy tone if you call the conference before</td>
</tr>
<tr>
<td></td>
<td>the initiator has joined. In this case, try your call again.</td>
</tr>
<tr>
<td>End a Meet-Me conference</td>
<td>All participants must hang up.</td>
</tr>
<tr>
<td></td>
<td>The conference does not automatically end when the conference</td>
</tr>
<tr>
<td></td>
<td>initiator disconnects.</td>
</tr>
</tbody>
</table>

**Tip**

If you call a secure Meet-Me conference number from a non-secure phone, your phone displays the message, “Device Not Authorized.” For more information, see **Making and Receiving Secure Calls**, page 43.
**Viewing or Removing Conference Participants**

During a standard (ad hoc) conference, you can view a list of participants and remove participants.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a list of conference participants</td>
<td>Press <strong>ConfList</strong> or <strong>Conference List</strong>. Participants are listed in the order in which they join the conference with the most recent additions at the top.</td>
</tr>
<tr>
<td>Get an updated list of conference participants</td>
<td>While viewing the conference list, press <strong>Update</strong>.</td>
</tr>
<tr>
<td>See who initiated the conference</td>
<td>While viewing the conference list, locate the participant listed at the bottom of the list with an asterisk (*) next to the name.</td>
</tr>
<tr>
<td>Remove any conference participant</td>
<td>While viewing the conference list, highlight the participant’s name and press <strong>Remove</strong>.</td>
</tr>
<tr>
<td>Drop the last participant added to the conference</td>
<td>While viewing the conference list, press <strong>RMLstC</strong> or <strong>Remove Last Participant</strong>.</td>
</tr>
<tr>
<td>Verify that a conference call is secure</td>
<td>Look for the <strong>[icon]</strong> or <strong>[icon]</strong> icon after “Conference” on the phone screen.</td>
</tr>
<tr>
<td>Verify that a participant is calling from a secure phone</td>
<td>Look for the <strong>[icon]</strong> or <strong>[icon]</strong> icon beside the participant’s name on the phone screen.</td>
</tr>
<tr>
<td>Add more participants</td>
<td>See <strong>Using Conference</strong>, page 29.</td>
</tr>
</tbody>
</table>

**Placing or Receiving Intercom Calls**

You can make an intercom call to a target phone that auto-answers the call in speakerphone mode with mute activated. The one-way intercom call allows you to deliver a short message to the recipient. If the recipient’s handset or headset is in use, the audio is sent to the device in use. Any current call activity that your recipient is engaged in continues simultaneously.

The target destination receives an intercom-alert tone and can then choose to:

- Listen to the caller (you can hear the caller, but the caller cannot hear you).
- End the intercom call by pressing the **EndCall** softkey with the intercom call in focus. Do this if you do not want to hear the message.
- Talk to the caller by pressing the active intercom button and using either the handset, headset or speaker. The intercom call becomes a two-way connection so that you can converse with the caller.

When using the intercom feature, be aware of the following:

- From an intercom line, you can only dial other intercom lines.
- You can use only one intercom line at a time.
- When your active call is being monitored or recorded, you cannot receive or place intercom calls.
- You cannot place an intercom call on hold.
If you log into your desk phone every day using your Extension Mobility profile, make sure that your system administrator configures your Extension Mobility profile to include the intercom feature.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place an intercom call to a preconfigured intercom target</td>
<td>Press (intercom target line) and, after you hear the intercom-alert tone, begin speaking.</td>
</tr>
<tr>
<td>Place an intercom call to any intercom number</td>
<td>Press (intercom line). Enter the intercom target number or press a speed-dial number for your target. After you hear the intercom-alert tone, begin speaking.</td>
</tr>
</tbody>
</table>
| Receive an intercom call                              | When you hear the intercom-alert tone, handle the call in one of these ways:  
  • Listen to the message in one-way audio.  
  • Speak to the caller by pressing (active intercom line).  
  • Press **EndCall** with the intercom call in focus. |
Advanced Call Handling

Advanced call-handling tasks involve special features that your system administrator might configure for your phone depending on your call-handling needs and work environment.

Speed Dialing

Speed dialing allows you to enter an index number, press a button, or select a phone screen item to place a call. Depending on configuration, your phone can support several speed-dial features:

- Speed-dial buttons
- Abbreviated Dialing
- Fast Dials

Note

- To set up speed-dial buttons and Abbreviated Dial, you must access your User Options web pages. See Accessing Your User Options Web Pages, page 62.
- To set up Fast Dials, you must access the Personal Directory feature. See Using Personal Directory on Your Phone, page 57.
- Alternately, your system administrator can configure speed-dial features for you.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. To place a call, press (a speed-dial button).</td>
</tr>
<tr>
<td></td>
<td>Note If your phone supports the Busy Lamp Field (BLF) speed-dial feature, you can see if the speed-dial number is busy before dialing. See Using BLF to Determine a Line State, page 42.</td>
</tr>
<tr>
<td>(On-hook)</td>
<td>2. To place a call, enter the Abbreviated Dialing code and press AbbrDial.</td>
</tr>
</tbody>
</table>
### Advanced Call Handling

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| **Use Abbreviated Dialing (Off-hook)** | 1. Pick up the handset.  
2. Press the **AbbrDial** softkey and enter the abbreviated dial code using the keypad.  
3. Press the **AbbrDial** softkey again.  
To use Off-hook Abbreviated Dialing to conference a call:  
1. Press the **Confrn** softkey. The user will hear dialtone.  
2. Follow steps 2 and 3 above.  
3. Press the **Confrn** softkey again.  
To use Off-hook Abbreviated Dialing to transfer a call:  
1. Press the **Transfer** softkey. The user will hear dialtone.  
2. Follow steps 2 and 3 above.  
3. Press the **Transfer** softkey again.  
To use Off-hook Abbreviated Dialing while a call is on hold:  
1. Press the **NewCall** softkey.  
2. Follow steps 2 and 3 above. |
2. To place a call, access the Fast Dial service on your phone. See Using Personal Directory on Your Phone, page 57. |
Picking Up a Redirected Call on Your Phone

Call PickUp allows you to answer a call that is ringing on a coworker’s phone by redirecting the call to your phone. You might use Call PickUp if you share call-handling tasks with coworkers.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Answer a call that is ringing on another extension within your call pickup group | 1. Press the PickUp softkey or button. (You might have to go off-hook to display the softkey.)  
   If your phone supports auto-pickup, you are now connected to the call.  
2. If the call rings, press Answer to connect to the call. |
| Answer a call that is ringing on another extension outside of your call pickup group | 1. Press the GPickUp softkey or the Group PickUp button. (You might have to go off-hook to display the softkey.)  
2. Enter the group pickup number.  
   If your phone supports auto-pickup, you are now connected to the call.  
3. If the call rings, press Answer to connect to the call. |
| Answer a call that is ringing on another extension in your group or in an associated group | 1. Press the OPickUp softkey or the Other PickUp button. (You might have to go off-hook to display the softkey.)  
   If your phone supports auto-pickup, you are now connected to the call.  
2. If the call rings, press Answer to connect to the call. |
| Answer a call that is ringing on a particular extension (line number) | 1. Press the GPickUp softkey or the Group PickUp button. (You might have to go off-hook to display the softkey.)  
2. Enter the line number with the call that you want to pick up. For example, if the call that you want to pick up is ringing on line 12345, enter 12345.  
   If your phone supports auto-pickup, you are now connected to the call.  
3. If the call rings, press Answer to connect to the call. |

Tips

- If multiple calls are available for pick up, your phone picks up the oldest call first (the call that has been ringing for the longest time).
- If you press GPickUp or Group PickUp and enter a line number, your phone picks up the ringing call on that particular line (if available).
- If you have multiple lines and want to pick up the call on a non-primary line, first press for the desired line, then press a Call PickUp softkey or button.
Depending on how your phone is configured, you might receive an audio and/or visual alert about a call to your pickup group.

If you use the BLF Pickup feature on your phone, see Using BLF to Determine a Line State, page 42.

**Storing and Retrieving Parked Calls**

You can park a call when you want to store the call so that you or someone else can retrieve it from another phone in the Cisco Unified Communications Manager system (for example, a phone at a coworker’s desk or in a conference room).

You can park a call by using these methods:

- **Call Park**—Use the **Park** softkey to store the call. Your phone displays the call park number where the system stored your call. You must record this number and then use the same number to retrieve the call.

