

## PLACING A CALL

### Internal:

- Lift handset, hear dial tone
- Enter **4** digit extension number

### External:

- Lift handset, hear dial tone
- Enter **9** and number

### On-Hook Dialing:

 (place call without lifting handset)

- Press **Speaker** button
- Hear dial tone
- Dial the number
- To end call, press **Speaker** button

**NOTE:** You may also place a call by pressing a line button by pressing the New Call soft key

## HOLD

### To place a call on hold:

- Ask the party to hold
- Press **Hold** soft key
- Hang up

### To retrieve held call:

- Lift handset
- Press **Resume** soft key
- If multiple calls are on hold, use scroll key to select desired call before pressing **Resume** soft key.

## TRANSFER

### To transfer a call to another phone:

- Ask party to hold
- Press **Trnsfer** soft key
- Call is placed on **Temporary HOLD**
- Enter extension number (press \* and the extension number to transfer directly to VMI)
- When party answers announce call
- Press **Trnsfer** soft key again.
- Hang up

**NOTE:** If you hear a busy or ring-no-answer or the party refuses the call, press end call soft key then Resume soft key to return to original call.

## CALL PARK

Allows you to store or “park” a call at a specified number for retrieval from any telephone.

### To Activate:

- During an active call, press **More** soft key
- Press **Park** soft key
- Note special 4-digit park number in display
- Hang up

### To retrieve parked call:

- Lift handset of any system phone
- Enter special 4-digit park number

## CONFERENCE

Allows you to have multiple callers participating in the same telephone call. (Maximum of 6 callers on a conference call)

### To activate:

- During an active call press **More** soft key
- Press **Confrn** soft key
- Caller is placed on **Temporary HOLD**
- Place a call to another party
- Announce conference
- Press **Confrn** soft key again
- All parties are connected.

## CALL FORWARD ALL CALLS (INTERNAL ONLY)

To temporarily redirect your incoming calls to another phone

### To Activate:

- With handset on hook, press **CFwdAll** soft key
- Hear two beeps
- Enter the number that is to receive your calls
- The LCD displays the number to which your calls are being forwarded and a flashing right arrow appears.

### To Cancel:

- With handset on hook, press **CFwdAll** soft key
- Hear two beeps
- Flashing arrow in corner of display goes away; your calls are no longer forwarded.

**NOTE:** Always notify the person your calls will be forwarded to.

## CALL PICKUP

### To pickup another ringing telephone in your group:

- Lift handset, hear dial tone
- Press **Pick Up** soft key
- Press **Answer** soft key to answer the incoming call that is now ringing to your phone

## LAST NUMBER REDIAL

Redials the most recently dialed number

### To Activate:

- Lift handset, press **Redial** button

**NOTE:** The number will remain in the memory until you change it by dialing another telephone number

## CUSTOMIZING PHONE SETTINGS

You can change various settings on your phone so that they are customized for you.

The settings that can be customized are:

- Handset Volume

- Speaker Volume
- Ringer Volume
- Ringer Type
- LCD Contrast

### To Adjust Handset Volume:

- Lift handset
- Press up or down volume keys to adjust
- To save press **Setting** button
- Press **Save** soft key

### To Adjust Speaker Volume:

- Press speaker button
- Press up or down volume keys to adjust
- To save press **Setting** button
- Press **Save** soft key

### To Adjust Ringer Volume:

- Press **Volume** key to hear sample ring
- Press up or down volume keys to adjust
- To save press **Setting** button
- Press **Save** soft key

### To Change Ringer Type:

- Press **Settings** button
- Select **Ring Type** from Setting menu
- Press **Select** soft key
- Press scroll key to view list of ring types
- Press **Play** soft key to hear selected ring
- Press **Select** soft key
- Press **OK** soft key
- Press **Save** soft key to save and exit

### To Change LCD Contrast:

- Press **Settings** button
- Select **Contrast** from setting menu
- Press up or down volume keys to adjust
- Press **OK** soft key
- Press **Save** soft key to save and exit

**\*\* FIXED BUTTONS \*\***

### Line Keys

- Used to make or receive calls or end calls

### Soft Keys

- Located below the display area, **Soft keys** have an LCD label located in the display above the key that changes based on available features.

### Volume

- Used to control the volume of handset, headset, speaker, and ringer. Increase volume by pressing the right button, decrease by pressing the left button.

### Headset

- Used to activate optional headset use.

### Mute

- Used to toggle the mute function for handset, headset or speakerphone on and off.

### Speaker

- Used to toggle the speaker function on and off.

**Scroll key** (located to right of dial pad under soft keys)

- Used to move among different soft key options.

### Information Key

- Provides on the spot help

### Messages

- Direct access to your voice mail messages

### Directories

- Allows access to a list of missed calls, received calls, placed calls and a corporate directory.

### Settings

- Used to Adjust handset, speaker and ringer volume, ringer type, and contrast on the LCD screen.

### Services

- Used to access customized features programmed by the system administrator.

### Message Waiting Indicator

- A red light indicator on handset lights when a voice mail message has been received.
- To retrieve messages, press **Message** button.

## FAST DIAL

Allows you to program external frequently dialed phone numbers in a directory.

**To Activate:**

- With handset in place, press **Services key**
- Press **Select** (soft key) for highlighted fast dial
- Press **Assign** (soft key)
- Scroll to Highlight number to be programmed
- Enter external phone number to be called
- Press **Submit** (soft key)
- Press **OK** (soft key)

**To use:**

- Press **Services key**
- Press **Select** (soft key) for highlighted fast dial
- Scroll to Highlight number to be called
- Press **Dial** (soft key)

**NOTE: 9 is required to be programmed.**



**MEET ME CONFERENCE**

Allows you to have multiple callers participating in the same telephone call by calling into a specified number. (Maximum of 6 callers on a conference call)

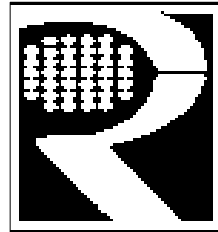
**To Initiate the conference:**

- Lift the handset and press the **More** soft key
- Press **Meet-Me** soft key
- Dial the Meet-Me conference number
- Wait on the line for others to join

**To Join the conference:**

- Lift the handset
- Dial the Meet-Me **4** digit conference number given out by the initiator.

**NOTE: Please see your administrator for the conference number. You may call the 7 digit number from the outside to join.**



**Ronco**

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**Cisco IP 7960/7940 User Guide**

