







## Common Phone Tasks

View online help on phone	Press  .
Place a call	Go off-hook before or after dialing a number.
Redial a number	Press <b>Redial</b> . Or press the Navigation button while on-hook to see your Placed Calls log.
Switch to handset during a call	Pick up the handset.
Switch to speaker or headset during a call	Press  or  , then hang up the handset.
Mute your phone	Press  .
Use your call logs	Press  to choose a call log. To dial, highlight a listing and go off-hook.
Edit a number	Press <b>EditDial</b> , << or >>.
Hold/resume a call	Press <b>Hold</b> or <b>Resume</b> .
Transfer call to new number	Press <b>Transfer</b> , enter the number, then press <b>Transfer</b> again.
Place an intercom call	Press intercom button, enter a number if necessary, and speak after you hear the tone.
Start a standard (ad hoc) conference call	Press <b>more</b> > <b>Confrn</b> , dial the participant, then press <b>Confrn</b> again.

 Cisco and the Cisco Logo are trademarks of Cisco Systems, Inc. and/or its affiliates in the U.S. and other countries. A listing of Cisco's trademarks can be found at [www.cisco.com/go/trademarks](http://www.cisco.com/go/trademarks). Third party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1005R)  
© 2010 Cisco Systems, Inc. All rights reserved.

OL-23961-01



### QUICK REFERENCE



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

**For Cisco Unified IP Phone 7975G, 7971G-GE, 7970G, 7965G, and 7945G**




















Softkey Definitions  
Phone Screen Icons  
Button Icons  
Common Phone Tasks











## Softkey Definitions

<b>AbbrDial</b>	Dial using a speed dial index number
<b>Answer</b>	Answer a call
<b>Back</b>	Return to the previous Help topic
<b>Barge</b>	Add yourself to a call on a shared line
<b>CallBack</b>	Receive notification when a busy extension becomes available
<b>Cancel</b>	Cancel an action or exit a screen without applying changes
<b>cBarge</b>	Add yourself to a call on a shared line and establish a conference
<b>CFwdALL</b>	Setup/cancel call forwarding
<b>Clear</b>	Delete records or settings
<b>Close</b>	Close the current window
<b>ConfList</b>	View conference participants
<b>Confrn</b>	Create a conference call
<b>Delete</b>	Remove characters to the right of the cursor when using <b>EditDial</b>
<b>Details (SCCP only)</b>	Open the Details record for a multiparty call in the Missed Calls and Received Calls logs
<b>Dial</b>	Dial a phone number
<b>DND</b>	Turn on/off Do Not Disturb (DND)
<b>EditDial</b>	Edit a number in a call log
<b>EndCall</b>	Disconnect the current call or the current intercom call
<b>Erase</b>	Reset settings to their defaults
<b>Exit</b>	Return to the previous screen
<b>GPickUp</b>	Answer a call that is ringing in another group or on another line










<b>iDivert</b>	Divert or redirect a call to a voice message system
<b>Join</b>	Combine existing calls to create a conference
<b>Links</b>	View related Help topics
<b>Main</b>	Display the Help main menu
<b>MeetMe</b>	Host a Meet-Me conference call
<b>more</b>	Display additional softkeys
<b>New Call</b>	Make a new call
<b>OPickUp</b>	Answer a call that is ringing in an associated group
<b>Park</b>	Store a call using Call Park
<b>PickUp</b>	Answer a call that is ringing on another phone in your group
<b>QRT</b>	Submit call problems to the system administrator
<b>Redial</b>	Redial the most recently dialed number
<b>Remove</b>	Remove a conference participant
<b>Resume</b>	Resume a call on hold
<b>RmLstC</b>	Drop the last party added to a conference call
<b>Save</b>	Save the chosen settings
<b>Search</b>	Search for a directory listing
<b>Select</b>	Select a menu item or call
<b>Transfer</b>	Transfer a call
<b>Update</b>	Refresh content
<b>VidMode (SCCP only)</b>	Choose a video display mode
<b>&lt;&lt;</b>	Delete entered characters
<b>&gt;&gt;</b>	Move through entered characters

## Phone Screen Icons

	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Incoming call
	Off-hook
	On-hook
	Shared line in use
	Message waiting
	Authenticated call
	Encrypted call
	BLF-monitored line is in-use
	BLF-monitored line is idle
	BLF-monitored line is ringing (BLF Pickup)
	Speed-dial, call log, or directory listing (line status unknown)
	Line in Do Not Disturb (BLF feature)
	Idle intercom line
	One-way intercom call
	Two-way intercom call
	Handset in use
	Headset in use
	Speakerphone in use

	Video enabled (SCCP only)
	Feature assigned to button
	Mobility assigned to button
	Hold assigned to button
	Conference assigned to button
	Transfer assigned to button
	Phone service URL assigned to button
	URL entry is ready to edit (SIP only)
	Option selected
	Feature enabled

## Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset