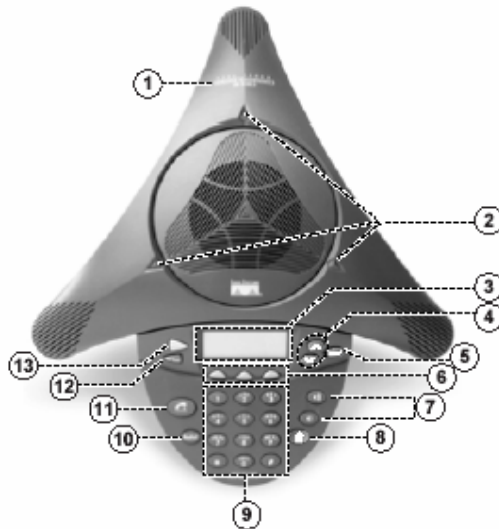


Quick Start Guide - Cisco 7936

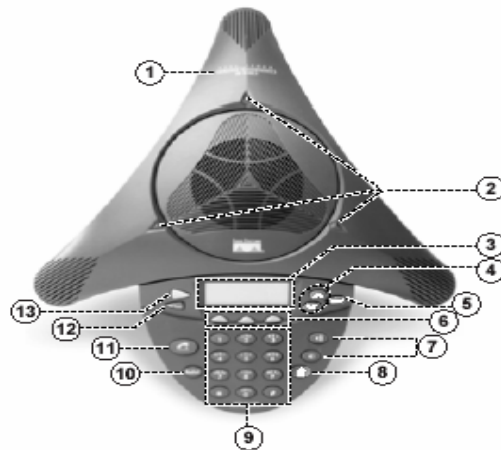
What Is In This Document?









This document contains basic user information for the Cisco 7936 IP phones. For information on other types of IP phone handsets, please refer to the relevant document.

The document is not intended as an exhaustive technical guide, rather is user orientated and covers common tasks and questions.










Cisco 7936 IP Phone






	Feature	Function
1	Cisco IP phone model type	Show the Cisco IP Phone model number
2	LEDs	Provide call status indicators: <ul style="list-style-type: none"> • Call State Off: LEDs all off • Dial Tone On: LEDs all green • Dialling/Ringing/Connecting: LEDs all green and blinking • Mute: LEDs all red and blinking • Powering On/Hold: LEDs all red
3	LCD Screen	Displays information such as line/call status, phone number, and soft key tabs
4	Scroll buttons 	Allow you to scroll through the menus or through an open list in the LCD screen
5	Select button 	Selects the menu option or list item that is highlighted
6	Soft keys	Engage the functions displayed on the corresponding LCD tabs
7	Volume buttons 	Increase or decrease the volume of the call, speaker, ringer, or dial tone, depending on which sound is currently active
8	Mute button 	Toggles muting on and off
9	Keypad	Functions like a traditional telephone keypad
10	Redial button 	Automatically redials the last number dialed
11	Phone button 	Allows you to get dial tone, answer an incoming call, and hang up a call
12	Exit button 	Returns to the main LCD screen from a menu, a list, or the Phone Book
13	Menu button 	Opens and closes the main menu on the Cisco IP Conference Station. The main menu includes the following selections: Call Functions: opens the call function options, including Pick-up, Group Pick-up, and Transfer Phone Book: opens the Phone Book Settings: opens the Settings options, including Contrast and Ringer Admin Setup: opens Admin setup (requires administrator password) System Information: read-only display showing the system settings

Basic Call Functions






Feature	Function
Placing a Call	<p>Dial '0' to get a line out</p> <ul style="list-style-type: none"> Press the Phone button  Dial the phone number (Dial '0' to get a line out)
Answering a Call	<ul style="list-style-type: none"> Press the Phone button  or the Answer soft button
Ending a Call	<ul style="list-style-type: none"> Press the Phone button  or the End Call soft button
Redial a Number	<ul style="list-style-type: none"> To redial the most recently dialed number, press the Redial button 
Placing a Call on Hold	<ul style="list-style-type: none"> While on a call, press the Hold soft button. The held call appears in the active call list in the LCD display To return to the call, press the Resume soft button If more than one call is on hold, press the Up and Down  scroll button to select a call in the active call list in the LCD display and then press Resume soft button <p>NOTE: Because the Hold feature generates music or a beeping tone, avoid putting a conference call on hold.</p>
Mute a Call	<ul style="list-style-type: none"> Press the Mute button  The LEDs blink red and a Mute icon appears on the LCD display To disengage mute, press the Mute button  again

