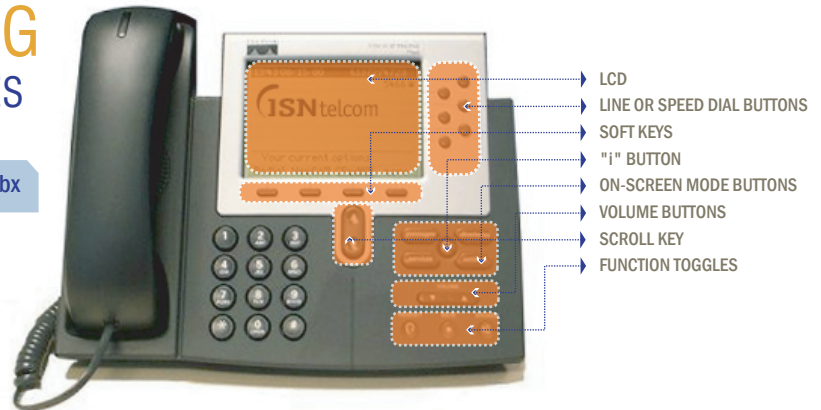


Find out how to use your Cisco 7960G / Cisco 7940G COMMONLY USED FEATURES

FOR A COMPLETE LIST, PLEASE REFER TO www.isntelcom.com/ippbx



PLACE A CALL ON HOLD

1. Press HOLD soft key
2. Press RESUME soft key or your LINE button to resume call

PLACE 2ND CALL ON HOLD

1. Place 1st call on hold
2. Press HOLD soft key
3. Press NEW CALL soft key or your LINE button
4. Press END CALL soft key to end 2nd call
5. Press RESUME soft key to return to 1st call

Note: Use Navigation keys to alternate between 1st and 2nd call, and press RESUME soft key.

TRANSFER A CALL

1. Press TRANSF soft key
2. Dial number
3. Announce call transfer (optional)
4. Press TRANSF soft key again to complete the transfer

CALL WAITING

1. When you hear call waiting beep (single alert)
2. Press ANSWER soft key (first call goes on hold)
3. Use Navigation buttons to alternate between calls, and press RESUME soft key
4. Press END CALL soft key to disconnect the selected caller.

To join calls:

- ▶ Press TRANSF soft key to join the 2 incoming callers and exit call yourself or
- ▶ Press CONFRN soft key to join the 2 incoming callers and yourself in conference call.

CALL FORWARD

To Activate:

1. Press *72
2. Dial number to forward calls to

To Deactivate:

1. Press *73

Login for more forwarding options at your web portal, <http://as.ipfone.com>.

PLACE A CONFERENCE CALL

1. While on a call, press MORE soft key
2. Press CONFRN soft key
3. Call the next person
4. Press CONFRN soft key

REDIAL LAST NUMBER CALLED

- ▶ Press REDIAL soft key
- ▶ Speaker for hands-free turns on automatically or
- ▶ Lift handset

RETRIEVE MISSED, RECEIVED, PLACED CALLS

1. Press DIRECTORIES button
2. Use Navigation to highlight either missed, received or placed calls
3. Press SELECT soft key
4. Use Navigation to scroll through calls

To dial a number:

- ▶ Press DIAL soft key (for internal calls) or
- ▶ Press EDIT DIAL soft key to add required extra digits to the number (i.e.: 9, 1)

CHECK YOUR VOICEMAILS

Red light on handset indicates new message.

To retrieve message(s):

1. Press MESSAGE button or Dial 1200
2. Follow prompts to check voice mail.

VOLUME

Ringer

1. Press [+] or [-] VOLUME keys to increase or decrease volume
2. Setting is saved automatically

Speaker, handset and headset

1. Press [+] or [-] VOLUME keys when handset, speaker or headset is in use
2. Press SAVE soft key to save setting

RINGER TYPE

1. Press SETTINGS button
2. Use Navigation button to scroll to RING TYPE
3. Press SELECT soft key
4. Press PLAY soft key to hear sample ring
5. Press OK soft key to activate
6. Press SAVE soft key

LCD DISPLAY CONTRAST

1. Press SETTINGS button
2. Use Navigation to scroll to CONTRAST
3. Press SELECT soft key
4. Press UP or DOWN to increase or decrease contrast
5. Press OK soft key
6. Press SAVE soft key