

Common Phone Tasks

Place a call	Go off-hook before or after dialing a number.
Redial a number	Press Redial .
Talk using the handset and listen on the speaker	(Group Listen mode only.) Press GListen .
Listen on the speaker only	(Monitor mode only.) Press Monitor .
Use your call logs	Press  and select Directories > Missed Calls, Placed Calls, or Received Calls . Select a number and press Dial .
Edit a number	Press EditDial , << or >>.
Hold/resume a call	Highlight a call to put on hold or resume from hold, and press  .
Transfer a call to a new number	Press Transfer , enter the number, then press Transfer again.
Start a standard (ad hoc) conference call	Press more > Confrn and dial the participant, then press Confrn again.



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QUICK REFERENCE



Cisco Unified IP Phone 7906G and 7911G Quick Reference for Cisco Unified Communications Manager 8.5(1) (SCCP and SIP)

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Softkey Definitions

AbbrDial	Dial using a speed-dial index number
Answer	Answer a call
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdALL	Setup/cancel call forwarding
Clear	Delete records or settings
Close	Close the current window
ConfList	View conference participants
Confrn	Create a conference call
Delete	Remove characters to the right of the cursor when using EditDial
Dial	Dial a phone number
DND	Turn on/off Do Not Disturb (DND)
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
GListen	Talk using the handset and listen on the speaker (Group Listen)
GLOff	Disable Group Listen
GPickUp	Answer a call that is ringing in another group or on another line

iDivert	Send or redirect a call to a voice message system
MeetMe	Host a Meet-Me conference call
Monitor	Listen to a call on the speaker
MonOff	Disable the Monitor function
more	Display additional softkeys
Msgs	Access voice mail system
Mute	Turn on/off microphone
New Call	Make a new call
OPickUp	Answer a call that is ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call that is ringing on another phone in your group
QRT	Submit call problems to the system administrator
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
VidMode (SCCP only)	Choose a video display mode
<<	Delete entered characters
>>	Move through entered characters

Phone Screen Icons

Line and Call Status	
	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Off-hook
	On-hook
	Incoming call
	Shared line in use
	Authenticated call
	Encrypted call
Other Features	
	Speed Dial configured
	Message waiting
	Option selected
	Feature enabled
	URL entry in call log is ready to edit (SIP only)
Audio or Video Mode	
	Handset in use

	Speaker in use (Monitor on)
	Video enabled (Cisco Unified IP Phone 7911G only with SCCP)

Button Icons

	Volume
	Navigation
	Hold
	Applications Menu