

## Cisco VoIP Phone User Guide

The Cisco VoIP Phone User Guide document contains details about how to use many of the functions of the Cisco 7940 and 7960 phones. There is also a diagram of the buttons and indicators located on these phone models.

Included are directions on how to:

- Place calls (to both on-campus and off-campus numbers)
- End calls
- Put a call on hold
- Transfer a call
- Place a conference call
- Personalize phone options
- Use abbreviated dialing
- Use the iDivert function
- Use the Barge, cBarge, and Privacy keys on a shared line
- Use call logs
- Use the campus directory
- Retrieve voicemail messages
- Use the call park feature
- Use the call pickup feature
- Prevent the display of your telephone number when making a call
- Adjust the contrast of the phone's screen
- Change your phone's ringtone

The Cisco VoIP Phone User Guide can be found at:

<http://www.case.edu/its/help/kba/VoIPUserGuidefor79407960-CM5.pdf>.