

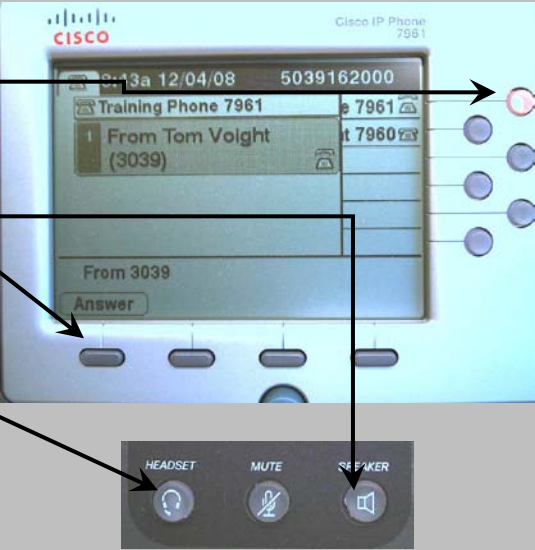

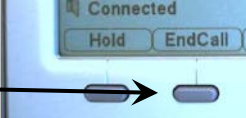

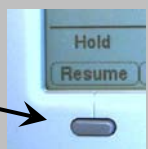
Portland Public Schools

Voice Over Internet Protocol (VOIP) Phone Cisco Phone Models 7941/7942/7961/7962 Dial, Answer, Place Calls on Hold

In this guide we will detail how to Dial, Answer, and Place Calls on Hold using your Cisco Model 7941/7942/7961/7962 VOIP phone.

Dialing a Call	
<p>Step 1</p> <p>Lift the Handset (Receiver), then choose one of the following to make a call:</p> <p>Press a Line button,</p> <p>Press the Headset button (if using a corded headset),</p> <p>Press the Speaker button,</p> <p>Or Press the New Call Soft Key.</p>	
<p>Step 2</p> <p>Dial the call using the Number Pad.</p> <p>NOTE: You could have entered the number <i>first</i> using the Number Pad, then use any of the actions in Step 1 to start dialing.</p>	
<p>Step 3</p> <p>Pressing the Line, Speaker or New Call Soft Key will place your call on the speaker. To switch to the Handset, just lift the Handset.</p>	
<p>Step 4</p> <p>To Redial the last number called, use any of the actions in Step 1, then press the Redial Soft Key.</p> <p>Pressing the Redial Soft Key first will redial the number on the Speaker.</p>	

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itservicedesk@pps.k12.or.us

Answering a Call		
<p>Step 5</p> <p>Lift the Handset (Receiver) , then choose one of the following to make a call:</p> <p>Press a Line button,</p> <p>Press the Answer Soft Key,</p> <p>Press the Speaker button,</p> <p>Or Press the Headset button (if using a headset).</p> <p>NOTE: If you are already on a call, press the Answer Soft Key & the current caller will automatically be placed on Hold.</p>		
<p>Step 6</p> <p>Pressing the Line, Speaker or Answer Soft Key will place your call on the speaker. To switch to the Handset, just lift the Handset.</p> <p>See Note in Step 5.</p>		
<p>Step 7</p> <p>To end your call, Hang Up, repeat any of the actions in Step 4, or press the End Call Soft Key.</p>		
Placing a Call on Hold		
<p>Step 8</p> <p>To place a call on Hold, press the Hold Soft Key. Use the Navigation button to highlight the call if the Hold Soft Key is not displayed.</p>		
<p>Step 9</p> <p>To take a call off of Hold and continue your conversation, use the Navigation button to highlight the call, then press the Resume Soft Key. If you are already on a call and press the Resume Soft Key, the current caller will automatically be placed on Hold.</p>		

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