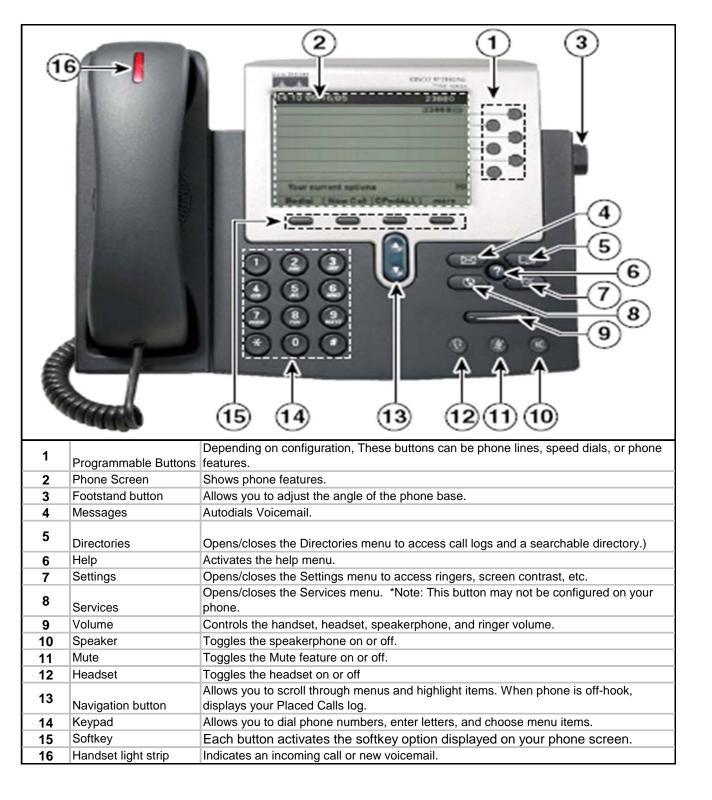
| Cor                | nmon Phone Tasks                                       |
|--------------------|--|
| Place a call       | Go off-hook before or after dialing                    |
|                    | a number   |
| Redial a number    | Press Redial.  |
| Hold/Resume a call | Press Hold or Resume.                                  |
| Forward Phone      | Press CFwdAll, enter 4-digit ext                       |
|                    | number, or press the                                   |
|                    | to forward to voicemail.                               |
| Transfer a call    | Press <b>Transfer</b> , dial the number,               |
|                    | then press <b>Transfer</b> again.                      |
| Conference Call    | Press, <b>more</b> > <b>Confrn</b> , dial the          |
|                    | participant, then press Confrn                         |
| C 11 D' 1          | again.   |
| Call Pickup        | Lift the handset, press <b>PickUp</b>                  |
| Use your call logs | Press to access your                                   |
|                    | directories. Highlight the call and then lift handset. |
|                    |  |
| Phone Screen Icons |  |
| <b>T</b>           | Call Forwarding enabled                                |
| <u>P</u>           | Call on hold   |
| G                  | Connected call   |
| G                  | Off-hook   |
| 1                  | On-hook  |
| ã                  | Incoming call  |
| -<br>Pr            | Shared line in use                                     |
| P                  | Handset in use   |
| 4                  | Speakerphone in use                                    |
| Ĩ                  | Headset in use   |
| $\boxtimes$        | Message Waiting  |
|                    | Speed Dial configured                                  |
| #<br>⊻             | Option selected  |
| ۲                  | Feature enabled  |
|                    |  |



| Softkey Definitions                                 |  |
|---|--|
| *Note: Not all softkeys are available on all phones |  |
| AbbrDial  | Dial using a speed-dial index          |
|   | number                                 |
| Answer  | Answer a call                          |
| CallBack  | Receive notification when a busy       |
|   | extension becomes available            |
| Cancel  | Cancel an action or exit a screen      |
|   | without applying changes               |
| CFwdALL   | Setup call forwarding                  |
| Clear   | Delete records or settings             |
| Close   | Close current window                   |
| ConfList  | View conference participants           |
| Confrn  | Create a conference call               |
| Delete  | Remove characters to the right of      |
|   | the cursor                             |
| Details   | Opens the Details of a call record     |
|   | in the Directories logs                |
| Dial  | Dial a phone number                    |
| DirTrfr   | Transfer two calls to each other       |
| EditDial  | Edit a number in a call log            |
| EndCall   | Disconnect the current call            |
| Erase   | Reset settings to their defaults       |
| Exit  | Return to the previous screen          |
| Hlog  | Log out of hunt group                  |
| iDivert   | Send a call directly to voicemail      |
| Join  | Join several calls on a single line to |
|   | create a conference                    |
| more  | Display additional softkeys            |
| NewCall   | Make a new call                        |
| PickUp  | Answer a call within your group        |
| Redial  | Redial the most recently dialed        |
|   | number                                 |
| Remove  | Remove a conference participant        |
| RmLstC  | Drop the last party added to a         |
|   | conference call                        |
| Search  | Search for a directory listing         |
| Transfer  | Transfer a call                        |
| Update  | Refresh content on screen              |
| <<  | Delete entered characters              |
| >>  | Move through entered characters        |

## 911 Calls and Location Enforcement

Your phone will prompt you to enter the location of your phone. It is very important you enter this information as accurately as possible; this information is provided to the campus police when your phone dials 911. If you need help entering this information, please visit <u>www.umkc.edu/is/nt/ip911.asp</u>.

## Cisco IP Phone 7961 Quick Reference User Guide



UMKC Information Services <u>www.umkc.edu/is</u>



## If you need further assistance, please call the Telecommunications Help Line at 816-235-1191

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