- **Directed Call Park**—Use the **Transfer** softkey to direct the call to an available directed call park number that you dial or speed dial. To retrieve the call from a directed call park number, dial the park retrieval prefix, then dial or speed dial the same directed call park number. You can use a Directed Call Park button to speed-dial the directed call park number and to monitor whether a directed call park number is occupied or available.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store an active call using Call Park</td>
<td>1. During a call, press <strong>Park</strong>. (You may need to press the <strong>more</strong> softkey to see <strong>Park</strong>.)&lt;br&gt;2. Note the call park number displayed on your phone screen.&lt;br&gt;3. Hang up.</td>
</tr>
<tr>
<td>Retrieve a parked call</td>
<td>Enter the call park number from any Cisco Unified IP Phone in your network to connect to the call.</td>
</tr>
<tr>
<td>Direct and store an active call at a directed call park number</td>
<td>1. During a call, press <strong>Transfer</strong>.&lt;br&gt;2. Press the Directed Call Park with the park-unoccupied icon to speed dial the directed call park number.&lt;br&gt;   A Directed Call Park (blinking) with park-occupied icon indicates the directed call park number is not available.&lt;br&gt;3. Press <strong>Transfer</strong> again to finish storing the call.</td>
</tr>
<tr>
<td>Retrieve a parked call from a directed call park number</td>
<td>From any Cisco Unified IP Phone in your network, enter the park retrieval prefix and dial the directed call park number. Or after entering the park retrieval prefix, press the (blinking) with to connect to the call.</td>
</tr>
</tbody>
</table>
Tips

- You have a limited time to retrieve a parked call before it reverts to ringing at the original number. See your system administrator for details.
- Your system administrator can assign Directed Call Park buttons to available line buttons on your Cisco Unified IP Phone 7961G/GE that has a Cisco Unified IP Phone 7914 Expansion Module.
- You can dial directed call park numbers if you do not have Directed Call Park buttons. However, you will not be able to see the status of the directed call park number.

Logging Out of Hunt Groups

If your organization receives a large number of incoming calls, you might be a member of a hunt group. A hunt group includes a series of directory numbers that share the incoming call load. When the first directory number in the hunt group is busy, the system hunts for the next available directory number in the group and directs the call to that phone.

When you are away from your phone, you can prevent hunt group calls from ringing your phone by logging out of hunt groups.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log out of hunt groups to temporarily block hunt group calls</td>
<td>Press <strong>HLog or Hunt Group</strong>. Your phone screen displays, “Logged out of Hunt Group.”</td>
</tr>
<tr>
<td>Log in to receive hunt group calls</td>
<td>Press <strong>HLog or Hunt Group</strong>. When logged in, the Hunt Group button ✅ is lit.</td>
</tr>
</tbody>
</table>

Tip

Logging out of hunt groups does not prevent non-hunt group calls from ringing your phone.

Using a Shared Line

Your system administrator might ask you to use a shared line if you:

- Have multiple phones and want one phone number
- Share call-handling tasks with coworkers
- Handle calls on behalf of a manager
Understanding Shared Lines

Remote-in-Use Icon
The Remote-in-Use icon 📞 appears when another phone that shares your line has a connected call. You can place and receive calls as usual on the shared line, even when the Remote-in-Use icon appears.

Sharing Call Information and Barging
Phones that share a line each display information about calls that are placed and received on the shared line. This information might include caller ID and call duration. (See the Privacy section for exceptions.)

When call information is visible in this way, you and coworkers who share a line can add yourselves to calls using either Barge or cBarge. See Using Barge to Add Yourself to a Shared-Line Call, page 39.

Privacy
If you do not want coworkers who share your line to see information about your calls, enable the Privacy feature. Doing so also prevents coworkers from barging your calls. See Preventing Others from Viewing or Barging a Shared-Line Call, page 41.

Note
The maximum number of calls that a shared line supports can vary by phone.

Using Barge to Add Yourself to a Shared-Line Call
You can use barge features (cBarge or Barge) to add yourself to calls on your shared line. (Calls must be non-private calls. See Using a Shared Line, page 38.)

Understanding Barge Features

cBarge and Barge
Depending on how your phone is configured, you can add yourself to a non-private call on a shared line using either cBarge or Barge:

- cBarge converts the call into a standard conference, allowing you to add new participants. (See Making Conference Calls, page 28 for information about standard conferences.)
- Barge allows you to add yourself to the call but does not convert the call into a conference or allow you to add new participants.

Single-button and Multi-touch Barge
Your system administrator determines whether the barge feature on your phone (cBarge or Barge) operates as a single-button or multi-touch feature.
• Single button barge allows you to press a line button to barge a call (if only one call is on the line).
• Multi-touch barge allows you to view call information before barging.

Using Barge Features

The table below describes how to use barge features (cBarge or Barge) to add yourself to a call on a shared line.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>See if the shared line is in use</td>
<td>Look for the remote-in-use icon ⚪️ next to a red line button ⚫️.</td>
</tr>
<tr>
<td>Add yourself to a call on a shared line</td>
<td>Press the red line button ⚫️ for the shared line. One of the following occurs:</td>
</tr>
<tr>
<td></td>
<td>• You are added to the call.</td>
</tr>
<tr>
<td></td>
<td>• A window opens on your phone screen prompting you to select the call that you want to barge. Press <em>Barge</em> or <em>cBarge</em> to complete the action. (You may need to press the <em>more</em> softkey to display <em>Barge</em> or <em>cBarge</em>.)</td>
</tr>
<tr>
<td>View conference participants (if you used cBarge)</td>
<td>See Viewing or Removing Conference Participants, page 32.</td>
</tr>
</tbody>
</table>

Tips

• When you barge a call, other parties might hear a beep tone announcing your presence. With cBarge, other parties hear a brief audio interruption and the phone screen changes to display conference details.
• When you leave a call that you have barged, other parties hear a beep-beep tone.
• If a phone that is using the shared line has Privacy enabled, call information and barge softkeys will not appear on the other phones that share the line.
• If a phone that is using the shared line has Privacy disabled and it is configured with Private Line Automated Ringdown (PLAR), the barge and cBarge features will still be available.
• You will be disconnected from a call that you have joined using *Barge* if the call is put on hold, transferred, or turned into a conference call.
Preventing Others from Viewing or Barging a Shared-Line Call

If you share a phone line, you can use the Privacy feature to prevent others who share the line from viewing or barging (adding themselves to) your calls.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Prevent others from viewing or barging calls on a shared line | 1. Press Private ⬤.  
2. To verify that Privacy is on, look for the Privacy-enabled icon ⬤ next to an amber line button ⬤. |
| Allow others to view or barge calls on a shared line    | 1. Press Private ⬤.  
2. To verify that Privacy is off, look for the Privacy-disabled icon ⬤ next to an unlit line button ⬤. |

**Tips**

- If the phone that shares your line has Privacy enabled, you can make and receive calls using the shared line as usual.
- The Privacy feature applies to all shared lines on your phone. Consequently, if you have multiple shared lines and Privacy is enabled, coworkers will not be able to view or barge calls on any of your shared lines.
Using BLF to Determine a Line State

Busy Lamp Field features (BLF) allow you to view the state of a phone line that is associated with a speed-dial button, call log, or directory listing on your phone. If you use BLF Pickup, you can answer a ringing call for the line that you are monitoring. Your system administrator determines which BLF features are configured for your phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| See the state of a line listed in a call log or directory | Look for one of these indicators next to the line number:  
- ![Line is in-use.](image) Line is in-use.  
- ![Line is idle.](image) Line is idle.  
- ![Line is in Do Not Disturb state.](image) Line is in Do Not Disturb state.  
- ![BLF indicator unavailable for this line.](image) BLF indicator unavailable for this line. |
| See the state of a speed-dial line | Look for one of these indicators next to the line number:  
- ![Line is in-use.](image) Line is in-use.  
- ![Line is idle.](image) Line is idle.  
- ![Line is in Do Not Disturb state.](image) Line is in Do Not Disturb state.  
- ![Line is ringing (BLF Pickup only).](image) (flashing)—Line is ringing (BLF Pickup only).  
- ![BLF indicator unavailable for this line.](image) |
| Use BLF Pickup to answer a call ringing on a coworker’s phone | Press the BLF Pickup button ![BLF Pickup button](image) while the line is ringing.  
The call is redirected to the next available line on your phone. (If you want to specify a line, first press a line button, then press the BLF button.)  
If your phone supports auto-pickup, the call connects automatically. Otherwise, the call rings on your phone for you to answer.  
**Note** If you press the BLF Pickup button when the monitored line is *not* ringing, your phone will speed dial the line number. |

**Tips**
- Your phone might play an audible indicator to alert you when a call is ringing on the monitored line (BLF Pickup only).
- BLF Pickup answers the oldest ringing call first (if the line that you are monitoring has more than one ringing call).
Making and Receiving Secure Calls

Depending on how your system administrator has configured your phone system, your phone might support making and receiving secure calls.

Your phone is capable of supporting these types of calls:

- **Authenticated call**—The identities of all phones participating in the call have been verified.
- **Encrypted call**—The phone is receiving and transmitting encrypted audio (your conversation) within the Cisco IP network. Encrypted calls are also authenticated.
- **Protected call**—The phone is receiving and transmitting encrypted audio (your conversation) with another phone. A protected call provides a similar level of security as an encrypted call, but adds additional security. If the call is protected at both ends, a security tone plays at the beginning of the conversation. Some features, such as conference calling, shared lines, Extension Mobility, and join across lines are not available when protected calling is configured. Protected calls are not authenticated.
- **Non-secure call**—At least one of the participating phones or the connection does not support these security features, or the phones cannot be verified.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the security level of a call or conference</td>
<td>Look for a security icon in the top right corner of the call activity area, next to the call duration timer:</td>
</tr>
<tr>
<td></td>
<td>Authenticated call or conference</td>
</tr>
<tr>
<td></td>
<td>Encrypted call or conference</td>
</tr>
<tr>
<td></td>
<td>Non-secure call or conference</td>
</tr>
<tr>
<td>Verify that the phone on the other end of the connection is also secure</td>
<td>Look for the encrypted lock icon and listen for a security tone at the beginning of the call. When encrypted calling is configured on your phone, the lock icon is displayed. However, the conversation is protected only when the security tone plays at the beginning of a call, indicating that the call is protected on both ends of the call. If your call is connected to a non-protected phone, the secure tone is not played.</td>
</tr>
<tr>
<td>Determine if secure calls can be made in your company</td>
<td>Contact your system administrator.</td>
</tr>
</tbody>
</table>

Note: There are interactions, restrictions, and limitations that affect how security features work on your phone. For more information, ask your system administrator.
Tracing Suspicious Calls

If you are receiving suspicious or malicious calls, your system administrator can add the Malicious Call Identification (MCID) feature to your phone. This feature enables you to identify an active call as suspicious, which initiates a series of automated tracking and notification messages.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify your system administrator about a suspicious or harassing call</td>
<td>Press <strong>MCID or Malicious Call ID</strong>.</td>
</tr>
<tr>
<td></td>
<td>Your phone plays a tone and displays the message, “MCID successful.”</td>
</tr>
</tbody>
</table>

Prioritizing Critical Calls

(SCCP phones only)

In some specialized environments, such as military or government offices, you might need to make and receive urgent or critical calls. If you have the need for this specialized call handling, your system administrator can add Multilevel Precedence and Preemption (MLPP) to your phone.

