

# CISCO IP 7940/7960 GSeries



1. Indicator light
2. LCD Screen
3. IP Phone Series
4. Line Buttons or Speed Dial
5. Adjustable footstand
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## Place a call

Use any of these methods:

- Lift **handset** and dial number  
or
- Press **NewCall** and dial number  
or
- Enter a **Speed Dial** number and press **AbbrDial**  
or
- Press **Speaker** and dial number  
or
- Press **Headset** and dial number  
or
- Press **Line** button and dial number

## Answer a call

Four ways to answer a call:

- Lift **handset**  
or
- Press **Speaker**  
or
- Press **Headset**  
or
- Press **Answer soft key**

## End a call

- Press **EndCall**  
or
- Hang up

## AbbrDial (Abbreviated Dial)

Dial using a speed dial index number

- Enter speed dial index number (1-99) on the keypad
- Press **AbbrDial**

Speed dialing enables you to store up to 99 frequently dialed phone numbers and then quickly dial them when a numeric code (1-99) is entered rather than dialing the entire phone number

*Speed dials are set up via the **User Options Web Interface** at <https://voip.psu.edu/>*

## Barge

Add yourself to a call on a shared line

- Push line button in use
- Press **Barge**

*This is a non-standard feature  
Contact TNS for more information*

## CallBack

Receive notification when a busy or ringing VoIP extension you have called becomes available

- Press **CallBack**
- Hang up
- Phone will provide a ring notification when extension becomes available
- Press **Dial** to call or press **Exit** to cancel

*Note: this feature will not work if called party has their call forwarding enabled*

## Call Pickup

Answer a call Within your call pickup group

- Lift handset, or press **NewCall**, or press **Speaker** button to get dial tone
- Press **more**
- Press **PickUp**
- Answer call

## GPickUp (Group Call Pickup)

Answer a call Outside of your call pickup group

- Lift handset, or press **NewCall**, or press **Speaker** button to get dial tone
- Press **more**
- Press **GPickUp**
- Enter **4-digit code**
- Answer call

## CFwdALL (Call Forward All Calls)

Redirect all calls to another number

- Press **more**
- Press **CFwdALL**
- Dial forwarding number or **messages** button to forward calls to voice mail

Press **more**, **CFwdALL** to deactivate call forwarding

**ConfList (Conference List)**

View conference participants

- During a conference, press **more**
- Press **ConfList**

To remove participants, arrow up or down to select participants and press **Remove**

**Confrn (Conference Call)**

Create a conference call

- During a conference, press **more**
- Press **Confrn**
- Dial telephone number
- Press **Confrn** to add party to conference
- Repeat process to add additional party (up to three) to conference

**Dir Trfr (Direct Transfer)**

Merge two calls on the same line to each other

- Scroll to highlight each active call on the same line and press **Select**
- Press **more**
- Press **DirTrfr**

The two calls connect to each other and drop you from the call

**(Call) Hold**

Place a call on hold

- Press **Hold**

Press the **Resume** soft key to return to held call

If multiple calls are on hold, be sure to select the desired line button of the held call before pressing **Resume**

**Consultation Hold**

Place a call on hold and consult privately with a third party

- Press **Hold**
- Press **NewCall**
- Dial third party's number, consult privately, **EndCall**

Press **Resume** soft key to return to original call

**Join**

Invite current callers to join a standard conference

- Scroll to each active call on the line and press **Select**
- From one of the selected calls, press **more**
- Press **Join**

Press **more** and **ConfList** to see a list of conference participants

Participants are listed in the order in which they join the conference with the most recent additions at the top

**Menu**

Quickly access information such as call logs and phone settings

To view and dial from a call log:

- Choose **Directories**
- Choose **Missed Calls, Placed Calls, or Received Calls**
- Press **Select**
- Press **Exit twice** to return to display

**More**

Displays additional soft keys

- Press **more** to display additional soft keys

**(Call) Park**

Store a call at any VoIP phone and retrieve it at another VoIP phone

To Park a call:

- Press **more**
- Press **Park**
- The screen displays a **3-digit** number where the call is parked

To Retrieve Parked call:

- Dial 3-digit Call Park number from any VoIP phone
- Press **Dial**

\*3 minute time limit before ringing back

**Redial**

Redials the last number

- Press **Redial**

**Resume**

Return to held call

- Press **Resume**

**Transfer**

Transfer a call to another University Park extension

During a call:

- Press **Transfer**
- Dial target number
- Press **Transfer**

**User Options Web Interface**

Control settings and features such as Call Forwarding, Speed Dials, and Personal Address Book from your computer using the User Options Web Interface

Logging in:

- <https://voip.psu.edu/>
- Enter your Penn State Access Account **User ID** and **Password**
- Click **logon**
- Select your primary phone model

from the "Select a device" drop down menu

*Note: Accessing the User Options Web pages from outside of the Penn State network requires authentication using the Penn State VPN Service available for download at <http://aset.its.psu.edu/vpn/>*

More information regarding the User Options Web Interface is available at <http://tns.its.psu.edu/Services/Voice/callManager.html>

**PSU Directory People Search**

Search for Penn State persons with published telephone numbers in the Penn State online Directory

- Press **Directories** button
- Select **4, Penn State Directory**
- Enter all or part of last name (req.)
- Enter all or part of first name (opt.)
- Press **Submit**
- Scroll to desired entry
- Press **Dial** to call using speakerphone  
or
- Lift **handset** to call using handset  
or
- Press **Headset** to call using headset  
or
- Press **Speaker** to call using speakerphone

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