



**QUICK REFERENCE**



**Cisco Unified IP Conference Station 7937 for Cisco Communications Manager Express**

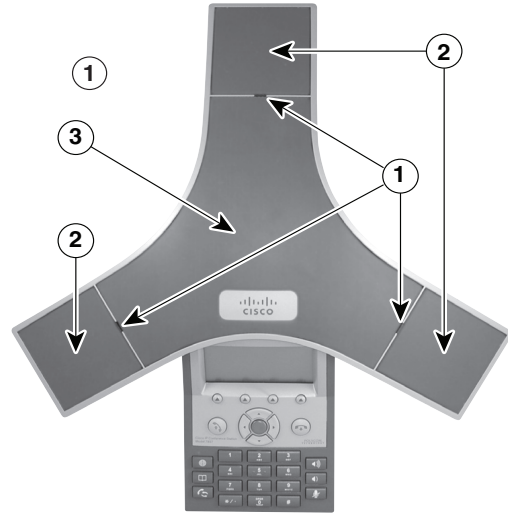
This quick reference is intended for Cisco Unified IP phone users who are already familiar with their phones.



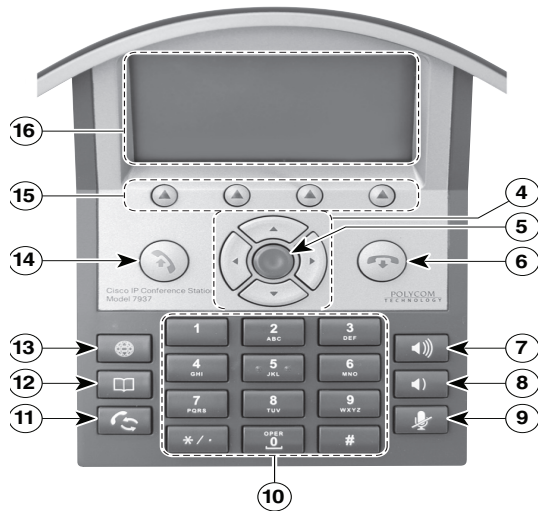
**Note** Because of differences in phone models and features, not all procedures and soft keys described here apply to all phones.

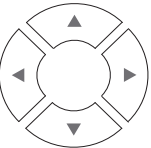





**Using the Quick Reference Card**






- Complete numbered items in sequence.
- Choose only one bulleted item.
- Bold terms identify soft keys.



185261



Feature	Function
1 LED Indicators	Three multi-color LED indicators provide call status information: <ul style="list-style-type: none"> <li>•Off: Ready, Call State Off</li> <li>•Solid amber: Powering On</li> <li>•Solid red: Powering On, Mute, or Voice Message</li> <li>•Flashing red: Hold</li> <li>•Solid green: Dial Tone, Dialing, or Connected</li> <li>•Flashing green: Incoming Call (Ringing/Connecting), or Receiving</li> </ul>
2 Microphones	Three internal unidirectional microphones
3 Speaker	Internal Speaker
4 Navigation Button	Allows the user to scroll through menus and highlight items. 
5 Select Button	Activates the currently highlighted screen menu option 
6 On-hook Button	Ends Current Call. 
7 Volume Up Button	Raises the volume of the speaker (off-hook) and the ringer (on-hook). 
8 Volume Down Button	Lowers the volume of the speaker (off-hook) and the ringer (on-hook). 
9 Mute Button	Toggles the Mute feature. 

Feature	Function
10 Keypad	Allows the user to dial phone numbers, enter letters, and choose menu items
11 Redial Button	Dials the most recent number you called 
12 Directories Button	Toggles the Directories menu. Allows the user to access speed dials and directories. 
13 Application Button	Toggles the Applications menu. Allows the user to access the Messages, Settings, and Services menus 
14 Off-hook Button	Allows the user to go off-hook to: <ul style="list-style-type: none"> <li>• Invoke a dial tone</li> <li>• Obtain a dial tone to initiate a call</li> <li>• Initiate a call after you enter a phone number</li> <li>• Answer an incoming call</li> <li>• View certain soft keys</li> </ul> 
15 Soft keys Button	Allows the user to select soft key options that display on the screen. 
16 Conference Station Screen	Displays conference station menus and features.

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## Place a call

Press  either before or after dialing a number


## Answer a call

Press , or press **Answer**.

## End a call

Press , or press **EndCall**.

## Redial a number

Press , or press **Redial**.

## Mute your phone

Press. 

## Hold/Resume a call

Press **Hold** to hold a call.

Press **Resume** to resume a call.

## Live Record a Call

1. Press **LiveRcd**. This puts the other party on-hold and initiates a call to the configured live record number.
2. Press **LiveRcd** again to stop recording.

## Transfer a Call

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press **Trnsfr** to transfer the call or press **End Call** to hang up. Press **Resume** to reconnect to the first caller.

## Transfer to Voice Mail

1. Press **TrnsfVM**.
2. Enter the recipient’s extension number and press **TrnsfVM** again.

## Forward All Calls

1. Press the **CFwdALL**. You will hear a confirmation beep.
2. Dial the number to which you want to forward all of your calls.
3. Press the pound key (#).  
The phone display will be updated to show that the call is forwarded.
4. To cancel call forwarding, press the **CFwdALL** soft key.

## Place a Conference Call

1. During a call, press **more** and then **Confrn** to open a new line and put the first party on hold.
2. Place a call to another number.
3. When call connects, press **Confrn** again to add the new party to the existing call with the first party.

## Ad Hoc Conference Call

1. From a connected call, press **Confrn**. (press the **more** soft key to see **Confrn**.)
2. Enter the participant’s phone number.
3. Wait for the call to connect.
4. Press **Confrn** again to add the participant to your call.
5. Repeat to add additional participants.

## Conference In Existing Call

1. From a connected call, press **Join** (press the **More** soft key twice to see the **Join** key)
2. Using the arrow keys, select the non-checked call and press **Join** (screen will change to say **To Conference**)

## Soft Key: List

The following is a comprehensive list of soft keys offered on the Cisco Unified IP Phone 7937 Conference Station. Functionality will vary depending on your system configuration.

Soft Key	Function
<<	Erases digits/characters that were entered incorrectly.
Answer	Answers the incoming call.
Call	Dials the selected phone number.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Conf	Adds a party to a conference call.
CallBack	Receive notification when a busy extension becomes available
Clear	Delete records or settings
ConfList	View conference participants
Corp Dir	Displays the local directory.
Details	Receive information on all placed, received, or missed calls
Dial	Dials a phone number.
Down	Decrease the display screen contrast settings
EditDial	Edit a number in a call log.
EndCall	Ends the current call.
Exit	Return to the previous screen
GPickUp	Answer a call ringing in another group
Hold	Puts the active call on hold.

Soft Key	Function
LiveRecord	Records a call.
MeetMe	Host a Meet-Me conference
more	Displays additional soft keys
Msg	Allows you to check or listen to voicemails
New Call	Make a new call
Off	Toggle off the display screen backlight
On	Toggle on the display screen backlight
PickUp	Answer a call ringing in your group
Redial	Redial the most recently dialed number.
Resume	Returns to a call on hold.
Save	Saves your entry.
Search	Starts the search in the directory.
Select	Choose a menu item or call
Submit	Confirms the UserID and Password entered for Personal Directory access
Transfer	Transfer a call.
TransVM	Transfer to Voicemail.
Up	Increases the display screen contrast setting.
Update	Refresh display screen content.
View/Edit	Enables view and edit capabilities.