Keep these terms in mind:

- **Precedence** indicates the priority associated with a call.
- **Preemption** is the process of ending an existing, lower priority call while accepting a higher priority call that is sent to your phone.

<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Want to choose a priority (precedence) level for an outgoing call</td>
<td>Contact your system administrator for a list of corresponding precedence numbers for calls.</td>
</tr>
<tr>
<td>Want to make a priority (precedence) call</td>
<td>Enter the MLPP access number (provided by your system administrator) followed by the phone number.</td>
</tr>
<tr>
<td>Hear a special ring (faster than usual) or special call waiting tone</td>
<td>You are receiving a priority (precedence) call. An MLPP icon on your phone screen indicates the priority level of the call.</td>
</tr>
</tbody>
</table>
### Advanced Call Handling

<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Want to view priority level of a call</td>
<td>Look for an MLPP icon on your phone screen:</td>
</tr>
<tr>
<td></td>
<td>- Priority call</td>
</tr>
<tr>
<td></td>
<td>- Medium priority (immediate) call</td>
</tr>
<tr>
<td></td>
<td>- High priority (flash) call</td>
</tr>
<tr>
<td></td>
<td>- Highest priority (flash override) or Executive Override call</td>
</tr>
<tr>
<td></td>
<td>Higher priority calls are displayed at the top of your call list.</td>
</tr>
<tr>
<td></td>
<td>If you do not see an MLPP icon, the priority level of the call is</td>
</tr>
<tr>
<td></td>
<td>normal (routine).</td>
</tr>
<tr>
<td>Want to accept a higher-priority call</td>
<td>Answer the call as usual. If necessary, end an active call first.</td>
</tr>
<tr>
<td>Hear a continuous tone interrupting your call</td>
<td>You or the other party are receiving a call that must preempt the</td>
</tr>
<tr>
<td></td>
<td>current call. Hang up immediately to allow the higher priority call to</td>
</tr>
<tr>
<td></td>
<td>ring through.</td>
</tr>
</tbody>
</table>

### Tips

- When you make or receive an MLPP-enabled call, you will hear special ring tones and call waiting tones that differ from the standard tones.
- MLPP overrides the Do Not Disturb (DND) feature.
- If you enter an invalid MLPP access number, a verbal announcement will alert you of the error.
- An MLPP-enabled call retains its priority and preemptive status when you:
  - Put the call on hold
  - Transfer the call
  - Add the call to a three-way conference
  - Answer the call using PickUp
Using Cisco Extension Mobility

Cisco Extension Mobility (EM) allows you to temporarily configure a Cisco Unified IP Phone as your own. Once you log in to EM, the phone adopts your user profile, including your phone lines, features, established services, and web-based settings. Your system administrator must configure EM for you.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Log in to EM     | 1. Choose > EM Service (name can vary).  
|                  | 2. Enter your user ID and PIN (provided by your system administrator).  
|                  | 3. If prompted, select a device profile. |
| Log out of EM    | 1. Choose > EM Service (name can vary).  
|                  | 2. When prompted to log out, press Yes. |

**Tips**

- EM automatically logs you out after a certain amount of time. Your system administrators establishes this time limit.
- Changes that you make to your EM profile from your User Options web pages take effect immediately if you are logged in to EM on the phone; otherwise, changes take effect the next time you log in.
- Changes that you make to the phone from your User Options web pages take effect immediately if you are logged out of EM; otherwise, changes take effect after you log out.
- Local settings controlled by the phone are not maintained in your EM profile.

Managing Business Calls Using a Single Phone Number

With Mobile Connect and Mobile Voice Access installed, you can use your mobile phone to handle calls associated with your desktop phone number.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Mobile Connect</td>
<td>Use the User Options web pages to set up remote destinations and create access lists to allow or block calls from specific phone numbers from being passed to the remote destinations. See Setting Up Phones and Access Lists for Mobile Connect, page 72.</td>
</tr>
<tr>
<td>Answer a call using your mobile phone</td>
<td>See Answering a Call, page 20.</td>
</tr>
<tr>
<td>Switch an in-progress call between your desk phone and mobile phone</td>
<td>See Switching an In-Progress Call to Another Phone, page 24.</td>
</tr>
</tbody>
</table>
### Advanced Call Handling

#### If you want to... | Then...
--- | ---
Put a call that has been picked up on your mobile phone on hold | 1. Press the *Enterprise Hold* (name may vary) softkey. The other party is placed on hold.  2. On your mobile phone, press the *Resume* (name may vary) softkey. See Switching an In-Progress Call to Another Phone, page 24.

#### Connect to Mobile Voice Access | 1. From any phone, dial your assigned Mobile Voice Access number.  2. Enter the number you are calling from, if prompted, and your PIN.

#### Turn on Mobile Connect from your mobile phone | 1. Dial your assigned Mobile Voice Access number.  2. Enter your mobile phone number (if requested) and PIN.  3. Press 2 to activate Mobile Connect.  4. Choose whether to turn on Mobile Connect for all configured phones or just one:  - All phones—Enter 2.  - One phone—Enter 1, then the remote destination you want to add, followed by #.

#### Make a call from your mobile phone | See Placing a Call—Additional Options, page 17.

#### Turn off Mobile Connect from your mobile phone | 1. Dial your assigned Mobile Voice Access number.  2. Enter your mobile phone number (if requested) and PIN.  3. Press 3 to disable Mobile Connect.  4. Choose whether to turn off Mobile Connect for all configured phones or just one:  - All phones—Enter 2.  - One phone—Enter 1, then the remote destination you want to add, followed by #.

#### Turn on or off Mobile Connect access to all your remote destinations from your desk phone | 1. Press *Mobility* to display the current remote destination status (Enabled or Disabled).  2. Press *Select* to change the status.  3. Press *Exit*.

### Tips
- When calling Mobile Voice Access, you must enter the number you are calling and your PIN if any of the following are true:
  - The number you are calling from is not one of your remote destinations.
  - The number is blocked by you or your carrier (shown as “Unknown Number”).
- The number is not accurately matched in the Cisco Unified Communications Manager database; for example, if your number is 510-666-9999, but it is listed as 666-9999 in the database, or your number is 408-999-6666, but it is entered as 1-408-999-6666 in the database.

- If you incorrectly enter any requested information (such as mobile phone number or PIN) three times in a row, the Mobile Voice Access call disconnects, and you are locked out for a period of time. Contact your system administrator if you need assistance.
Using a Handset, Headset, and Speakerphone

You can use your phone with these audio devices: a handset, headset, or speakerphone. The phone is off-hook when the handset is lifted or another audio device is in use. The phone is on-hook when the handset is in its cradle and other audio devices are not in use.

Using a Handset

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the handset</td>
<td>Lift it to go off-hook; replace it to go on-hook.</td>
</tr>
<tr>
<td></td>
<td>The ringing line is automatically selected. Ask your system administrator about options to always select the primary line.</td>
</tr>
<tr>
<td>Switch to the speakerphone or headset during a call</td>
<td>Press 📠 or 🎧, then hang up the handset.</td>
</tr>
<tr>
<td>Adjust the volume level for a call</td>
<td>Press 🎧 during a call or after invoking a dial tone.</td>
</tr>
<tr>
<td></td>
<td>Press Save to preserve the volume level for future calls.</td>
</tr>
</tbody>
</table>

Using a Headset

Your phone supports four- or six-wire headset jacks for wired headsets. For information about purchasing headsets, see Headset Support, page 6.

You can use a headset with all of the controls on your phone, including 🎧 and 🎧.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle headset mode on and off</td>
<td>Press 🎧.</td>
</tr>
<tr>
<td>Switch to a handset</td>
<td>Lift the handset.</td>
</tr>
<tr>
<td>Adjust the volume level for a call</td>
<td>Press 🎧 during a call or after invoking a dial tone.</td>
</tr>
<tr>
<td></td>
<td>Press Save to preserve the volume level for future calls.</td>
</tr>
</tbody>
</table>

If you use AutoAnswer, see Using AutoAnswer with a Headset or Speakerphone, page 51.
Using Wideband with your Headset

If you use a headset that supports wideband, you might experience improved audio sensitivity if you enable the wideband setting on your phone (this setting is disabled by default). To access the setting, choose > User Preferences > Audio Preferences > Wideband Headset.

