

Cisco IP Conference Station 7937G User Guide



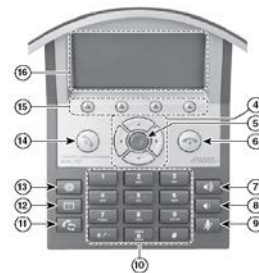
1. Understanding Buttons & Hardware
2. Answer a call
3. End a call
4. Switch between multiple calls
5. Call history
6. Directories
7. Volume control
8. Contrast
9. Ring tones
10. Mute your phone
11. Hold and resume a call
12. Transfer a call
13. Call forward
14. Call PickUp
15. Conference call
16. Check for voice messages
17. Dialing KSAU and NGHHA Territories

1 – Understanding Buttons & Hardware



1. LED indicators
2. Microphones
3. Speaker

4. Navigation buttons - -



5. Select button - - - - -
6. On-hook button - - - - -
7. Volume Up button - - - -
8. Volume Down button - -
9. Mute button - - - - -
10. Keypad
11. Redial button - - - - -
12. Directories button - - - -
13. Applications button - - - -
14. Off-hook button - - - - -
15. Soft key buttons - - - - -
16. Conference station screen

2 – Answer a call

To answer a call press **Off-hook button** Or press the **Answer** soft key.

3 – End a call

To answer a call press **On-hook button** Or press the **End Call** soft key

4 – Switch between multiple calls

Press **Answer** to switch from a connected call to answer a new call. If you want to answer a call on hold then highlight the appropriate call, and then press **Resume**

5 – Call history

To view recent missed or received calls:

1. Press the **Directories** button.
2. Use the **Navigation** button to scroll and select the desired call list. Press the **Select** softkey.

6 – Directories

Open/close the Directories menu. Use it to access personal and corporate directories.

7 – Volume control

Volume Up button: Raises the volume of the speaker (off-hook) and the ringer (on-hook).

Volume Down button: Toggles the Mute feature.

8 – Contrast




To change the display screen contrast:

- 1- Choose **Applications button**>Settings > User Preferences > Contrast.


- 2- To adjust the contrast settings, press Up or Down.
- 3- Press Save.

9 – Ring tones

To change the ringer sound:

1. Press the **Applications** button. 
2. Select **Settings**. 
3. Select **User Preferences**. (Use the Navigation bar and button to scroll and select, or press 1).
4. Use the **Navigation** button to scroll through the list of ring types. Press the **Play** soft key to hear samples. 
5. Highlight the ring you want, and then press the **Select** soft key.
6. Press the **Save** softkey to confirm the selection.

10 – Mute your phone

- Press **Mute button** to toggle Mute on.
- Press **Mute button** to toggle Mute off. 

11 – Hold and resume a call

To put a call on hold:

1. Make sure the call you want to put on hold is highlighted.
2. Press Hold soft key

To remove a call from hold on the current line:

1. Make sure the appropriate call is highlighted.
2. Press **Resume**

12 – Transfer a call

1. Verify that you are on an active call (not on hold)
2. Press the **Transfer** soft key.

3. Enter the transfer recipient's phone number.
4. Wait for the recipient to answer. (Or, skip to Step 5 while the call is ringing.)
5. Press the **Transfer** button again. The transfer is complete.

13 – Call forward

1. Press the **CFwdALL** soft key.
2. Enter the target phone number.
3. To cancel call forwarding, press **CFwdALL**.

14 – Call Pick-Up

1. Press the Pick Up soft key to transfer a ringing call within your pickup group to your phone. If you have multiple lines and want to pick up the call on a non-primary line, first press the desired line button, then press PickUp. If your phone supports auto-pickup, you are connected to the call
2. If the call rings, press the Answer softkey to connect to the call.

15 – Conference call

1. Verify that you are on an active call (not on hold).
2. Press the **Confrn** softkey
3. Enter the phone number for the party you want to add.
4. Wait for the party to answer (or skip to step 5 while the call is ringing).
5. Press the **Confrn** softkey again.
6. The conference begins.
7. Repeat these steps to add more parties, if desired.

16 – Check for voice messages

Check for voice messages in any of these ways:

- Look at the visual message indicator lamp on your handset.
You can configure the visual message indicator lamp using your User Options web pages.
- Look for a text message.
- Listen for a stutter tone from your handset, headset, or speakerphone when you place a call.
The stutter tone is line-specific. You hear it only when using the line that has a waiting message.
You can configure the audible message indicator using your User Options web pages.

16 – Dialing NGHA and KSAU Territories

From KSAU:

Press **85** + extension number to dial NGHA

From NGHA:

Press **84** + extension number to dial KSAU-HS



KINGDOM OF SAUDI ARABIA
King Saud bin Abdulaziz University for Health Sciences
Corporate Communications Department

Operations & Maintenance Helpdesk – ☎: 12345 / 📠: 91004
Operations & Maintenance 📧: comm.maintenance@ksau-hs.edu.sa