

Cisco IP Phone 7975 User Guide



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1 – Understanding Buttons & Hardware



1. Programmable or line buttons - -
2. Foot stand adjustment
3. Display button - - - - -
4. Messages button - - - - -
5. Directories button - - - - -
6. Help button - - - - -
7. Settings button - - - - -
8. Services button - - - - -
9. Volume button - - - - -
10. Speaker button - - - - -
11. Mute button - - - - -
12. Headset button - - - - -
13. 4-way navigation pad and select - -
(center) button
14. Keypad
15. Soft keys buttons - - - - -
16. Handset with indicator light
17. Touch screen

2 – Answer a call

To answer a call, use one of the following methods:

- Press the **Headset button**, to answer with a headset, if unlit.
- Or, if **Green indicator** is lit, press **Answer** or **Amber indicator**.
- Press the **Speaker button**, to answer with the speakerphone,
- Press **Answer** to switch from a connected call to answer a new call, or, if the call is ringing on a different line, press **Amber indicator**
- Press **Answer** to answer a call using call waiting.
- Press **iDivert** to send a call to your voice messaging system.

3 – End a call

To end a call, use one of the following methods:

- Hang up the handset or press **End Call**.
- If you are using a headset, press **Green indicator**. Or, to keep headset mode active, press **EndCall**.
- If you are using the speakerphone, press **Speaker button** or **EndCall**.
- Press **EndCall** to hang up one call, and preserve another call on the same line. If necessary, remove the call from hold first.

4 – Switch between multiple calls

Press **Answer soft key** or **Touch screen**

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** soft key



6 – Volume control

Volume button controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).




7 - Ring tones

To change the ringer sound:



1. Press the **Settings** button. 
2. Press **2** for Ring Type, or use the **Navigation** button to scroll to Ring Type and press the **Select** soft key. 
3. Use the **Navigation** button to scroll through the list of ring types. Press the **Play** soft key to hear samples.
4. Highlight the ring you want, and then press the **Select** soft key.

8 – Contrast

To adjust the contrast in your LCD display:

1. Press the **Settings** button. 
2. Press **1** for Contrast, or use the **Select** soft key.
3. Use the **Down** or **Up** soft key to change the contrast.

9 – Mute your phone

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

10 – 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 soft key**.

11 – 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.


12 – Call forward

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

13 – 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.



14 – Conference call

1. Verify that you are on an active call (not on hold).
2. Press the **Conference** soft key 
3. Enter the phone number for the party you want to add (or press a speed-dial button).

4. Wait for the party to answer (or skip to step 5 while the call is ringing).
5. Press the Conference soft key again.
6. The conference begins.
7. Repeat these steps to add more parties, if desired.

15 – Check for voice messages

Check for voice messages in any of these ways:

- Look at the visual message indicator lamp on your handset. 
- 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 NGH A and KSAU Territories

From KSAU:

Press **85 + extension number** to dial NGH A

From NGH A:

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



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