If the Wideband Headset setting shows as dimmed, then this setting is not user controllable.

Check with your system administrator to be sure your phone system is configured to use wideband. If the system is not configured for wideband, you may not detect any additional audio sensitivity even when using a wideband headset. To learn more about your headset, refer to the headset documentation or ask your system administrator for assistance.

Using a Speakerphone

Many of the actions you can take to dial a number or answer a call will automatically trigger speakerphone mode, assuming that the handset is in its cradle and is not lit.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle speakerphone mode on or off</td>
<td>Press .</td>
</tr>
<tr>
<td>Switch to a handset</td>
<td>Lift the handset.</td>
</tr>
<tr>
<td>Adjust the volume level for a call</td>
<td>Press during a call or after invoking a dial tone. Press <strong>Save</strong> to preserve the volume level for future calls.</td>
</tr>
</tbody>
</table>
Using AutoAnswer with a Headset or Speakerphone

When AutoAnswer is enabled, your phone answers incoming calls automatically after a few rings. Your system administrator configures AutoAnswer to use either the speakerphone or a headset. You might use AutoAnswer if you receive a high volume of incoming calls.

<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use AutoAnswer with a headset</td>
<td>Keep headset mode active (in other words, keep ✋ illuminated), even when you are not on a call.</td>
</tr>
<tr>
<td></td>
<td>To keep headset mode active, do the following:</td>
</tr>
<tr>
<td></td>
<td>• Press <strong>EndCall</strong> to hang up.</td>
</tr>
<tr>
<td></td>
<td>• Press <strong>New Call</strong> or <strong>Dial</strong> to place new calls.</td>
</tr>
<tr>
<td></td>
<td>If your phone is set up to use AutoAnswer in headset mode, calls are automatically answered only if ✋ is illuminated.</td>
</tr>
<tr>
<td></td>
<td>Otherwise, calls ring normally and you must manually answer them.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use AutoAnswer with the speakerphone</th>
<th>Keep the handset in the cradle and headset mode inactive (✋ unlit).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Otherwise, calls ring normally and you must manually answer them.</td>
</tr>
</tbody>
</table>

**Tip**

AutoAnswer is disabled when the Do Not Disturb feature is active.
Changing Phone Settings

You can customize your Cisco Unified IP Phone by adjusting the ring tone, background image, and other settings.

Customizing Rings and Message Indicators

You can customize how your phone indicates an incoming call and a new voice mail message. You can also adjust the ringer volume for your phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the ring tone per line</td>
<td>1. Choose &gt; User Preferences &gt; Rings.</td>
</tr>
<tr>
<td></td>
<td>2. Choose a phone line or the default ring setting.</td>
</tr>
<tr>
<td></td>
<td>3. Choose a ring tone to play a sample of it.</td>
</tr>
<tr>
<td></td>
<td>4. Press Select and Save to set the ring tone, or press Cancel.</td>
</tr>
<tr>
<td>Adjust the volume level for</td>
<td>Press while the handset is in the cradle and the headset and</td>
</tr>
<tr>
<td>the phone ringer</td>
<td>speakerphone buttons are off. The new ringer volume is saved automatically.</td>
</tr>
<tr>
<td>Change the way the audible</td>
<td>1. Log in to your User Options web pages. (See Accessing Your User</td>
</tr>
<tr>
<td>voice message indicator</td>
<td>Options Web Pages, page 62.)</td>
</tr>
<tr>
<td>sounds on your phone</td>
<td>2. Access your message indicator settings. (See Controlling Line</td>
</tr>
<tr>
<td></td>
<td>Settings on the Web, page 69.)</td>
</tr>
<tr>
<td>Change the way that the voice</td>
<td>1. Log in to your User Options web pages. (See Accessing Your User</td>
</tr>
<tr>
<td>message light on your</td>
<td>Options Web Pages, page 62.)</td>
</tr>
<tr>
<td>handset works</td>
<td>2. Access your message indicator settings. (See Controlling Line</td>
</tr>
<tr>
<td></td>
<td>Settings on the Web, page 69.)</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> Typically, the default system policy is to indicate a new voice</td>
</tr>
<tr>
<td></td>
<td>message by displaying a steady light on the handset light strip.</td>
</tr>
</tbody>
</table>
# Customizing the Phone Screen

You can adjust the characteristics of your phone screen.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Change the phone screen contrast   | 1. Choose [User Preferences > Contrast](#).  
2. To make adjustments, press Up, Down or [ ].  
3. Press Save, or press Cancel.  
**Note** If you accidentally save a very light or very dark contrast and cannot see the phone screen display:  
Press [ ] and then press 1, 3 on the keypad.  
Next, press [ ] to change the contrast until you can see the phone screen display, and then press [Save]. |
| Change the background image        | 1. Choose [User Preferences > Background Images](#).  
2. Scroll through available images and press Select to choose an image.  
3. Press Preview to see a larger view of the background image.  
4. Press Exit to return to the selection menu.  
5. Press Save to accept the image or press Cancel.  
**Note** If you do not see a selection of images, then this option has not been enabled on your system. |
| Change the language on your screen | 1. Log in to your User Options web pages. (See [Accessing Your User Options Web Pages, page 62](#).)  
2. Access your user settings. (See [Controlling User Settings on the Web, page 69](#).) |
| Change the line text label         | 1. Log in to your User Options web pages. (See [Accessing Your User Options Web Pages, page 62](#).)  
2. Access your line label settings. (See [Controlling Line Settings on the Web, page 69](#).) |
Using Call Logs and Directories

This section describes how you can use call logs and directories. To access both features, use the Directories button.

Using Call Logs

Your phone maintains call logs. Call logs contain records of your missed, placed, and received calls. Your phone administrator determines whether missed calls are logged in your missed calls directory for a given line appearance on your phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>View your call logs</td>
<td>Choose &gt; Missed Calls, Placed Calls, or Received Calls. Each stores up to 100 records.</td>
</tr>
<tr>
<td>Display details for a single call record</td>
<td>1. Choose &gt; Missed Calls, Placed Calls, or Received Calls. 2. Highlight a call record. 3. Press Details. Doing so displays information such as called number, calling number, time of day, and call duration (for placed and received calls only).</td>
</tr>
<tr>
<td>Erase all call records in all logs</td>
<td>Press , then press Clear.</td>
</tr>
<tr>
<td>Erase all call records in a single log</td>
<td>1. Choose &gt; Missed Calls, Placed Calls, or Received Calls. 2. Highlight a call record. 3. Press Clear. (You may need to press the more softkey to display Clear.)</td>
</tr>
<tr>
<td>Erase a single call record</td>
<td>1. Choose &gt; Missed Calls, Placed Calls, or Received Calls. 2. Highlight a call record. 3. Press Delete.</td>
</tr>
</tbody>
</table>
## Using Call Logs and Directories

### Dial from a call log (while not on another call)

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Choose a call log | 1. Choose > Missed Calls, Placed Calls, or Received Calls.  
2. Highlight a call record. |
| Note              | If the Details softkey appears, the call is the primary entry of a multiparty call. See the Tips section below. |
|                   | 3. If you need to edit the displayed number, press EditDial followed by << or >>. To delete the number, press EditDial followed by Delete. (You may need to press the more softkey to display Delete.) |
|                   | 4. Go off-hook to place the call. |

### Dial from a call log (while connected to another call)

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Choose a call log | 1. Choose > Missed Calls, Placed Calls, or Received Calls.  
2. Highlight a call record. |
| Note              | If the Details softkey appears, the call is the primary entry of a multiparty call. See the Tips section below. |
|                   | 3. If you need to edit the displayed number, press EditDial followed by << or >>. To delete the number, press EditDial followed by Delete. (You may need to press the more softkey to display Delete.) |
|                   | 4. Press Dial.  
5. Choose a menu item to handle the original call:  
   - Hold—Puts the first call on hold and dials the second.  
   - Transfer—Transfers the first party to the second and drops you from the call. (Press Transfer again after dialing to complete the action.)  
   - Conference—Creates a conference call with all parties, including you. (Press Confrn or Conference again after dialing to complete the action.)  
   - EndCall—Disconnects the first call and dials the second. |

### See if the line in the call log is busy before placing a call to that line

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look for Busy Lamp Field indicators. See Using BLF to Determine a Line State, page 42.</td>
<td></td>
</tr>
</tbody>
</table>

### Place a call from a URL entry in a call log (SIP phones only)

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Choose a call log | 1. Choose > Missed Calls, Placed Calls, or Received Calls.  
2. Highlight the URL entry that you want to dial.  
3. If you need to edit the entry, press EditDial.  
4. The icon appears to indicate that you can begin editing characters in the URL entry.  
5. Press Dial. |
Tips

- (SCCP and SIP phones) Your phone might be set up for international call logging, which is indicated by a “+” symbol on the call logs, redial, or call directory entries. See your system administrator for more information.

- (SCCP phones only) To view the complete call record of a multiparty call (for example, of call that has been forwarded or transferred to you), highlight the call record and press Details. The Details record shows two entries for each missed or received multiparty call. The entries are listed in reverse chronological order:
  - The first logged entry is the name/number of the last completed call of a multiparty call received on your phone.
  - The second logged entry is the name/number of the first completed call of a multiparty call received on your phone.

