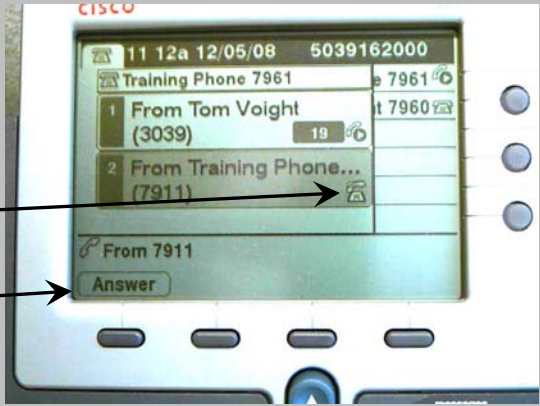
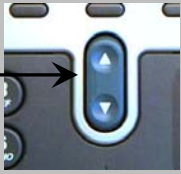




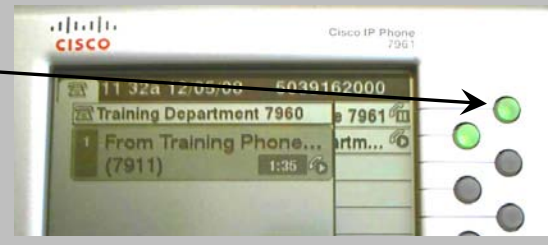

Portland Public Schools

Voice Over Internet Protocol (VOIP) Phone Cisco Model 7941/7942/7961/7962 Managing Call Waiting

There may be times when you are on a call and another call comes in. Your phone is set up to indicate a "Call Waiting". This guide will show the steps to manage a Call Waiting.

Managing Call Waiting	
<p>Step 1</p> <p>When a call comes in, you will hear a Call Waiting tone (beep) and/or see the flashing indicator light on your handset.</p> <p>The incoming call will show on your screen with a "ringing phone" icon.</p> <p>To answer the incoming Call, press the Answer Soft Key.</p> <p>The first call is automatically put on hold.</p>	
<p>Step 2</p> <p>To switch the caller you're speaking with, use the Navigation button to select (highlight) the caller you want to speak with.</p>	
<p>Step 3</p> <p>When the caller's name and/or number is highlighted, press the Resume Soft Key.</p>	

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itservicedesk@pps.k12.or.us

Managing Call Waiting on Separate Lines		
<p>Step 4</p>	<p>If your phone has multiple lines, the incoming call may be on another line. When a call comes in on the second line, you will hear a Call Waiting tone (beep) and/or see the flashing indicator light next to the incoming line.</p> <p>To answer the incoming call, press the flashing Line button.</p> <p>The first caller is automatically placed on hold.</p>	
<p>Step 5</p>	<p>To switch to the first call, press the Line button.</p> <p>The other caller is automatically placed on hold.</p>	
<p>Step 8</p>	<p>To end your Call, Hang Up, or press the EndCall Soft Key.</p>	

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