Other Call Functions







Feature	Function
<p>Call Forward All Calls <i>Allows you to forward all your calls to another destination</i></p> <p>To set Call Forwarding</p> <p>To cancel Call Forwarding</p>	<ul style="list-style-type: none"> • Press the CFwdALL soft button. You will hear a confirmation beep. • Dial the number to which you want to forward all your calls • Dial the number exactly as you would if you were placing a call to that number (Dial '0' to get a line out) • Press the # button or End Call soft button <p>The phone display will be updated to show 'Forwarded to 0xxxxxxx'.</p> <ul style="list-style-type: none"> • Press CFwdALL soft button
<p>Transfer a Call</p>	<ul style="list-style-type: none"> • During a call, press the Transfer soft button • Dial the number to which you want to transfer the call to <p>NOTE:</p> <ol style="list-style-type: none"> 1. As soon as you finish dialling the number, the call is transferred and automatically disconnected from the dialling Cisco 7936 IP Phone. This is a 'blind' transfer; there will be no opportunity to announce the call. 2. If the transfer fails (e.g. engaged tone), press Resume soft button to return to the original call.

Feature	Function
<p>Making a Conference Call</p> <p>To add parties to a conference call by using the Phone Book:</p>	<ul style="list-style-type: none"> Press the Phone button  Dial the number of the party you want to add to the conference call (Dial '0' to get a line out) When the call connects, press the Conf soft button to add the new party to the conference call
<p>Ending a Conference Call</p>	<ul style="list-style-type: none"> Press the Ph Book soft button and press the Up or Down scroll button  to select the entry you want To establish a conference call between 2nd and 3rd party calls to a Cisco IP Phone, one active and the other on hold Press the Conf soft button on the Cisco IP Phone <p>Call initiators may use one of the following methods to end a conference call:</p> <ul style="list-style-type: none"> To disconnect <u>ALL</u> parties, press the EndCall soft button To end the conference but remain connected to the most recent call, press the Conf soft button. The older call is placed on hold. To disconnect from the conference, press the Phone button  the other parties will remain on the conference call.

Adjusting Phone Settings

Feature	Function
<p>Adjust Display Contrast</p>	<ul style="list-style-type: none"> Press the Menu button  Press the Up or Down scroll button  to select Settings. Press the Select button Press the Up or Down scroll button  to select the contrast entry Press the '-' or '+' soft button to set the desired contrast for the LCD Press the Menu button  to return to the main menu, or press the Exit button  to return to the resting display

Personal Phone Book

Feature	Function
Display the Personal Phone book	<ul style="list-style-type: none"> Press the Ph Book soft button To call a number in the Phone Book, press the Up or Down scroll button  to select the entry you want. Press the Call soft button
Add an Entry	<ul style="list-style-type: none"> Press the NewEntry soft button Using the keypad, enter the last name, first name and phone number of the new entry Press the Up or Down scroll button  to select the Last, First or Number field When entering letters, select the appropriate number key of the letter you want, and press that button the equivalent number of times for the correct letter. <ul style="list-style-type: none"> For example, to enter a 'B', press the '2' button twice. The backspace soft button << is available to let you re-enter digits that were entered incorrectly. Press the Save soft button to save the new entry <p>NOTE: You can add a maximum of 20 entries to the Phone Book</p>
Edit an Entry	<ul style="list-style-type: none"> Press the Up or Down scroll button  to select an entry Press the View/Edit soft button You can change or clear the selected entry using the Change or Clr Entry soft buttons. The backspace soft button << is available to let you re-enter digits that were re-entered incorrectly Press the Save soft button to save your changes. To exit without saving, press the Exit button  Press the Menu button  to return to the main menu or press the Exit button  to return to the resting display