Directory Dialing

Depending on configuration, your phone can provide corporate and personal directory features:

- Corporate Directory—Corporate contacts that you can access on your phone. Your system administrator sets up and maintains your Corporate Directory.

- Personal Directory—If available, personal contacts and associated speed-dial codes that you can configure and access from your phone and User Options web pages. Personal Directory is comprised of Personal Address Book (PAB) and Fast Dials:
  - PAB is a directory of your personal contacts.
  - Fast Dials allows you to assign codes to PAB entries for quick dialing.

Using Corporate Directory on Your Phone

You can use a corporate directory to place calls to coworkers.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Dial from a corporate directory (while not on another call) | 1. Choose 📞 > Corporate Directory (exact name can vary).  
2. User your keypad to enter a full or partial name and press Search.  
3. To dial, select the listing, or scroll to the listing and go off-hook. |
### Using Call Logs and Directories

**Tip**

Use the numbers on your keypad to enter characters on your phone screen. Use the Navigation button on your phone to move between input fields.

### Using Personal Directory on Your Phone

The Personal Directory feature set contains your Personal Address Book (PAB) and Fast Dials. This section describes how to set up and use Personal Directory on your phone. Alternately, see Using Personal Directory on the Web, page 63.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Access Personal Directory (for PAB and Fast Dial codes) | 1. Choose > Personal Directory (exact name can vary).  
2. Enter your Cisco Unified Communications Manager user ID and PIN, then press Submit. |
| Search for a PAB entry | 1. Access Personal Directory, then choose Personal Address Book.  
2. Enter search criteria and press Submit.  
3. You can choose Previous or Next to move through listings.  
4. Highlight the PAB listing that you want and press Select. |
| Dial from a PAB entry | 1. Search for a listing.  
2. Highlight the listing and press Select.  
3. Press Dial. (You may need to press the more softkey to see Dial.) |

See if the phone line in the directory is busy

Look for Busy Lamp Field (BLF) indicators. See Using BLF to Determine a Line State, page 42.
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Delete a PAB entry | 1. Search for a listing.  
2. Highlight the listing and press Select.  
4. Press Delete.  
5. Choose OK to confirm the deletion. |
| Edit a PAB entry | 1. Search for a listing.  
2. Highlight the listing and press Select.  
3. Press Edit to modify a name or email address.  
4. If necessary, choose Phones to modify a phone number.  
5. Press Update. |
| Add a new PAB entry | 1. Access Personal Directory, then choose Personal Address Book.  
2. Access the Search page by choosing Submit. (You do not need to input search information first.)  
4. Use your phone keypad to enter a name and e-mail information.  
5. Choose Phones and use the keypad to enter phone numbers. Be sure to include any necessary access codes such as a 9 or 1.  
6. Choose Submit to add the entry to the database. |
| Assign a Fast Dial code to a PAB entry | 1. Search for a PAB entry.  
2. Highlight the listing and press Select.  
4. Highlight the number that you want to dial and press Select.  
5. Highlight any unassigned Fast Dial code that you want to assign to the number and press Select. |
2. Highlight a Fast Dial code that is unassigned and press Assign.  
3. Enter a phone number.  
4. Press Update. |
2. Choose Next to move through listings. |
| Place a call using a Fast Dial code | 1. Search for a Fast Dial code.  
2. Press Dial. |
### Delete a Fast Dial code

1. Search for a Fast Dial code.
2. Highlight the listing you want and press **Remove**.
3. Press **Remove** again.

### Log out of Personal Directory

1. Choose 📞 > **Personal Directory** (exact name can vary).
2. Choose **Logout**.
3. Press **OK**.

### Tips

- Your system administrator can provide you with the user ID and PIN that you need to log in to Personal Directory.

- Personal Directory automatically logs you out after a certain amount of time. This time limit can vary. Ask your system administrator for more information.

- Use the numbers on your keypad to enter characters on your phone screen. Use the Navigation button on your phone to move between input fields.

- (SCCP and SIP phones) Your phone might be set up for international call logging, which is indicated by a “+” symbol on the call logs, redial, or call directory entries. See your system administrator for more information.
# Accessing Voice Messages

To access voice messages, press the 📩 button.

**Note**  Your company determines the voice message service that your phone system uses. For the most accurate and detailed information, refer to the documentation that came with your voice message system.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up and personalize your voice message service</td>
<td>Press 📩 and follow the voice instructions.</td>
</tr>
<tr>
<td></td>
<td>If a menu appears on your screen, choose an appropriate menu item.</td>
</tr>
<tr>
<td>Check for your new voice messages</td>
<td>Look for:</td>
</tr>
<tr>
<td></td>
<td>- A steady red light on your handset. (This indicator can vary. See</td>
</tr>
<tr>
<td></td>
<td><em>Customizing Rings and Message Indicators, page 52.</em>)</td>
</tr>
<tr>
<td></td>
<td>- A flashing message waiting icon 📩 and text message on your phone</td>
</tr>
<tr>
<td></td>
<td>screen.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> The red light and message waiting icon display only when you</td>
</tr>
<tr>
<td></td>
<td>have a message on your primary line, even if you receive voice messages</td>
</tr>
<tr>
<td></td>
<td>on other lines.</td>
</tr>
<tr>
<td></td>
<td>Listen for:</td>
</tr>
<tr>
<td></td>
<td>- A stutter tone from your handset, headset, or speakerphone when you</td>
</tr>
<tr>
<td></td>
<td>place a call.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong> The stutter tone is line-specific. You hear it only when using</td>
</tr>
<tr>
<td></td>
<td>the line with the waiting message.</td>
</tr>
<tr>
<td>Listen to your voice messages or access the voice</td>
<td>Press 📩.</td>
</tr>
<tr>
<td>messages menu</td>
<td>Depending on your voice message service, doing so either auto-dials the</td>
</tr>
<tr>
<td></td>
<td>message service or provides a menu on your touchscreen.</td>
</tr>
<tr>
<td></td>
<td>When you connect to a voice message service, the line that has a voice</td>
</tr>
<tr>
<td></td>
<td>message is selected by default. If more than one line has a voice mail,</td>
</tr>
<tr>
<td></td>
<td>then the first available line is selected. Ask your system administrator</td>
</tr>
<tr>
<td></td>
<td>about options to always connect to the voice message service on the</td>
</tr>
<tr>
<td></td>
<td>primary line.</td>
</tr>
<tr>
<td>Send a call to a voice message system</td>
<td>Press iDivert. For more information, see *Sending a Call to a Voice</td>
</tr>
<tr>
<td></td>
<td>Message System, page 26.*</td>
</tr>
</tbody>
</table>
Using the User Options Web Pages

Your Cisco Unified IP Phone is a network device that can share information with other network devices in your company, including your personal computer. You can use your computer to log in to your Cisco Unified CM User Options web pages, where you can control features, settings, and services for your Cisco Unified IP Phone. For example, you can set up speed-dial buttons from your User Options web pages.

Accessing Your User Options Web Pages

This section describes how to log in and select a phone device.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this...</th>
</tr>
</thead>
</table>
| Log in to your User Options web pages | 1. Obtain a User Options URL, user ID, and default password from your system administrator.  
2. Open a web browser on your computer, enter the URL, and log on.  
3. If prompted to accept security settings, click Yes or Install Certificate.  
The Cisco Unified Communications Manager User Options main web page displays. From this page you can choose User Options to access User Settings, Directory features, a Personal Address Book, and Fast Dials. Or, to access phone-specific options, select a device (see below). |

Select a device after logging in

Select a configuration option after logging in

1. After you have logged in to your User Options web pages, choose User Options > Device.  
The Device Configuration page displays.  
2. If you have multiple devices assigned to you, choose the appropriate device (phone model, Extension Mobility profile, or Remote Destination profile) from the Name drop-down menu.  
Note Toolbar buttons located at the top of the Device Configuration page are specific to the selected device type.  
1. After you have logged in to your User Options web pages, choose User Options to access User Settings, Directory, Personal Address Book, Fast Dials, and Mobility Settings.  
2. To return to the Device Configuration page from another page, choose User Options > Device.
Configuring Features and Services on the Web

The topics in this section describe how to configure features and services from your User Options web pages after logging in. See Accessing Your User Options Web Pages, page 62.

Using Personal Directory on the Web

The Personal Directory feature set that you can access on your computer consists of:

- A Personal Address Book (PAB)
- Fast Dials
- Cisco Unified Communications Manager Address Book Synchronizer

>Note You can also access PAB and Fast Dials from your phone. See Using Personal Directory on Your Phone, page 57.

Using Your Personal Address Book on the Web

This section describes how to use your PAB from your User Options web pages.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Add a new PAB entry | 1. Choose User Options > Personal Address Book.  
2. Click Add New.  
3. Enter information for the entry.  
4. Click Save. |
| Search for a PAB entry | 1. Choose User Options > Personal Address Book.  
2. Specify search information and click Find. |
| Edit a PAB entry | 1. Search for a PAB entry.  
2. Click a name or nickname.  
3. Edit the entry as needed and click Save. |
### Configuring Fast Dials on the Web

This section describes how to assign Fast Dials from your User Options web pages.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Delete a PAB entry| 1. Search for a PAB entry.  
2. Select one or more entries.  
3. Click Delete Selected. |

**Note** Before you can assign a line button for PAB, your system administrator must configure the phone to display services. Contact your system administrator for more information.

1. Choose User Options > Device.  
2. Click Service URL.  
3. Choose the Personal Address Book service from the Button drop-down list box.  
4. Enter a phone label for the button.  
5. Click Save.  
6. Click Reset and then click Restart to refresh the phone configuration.  
You can now press the line button to access PAB codes.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Assign a line button for PAB | 1. Search for a PAB entry.  
2. Select one or more entries.  
3. Click Delete Selected. |

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Assign a Fast Dial code to a PAB entry | 1. Create a PAB entry. See Using Your Personal Address Book on the Web, page 63.  
2. Choose User Options > Fast Dials.  
3. Click Add New.  
4. Use the Search Options area to find the appropriate PAB entry.  
5. Click a phone number in the Search Results area.  
6. Change the Fast Dial code, if desired.  
7. Click Save. |

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Assign a Fast Dial code to a phone number (without using a PAB entry) | 1. Choose User Options > Fast Dials.  
2. Click Add New.  
3. Change the Fast Dial code, if desired.  
4. Enter a phone number.  
5. Click Save. |
### Using the User Options Web Pages

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
2. Specify search information and click Find. |
2. Search for the Fast Dial entry that you want to edit.  
3. Click on a component of the entry.  
4. Change the phone number.  
5. Click Save. |
| Delete a Fast Dial entry | 1. Search for a Fast Dial.  
2. Select one or more entries.  
3. Click Delete Selected. |
| Assign a line button for Fast Dial | **Note** Before you can assign a line button for Fast Dial, your system administrator must configure the phone to display services. Contact your system administrator for more information.  
1. Choose User Options > Device.  
2. Click Service URL.  
3. Choose the Fast Dial service from the Button drop-down list box.  
4. Enter a phone label for the button.  
5. Click Save.  
6. Click Reset and then click Restart to refresh the phone configuration.  
You can now press the line button to access Fast Dial codes. |

### Tips
- You can create up to 500 Fast Dial and PAB entries.
- You can create a new Fast Dial entry without using a PAB entry. Such Fast Dial entries are labeled “raw” in the User Options web pages and do not display a configurable text label.

### Using the Address Book Synchronization Tool

You can use the Address Book Synchronization Tool (TABSynch) to synchronize your existing Microsoft Windows Address Book (if applicable) with your PAB. Entries from your Microsoft Windows Address Book will then be accessible on your Cisco Unified IP Phone and User Options web pages. Your system administrator can give you access to TABSynch and provide detailed instructions.
## Setting Up Speed Dials on the Web

Depending on configuration, your phone can support several speed-dial features:

- Speed-dial buttons
- Abbreviated Dialing
- Fast Dials

### Note
For help using speed-dial features, see [Speed Dialing, page 34](#).

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Set up speed-dial buttons | 1. Choose **User Options > Device**.  
2. Choose a phone from the Name drop-down menu.  
3. Click **Speed Dials**.  
4. Enter a number and label for a speed-dial button (programmable button) on your phone.  
5. Click **Save**.  
#### Note
Your phone uses the ASCII Label field. |
| Set up Abbreviated Dialing | 1. Choose **User Options > Device**.  
2. Choose a phone from the Name drop-down menu.  
3. Click **Speed Dials**.  
4. Enter a number and label for an Abbreviated Dialing code.  
5. Click **Save**. |
| Set up Fast Dials         | See [Configuring Fast Dials on the Web, page 64](#).  
You can also set up Fast Dials on your phone. See [Using Personal Directory on Your Phone, page 57](#). |
## Setting Up Phone Services on the Web

Phone services can include special phone features, network data, and web-based information (such as stock quotes and movie listings). You must first subscribe to a phone service before accessing it on your phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscribe to a service</td>
<td>1. Choose User Options &gt; Device.</td>
</tr>
<tr>
<td></td>
<td>2. Choose a phone from the Name drop-down menu.</td>
</tr>
<tr>
<td></td>
<td>3. Click Phone Services.</td>
</tr>
<tr>
<td></td>
<td>4. Click Add New.</td>
</tr>
<tr>
<td></td>
<td>5. Choose a service from the drop-down list and click Next.</td>
</tr>
<tr>
<td></td>
<td>6. Change the service label and/or enter additional service information, if available (optional).</td>
</tr>
<tr>
<td></td>
<td>7. Click Save.</td>
</tr>
<tr>
<td>Search for services</td>
<td>1. Select a device.</td>
</tr>
<tr>
<td></td>
<td>2. Click Phone Services.</td>
</tr>
<tr>
<td></td>
<td>3. Click Find.</td>
</tr>
<tr>
<td>Change or end services</td>
<td>1. Search for services.</td>
</tr>
<tr>
<td></td>
<td>2. Select one or more entries.</td>
</tr>
<tr>
<td></td>
<td>3. Click Delete Selected.</td>
</tr>
<tr>
<td>Change a service name</td>
<td>1. Search for services.</td>
</tr>
<tr>
<td></td>
<td>2. Click on the service name.</td>
</tr>
<tr>
<td></td>
<td>3. Change the information and click Save.</td>
</tr>
<tr>
<td>If you want to...</td>
<td>Then do this after you log in...</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Add a service to an available programmable phone button | 1. Choose **User Options > Device**.  
2. Choose a phone from the Name drop-down menu.  
3. Click **Service URL**.  
**Note** If you do not see this option, ask your system administrator to configure a service URL button for your phone.  
4. Choose a service from the Button Service drop-down list.  
5. If you want to rename the service, edit the label fields.  
**Note** Your phone uses the ASCII Label field if the phone does not support double-byte character sets.  
6. Click **Save**.  
7. Click **Reset** to reset your phone (necessary to see the new button label on your phone). |
| Access a service on your phone                         | Select a service using one of the following buttons:  
**Programmable phone button:**  
( ⌈ ⌉ ) > **Services**  
**Feature buttons:**  
Messages  
Services  
Directories  
**Note** The services available for your phone depend on the phone system configuration and the services you subscribed to. Ask your phone system administrator for more information.  
**Note** If only one service is configured, the service opens by default. If more than one service is configured, select an option from the menu on the screen. |


## Controlling User Settings on the Web

User settings include your password, PIN, and language (locale) settings.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Change your password | 1. Choose User Options > User Settings.  
2. In the Browser Password area, enter information.  
3. Click Save. |
| Change your PIN | 1. Choose User Options > User Settings.  
2. In the Phone PIN area, enter information.  
3. Click Save. |
| Change the language (locale) for your User Options web pages | 1. Choose User Options > User Settings.  
2. In the User Locale area, choose an item from the Locale drop-down list.  
3. Click Save. |
| Change the language (locale) for your phone screen | 1. Choose User Options > User Settings.  
2. Choose an item from the User Locale drop-down list.  
3. Click Save. |

**Tip**

Your PIN and password allow you to access different features and services. For example, use your PIN to log in to Cisco Extension Mobility or Personal Directory on your phone. Use your password to log in to your User Options web pages and Cisco WebDialer on your personal computer. For more information, ask your system administrator.

## Controlling Line Settings on the Web

Line settings affect a specific phone line (directory number) on your phone. Line settings can include call-forwarding, voice message indicators, ring patterns, and line labels.

You can set up other line settings directly on your phone:

- Set up call forwarding for your primary phone line—see [Forwarding Calls to Another Number](#), page 26.
- Change rings, display, and other phone-model specific settings—see [Changing Phone Settings](#), page 52.
<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
</table>
| Set up call forwarding per line        | 1. Choose User Options > Device.  
2. Choose a phone from the Name drop-down menu.  
3. Click Line Settings.  
4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu.  
5. In the Incoming Call Forwarding area, choose call forwarding settings for various conditions.  
6. Click Save.                                                                                                                                              |
| Change the voice message indicator (lamp) setting per line | 1. Choose User Options > Device.  
2. Choose a phone from the Name drop-down menu.  
3. Click Line Settings.  
4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu.  
5. In the Message Waiting Lamp area, choose from various settings.  
**Note** Typically, the default message waiting setting prompts your phone to display a steady red light from the handset light strip to indicate a new voice message.  
6. Click Save.                                                                                                                                                |
### If you want to...  
### Then do this after you log in...

**Change the audible voice message indicator setting per line**
1. Choose **User Options > Device**.
2. Choose a phone from the Name drop-down menu.
3. Click **Line Settings**.
4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu.
5. In the Audible Message Waiting Indicator area, choose from various settings.

**Note** Typically, the default message waiting setting prompts your phone to display a steady red light from the handset light strip to indicate a new voice message.
6. Click **Save**.

**Change or create a line text label that appears on your phone screen**
1. Choose **User Options > Device**.
2. Choose a phone from the Name drop-down menu.
3. Click **Line Settings**.
4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu.
5. In the Line Text Label area, enter a text label.
6. Click **Save**.

**Note** Your phone uses the ASCII Label field if the phone does not support double-byte character sets.
Setting Up Phones and Access Lists for Mobile Connect

When using Cisco Mobile Connect, you must add your mobile and other phones that you want to use to make and receive calls using the same directory numbers as your desk phone. These phones are called remote destinations. You can also define access lists to restrict or allow calls from certain numbers to be sent to your mobile phone.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then do this after you log in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an access list</td>
<td>1. Choose User Options &gt; Mobility Settings &gt; Access Lists.</td>
</tr>
<tr>
<td></td>
<td>2. Click Add New.</td>
</tr>
<tr>
<td></td>
<td>3. Enter a name to identify the access list and a description (optional).</td>
</tr>
<tr>
<td></td>
<td>4. Choose whether the access list will allow or block specified calls.</td>
</tr>
<tr>
<td></td>
<td>5. Click Save.</td>
</tr>
<tr>
<td></td>
<td>6. Click Add Member to add phone numbers or filters to the list.</td>
</tr>
<tr>
<td></td>
<td>7. Select an option from the Filter Mask drop-down list box. You can filter a directory number, calls with restricted caller ID (Not Available), or calls with anonymous caller ID (Private).</td>
</tr>
<tr>
<td></td>
<td>8. If you select a directory number from the Filter Mask drop-down list box, enter a phone number or filter in the DN Mask field. You can use the following wild cards to define a filter:</td>
</tr>
<tr>
<td></td>
<td>– X (upper or lower case)—Matches a single digit. For example, 408555123X matches any number between 4085551230 and 4085551239.</td>
</tr>
<tr>
<td></td>
<td>– !—Matches any number of digits. For example, 408! matches any number starts with 408.</td>
</tr>
<tr>
<td></td>
<td>– #—Used as a single digit for exact match.</td>
</tr>
<tr>
<td></td>
<td>9. To add this member to the access list, click Save.</td>
</tr>
<tr>
<td></td>
<td>10. To save the access list, click Save.</td>
</tr>
<tr>
<td>If you want to...</td>
<td>Then do this after you log in...</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Add a new remote</td>
<td>1. Choose User Options &gt; Mobility Settings &gt; Remote Destinations.</td>
</tr>
<tr>
<td>destination</td>
<td>2. Click Add New.</td>
</tr>
<tr>
<td></td>
<td>3. Enter the following information:</td>
</tr>
<tr>
<td></td>
<td>– Name—Enter a name for the mobile (or other) phone.</td>
</tr>
<tr>
<td></td>
<td>– Destination Number—Enter your mobile phone number.</td>
</tr>
<tr>
<td></td>
<td>4. Select your remote destination profile from the drop-down list box. Your remote destination profile contains the settings that apply to remote destinations that you create.</td>
</tr>
<tr>
<td></td>
<td>5. Select the Mobile Phone check box to allow your remote destination to accept a call sent from your desktop phone.</td>
</tr>
<tr>
<td></td>
<td>6. Select the Enable Mobile Connect check box to allow your remote destination to ring simultaneously with your desktop phone.</td>
</tr>
<tr>
<td></td>
<td>7. Choose one of the following options in the Ring Schedule area:</td>
</tr>
<tr>
<td></td>
<td>– All the time—Choose this option if you do not want to impose day and time restrictions on ringing the remote destination.</td>
</tr>
<tr>
<td></td>
<td>– As specified below—Choose this option and select from the following items to set up a ring schedule based on day and time:</td>
</tr>
<tr>
<td></td>
<td>• Select a check box for each day of the week you want to allow calls to ring the remote destination.</td>
</tr>
<tr>
<td></td>
<td>• For each day, select All Day or select the beginning and ending times from the drop-down lists.</td>
</tr>
<tr>
<td></td>
<td>• Select the time zone from the drop-down list box.</td>
</tr>
<tr>
<td></td>
<td>8. Choose one of the following ringing options:</td>
</tr>
<tr>
<td></td>
<td>– Always ring this destination.</td>
</tr>
<tr>
<td></td>
<td>– Ring this destination only if the caller is in the allowed access list that you select.</td>
</tr>
<tr>
<td></td>
<td>– Do not ring this destination if the caller is in the blocked access list that you select.</td>
</tr>
<tr>
<td></td>
<td>9. Click Save.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>The ring schedule drop-down list boxes include only the access lists that you have created.</td>
</tr>
</tbody>
</table>
# Using Cisco WebDialer

Cisco WebDialer allows you to make calls on your Cisco Unified IP Phone to directory contacts by clicking items in a web browser. Your system administrator must configure this feature for you.

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Use WebDialer with your User Options directory | 1. Log in to your User Options web pages. See [Accessing Your User Options Web Pages, page 62](#).
2. Choose **User Options > Directory** and search for a coworker.
3. Click the number that you want to dial.
4. If this is your first time using WebDialer, set up preferences on the Make Call page.
5. Click **Dial**. (See the last row in this table to learn how to suppress this page in the future, if desired.)
The call is now placed on your phone.
6. To end a call, click **Hangup** or hang up from your phone. |
| Use WebDialer with another online corporate directory (not your User Options directory) | 1. Log in to a WebDialer-enabled corporate directory and search for coworkers.
2. Click the number that you want to dial.
3. When prompted, enter your user ID and password.
4. If this is your first time using WebDialer, set up preferences on the Make Call page.
5. Click **Dial**. (See the last row in this table to learn how to suppress this page in the future, if desired.)
The call is now placed on your phone.
6. To end a call, click **Hangup** or hang up from your phone. |
### Using the User Options Web Pages

**Log out of WebDialer**
Click the logout icon in the Make Call or Hang Up page.

**Set up, view, or change WebDialer preferences**
Access the Make Call page.

The Make Call page appears the first time that you use WebDialer (after you click the number that you want to dial.)

The Make Call page contains the following options:

- **Preferred language**—Determines the language used for WebDialer settings and prompts.
- **Use preferred device**—Identifies the Cisco Unified IP Phone (Calling device) and directory number (Calling line) that you will use to place WebDialer calls. If you have one phone with a single line, the appropriate phone and line are automatically selected. Otherwise, choose a phone and/or line. If you have more than one phone, it will be specified by device type and MAC address. (To display the MAC address on your phone, choose > Network Configuration > MAC Address.)

**Note** If you have an Extension Mobility profile, you can select your Extension Mobility logged-in device from the Calling device menu.

- **Do not display call confirmation**—If selected, prompts WebDialer to suppress the Make Call page. This page appears by default after you click a phone number in a WebDialer-enabled online directory.
- **Disable Auto Close**—If selected, the call window does not close automatically after fifteen seconds.
Understanding Additional Configuration Options

Your system administrator can configure your phone to use specific button and softkey templates along with special services and features, if appropriate. This table provides an overview of some configuration options that you might want to discuss with your phone system administrator based on your calling needs or work environment.


<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
<th>For more information...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need to handle more calls on your phone line</td>
<td>Ask your system administrator to configure your line to support more calls.</td>
<td>Talk to your system administrator or phone support team.</td>
</tr>
<tr>
<td>Need more than one phone line</td>
<td>Ask your system administrator to configure one or more additional directory numbers for you.</td>
<td>Talk to your system administrator or phone support team.</td>
</tr>
</tbody>
</table>
| Need more speed-dial buttons            | First make sure that you are using all of your currently available speed-dial buttons. If you need additional speed-dial buttons, try using Abbreviated Dialing or subscribing to the Fast Dial service. Another option is to attach the Cisco Unified IP Phone Expansion Module 7914 to your phone. | See:  
  - Speed Dialing, page 34  
  - Cisco Unified IP Phone Expansion Module 7914 Phone Guide |
| Work with (or work as) an administrative assistant | Consider using:  
  - Cisco Unified Communications Manager Assistant  
  - A shared line | See:  
  - Using a Shared Line, page 38  
  - Cisco Unified Communications Manager Assistant User Guide |
| Want to use one extension for several phones | Request a shared line. This allows you to use one extension for your desk phone and lab phone, for example. | See Using a Shared Line, page 38. |
### Understanding Additional Configuration Options

<table>
<thead>
<tr>
<th>If you...</th>
<th>Then...</th>
<th>For more information...</th>
</tr>
</thead>
</table>
| Share phones or office space with coworkers | Consider using:  
- Call Park to store and retrieve calls without using the transfer feature  
- Call Pickup to answer calls ringing on another phone  
- A shared line to view or join coworkers’ calls  
- Cisco Extension Mobility to apply your phone number and user profile to a shared Cisco Unified IP Phone | Ask your system administrator about these features and see:  
- Advanced Call Handling, page 34  
- Using a Shared Line, page 38  
- Using Cisco Extension Mobility, page 46 |
| Answer calls frequently or handle calls on someone’s behalf | Ask your system administrator to set up the AutoAnswer feature for your phone. | See Using AutoAnswer with a Headset or Speakerphone, page 51. |
| Need to make video calls (SCCP phones only) | Consider using Cisco Unified Video Advantage, which enables you to make video calls using your Cisco Unified IP Phone, your personal computer, and an external video camera. | Contact your system administrator for additional assistance and see the Cisco Unified Video Advantage Quick Start Guide and User Guide. |
| Determine the state of a phone line associated with a speed-dial button, call log, or directory listing on your phone | Ask your administrator to set up the Busy Lamp Field (BLF) feature for your phone. | See Using BLF to Determine a Line State, page 42. |
| Want to temporarily apply your phone number and settings to a shared Cisco Unified IP Phone | Ask your system administrator about the Cisco Extension Mobility Service. | See Using Cisco Extension Mobility, page 46. |
Troubleshooting Your Phone

This section provides troubleshooting information for your Cisco Unified IP Phone.

General Troubleshooting

This section provides information to help you troubleshoot general problems with your phone. For more information, see your system administrator.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| You cannot hear a dial tone or complete a call | One or more of the following factors might apply:  
  - You must log into the Extension Mobility service.  
  - You must enter a client matter code (CMC) or forced authorization code (FAC) after dialing a number. (SCCP phones only)  
  - Your phone has time-of-day restrictions that prevent you from using some features during certain hours of the day. |
| The Settings button is unresponsive          | Your system administrator might have disabled on your phone.                                                                                     |
| The softkey that you want to use does not appear | One or more of the following factors might apply:  
  - You must press more to reveal additional softkeys.  
  - You must change the line state (for example, go off-hook or have a connected call).  
  - Your phone is not configured to support the feature associated with that softkey. |
| Barge fails and results in a fast busy tone  | You cannot barge an encrypted call if the phone you are using is not configured for encryption. When your barge attempt fails for this reason, your phone plays a fast busy tone. |
| You are disconnected from a call that you joined using Barge | You will be disconnected from a call that you have joined using Barge if the call is put on hold, transferred, or turned into a conference call. |
| CallBack fails                               | The other party might have call forwarding enabled.                                                                                               |
| The phone shows an error message when you attempt to set up Call Forward All | Your phone may reject your attempt to set up Call Forward All directly on the phone if the target number that you enter would create a Call Forward All loop or would exceed the maximum number of links permitted in a Call Forward All chain (also known as a maximum hop count). Ask your system administrator for details. |
Troubleshooting Your Phone

Viewing Phone Administration Data

Your system administrator might ask you to access administration data on your phone for troubleshooting purposes.

<table>
<thead>
<tr>
<th>If you are asked to...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access network configuration data</td>
<td>Choose &gt; Network Configuration and select the network configuration item that you want to view.</td>
</tr>
<tr>
<td>Access status data</td>
<td>Choose &gt; Status and select the status item that you want to view.</td>
</tr>
<tr>
<td>Access phone model information</td>
<td>Choose &gt; Model Information.</td>
</tr>
<tr>
<td>Access phone call and voice quality information</td>
<td>Choose &gt; Status &gt; Call Statistics.</td>
</tr>
</tbody>
</table>

Using the Quality Reporting Tool

Your system administrator may temporarily configure your phone with the Quality Reporting Tool (QRT) to troubleshoot performance problems. You can press QRT or Quality Reporting Tool to submit information to your system administrator. Depending on configuration, use the QRT to:

- Immediately report an audio problem on a current call.
- Select a general problem from a list of categories and choose reason codes.
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Index

A

Abbreviated Dialing 66
access lists
   creating 72
   setting up 72
Address Book Synchronization Tool 65
answering calls, options for 20
ASCII label field support 66
audio problems 79
audio, quality of 6
authenticated calls 43
Auto Dial 16
AutoAnswer 51

B

barge
   and privacy 41
   and shared lines 39
   using 39
BLF 42
Busy Lamp Field 42

call activity area, viewing 10
call forwarding

configuring from web page 69
configuring on phone 26
call logs
   dialing from a URL entry in 55
   erasing 54
   viewing and dialing from 54
call park 37
call pickup 36
call waiting 20
caller ID 13
call-handling, advanced 34
call-handling, basic 16
calls
   answering 20
   barging 39
   blocking 27
   compared to lines 10
   conference features for 28
   ending 21
   forwarding 26, 69
   handling multiple 23
   holding and resuming 22
   icons for 11
   maximum per line 11
   multiple parties on 28
   multiple, switching between 23
   muting 23
parking 37
placing 16
prioritizing 44
redirecting while ringing 36
reporting problems with 79
secure 43
storing and retrieving 37
transferring 25
using DND 27
viewing 10, 23
viewing multiple 24
Cisco Unified Communications Manager
    Address Book Synchronizer 65
Cisco Unified IP Phone
    adjusting height of 5
    connecting 4
    description of 7
    feature configuration for 14, 76
    illustration of 8
    online help for 14
    registering 6
    securing handset rest 5
    web-based services for 62
Cisco Unified IP Phone Expansion Module
    7914 76
Cisco Unified Video Advantage 77
Cisco WebDialer
    See also WebDialer 74
Client Matter Code 18
CMC 18
conference calls
    Meet-Me 31
    removing participants from 32
    security-level for 32
types of 28
    viewing participants for 32
configuration
    options 76
connected 12
corporate directory
    dialing from web page with 17
    using on phone 17
customization
    messages 60

D
Details softkey, viewing multiparty calls with 55, 56
device configuration page 62
dialing, options for 16
direct transfer 25
directed call park 37
directory
    corporate 56
dialing from web page with 17
    personal 56
    using on phone 17, 54
divert calls to voice message system 26
DND 27
Do Not Disturb 27

E
encrypted calls 43
ending a call, options for 21
Extension Mobility
    log in 46
log out 46
extension numbers, viewing 10

F
FAC 18
Fast Dial service
dialing with 18
Fast Dials
configuring from web page 64
feature buttons
help 10
messages 9
services 10
settings 10
feature menus, using 14
features, availability of 14, 76
footstand
adjusting 5
button, identifying 9
ForcedAuthorization Code 18
forwarding calls, options for 26

G
group call pickup 36

H
handset
light strip 10
securing in cradle 5
using 49
hanging up, options for 21
headset
answering calls with 20
button, identifying 10
hanging up with 21
mode 49
headset performance, general 6
help button, description of 10
help, using 14
hold
and switching calls 23
and transferring 25
mobile connect call 47
using 22
hookswitch clip, removing 5
hunt groups, logging out 38

I
icons
for call states 11
for lines 11
idle 11
installing, Cisco Unified IP Phone 4
intercom calls 32
intercom line 11, 12
international call logging 17, 56, 59

K
keypad
description of 10
L

language (locale) settings 69
line buttons, identifying 9
lines
   and call forwarding 26, 69
   and call states 11
   and using BLF 42
description of 10
icons 11
ring patterns for 69
text label for 69
viewing 10
   voice message indicator setting for 69
logging out of hunt groups 38

M

Malicious Call Identification (MCID), using 44
Meet-Me conferences 31
menus, using 14
messages
   indicator for 52, 60
   listening to 60
messages button, description of 9
missed calls, records of 54
MLPP, using 44
Mobile Connect 46
mobile connect
   access to remote destinations 47
   configuring 46
   enabling 73
   making call from mobile phone 47
   putting call on hold 47
   setting up access lists 72
   turning off from mobile phone 47
mobile phone
   make call from 47
   turning off mobile connect 47
Mobile Voice Access 46
   mobile voice access
      connect to 47
   multiparty calls
      identifying in call logs 55
      viewing details of 55, 56
   multiple calls, handling 23
   mute button, description of 10
   mute, using 23

N

navigation button, description of 10
network configuration data, locating 78

O

on-hook dialing 16
online help, using 14

P

PAB 56
   using from web page 63
park retrieval prefix 37
password, changing 69
Personal Address Book
   See PAB 57
Personal Address Book (PAB)  
  dialing from 18
Personal Address Book, see PAB  
Personal Directory  
  using from web page 63
phone lines  
  buttons for 9  
  description of 10  
  viewing 10
phone screen  
  adjusting contrast of 53  
  changing language of 53  
  cleaning 13  
  features of 10
phone services  
  configuring  
    see also User Options web pages
PIN, changing 69
placed calls, records of 54
placing calls, options for 16
prioritizing calls 44
privacy  
  and shared lines 39
  using 41
programmable buttons  
  description of 9
  labels for 10


Q  

QRT 79
QRT, using 79
Quality Reporting Tool 79


R  

received calls, records of 54
redial 16
remote destination 46
  creating 73
  ring schedule 73
  turn off access 47
Remote-in-Use icon for shared lines 39
resume, using 22
ring patterns, changing 69
ring schedule for remote destinations 73
ringer  
  customizing 52
  indicator for 10


S  

safety, warnings 2
secure calls 43
secure conferences 32
security
  levels of 43
  making and receiving secure calls 43
  verifying non-secure calls 43
services button, description of 10
services, subscribing to 67
settings button, description of 10
shared lines  
  and Remote-in-Use icon 39
  description of 38
  with barge 39
  with privacy 41
softkey buttons
description of 10
labels for 10
speakerphone
   answering calls with 20
   button, identifying 10
   hanging up with 21
   mode 49
speed dial 34
   buttons, identifying 9
   configuring 66
   labels 10, 66
   using 17
status data, locating 78
status line, viewing 10
subscriptions, for phone services 67
suspicious calls, tracing 44
switching calls 23, 46

T
Tabs, phone and feature 13
TABSynch 65
TAPS, using 6
text, entering on phone 14
Tool for Auto-Registered Phones Support 6
transferring
   options for 25
troubleshooting 78
   See also QRT 78

U
URL dialing, from call log 55

User Options web pages
   accessing 62
   configuring features and services with 63
   subscribing to phone services with 67

V
voice message indicator 60
   changing setting for 69
voice message service 60
volume button, description of 10

W
warnings, safety 2
web-based services
   configuring 62
   see also User Options web pages
WebDialer 17
whisper 12
wideband
   headset 50