






Common Phone Tasks

View online help on the phone	Press  .
Place a call	Go-off hook before or after dialing a number.
Redial a number	Press Redial . Or press the Navigation button while on-hook to see your Placed Calls log.
Switch to the handset during a call	Pick up the handset.
Switch to the speaker or headset during a call	Press  or  , then hang up the handset.
Mute your phone	Press  .
Use your call logs	Press  to choose a call log. To dial, highlight a listing and go off-hook.
Edit a number	Press EditDial , << or >>.
Hold/resume a call	Press Hold or Resume .
Transfer a call to a new number	Press Transfer , enter the number, then press Transfer again.
Start a standard (ad hoc) conference call	Press more > Confrn , dial the participant, then press Confrn again.



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Cisco Unified IP Phone 7961G/7961G-GE and 7941G/7941G-GE for Cisco Unified CallManager 5.1 (SCCP and SIP)

Softkey Definitions
Phone Screen Icons
Button Icons
Common Phone Tasks








Softkey Definitions

AbbrDial	Dial using a speed dial index number
Answer	Answer a call
Back	Return to the previous Help topic
Barge	Add yourself to a call on a shared line
CallBack	Receive notification when a busy extension becomes available
Cancel	Cancel an action or exit a screen without applying changes
cBarge	Add yourself to a call on a shared line and establish a conference
CFwdALL	Set up/cancel call forwarding
Clear	Delete records or settings
Close	Close the current window
Conflist	View conference participants
Confrn	Create a conference call
Delete	Remove characters to the right of the cursor when using EditDial
Details	Open the Details record for a multiparty call in the Missed Calls and Received Calls logs
Dial	Dial a phone number
DirTrfr	Transfer two calls to each other
DND	Turn off Do Not Disturb (DND)
EditDial	Edit a number in a call log
EndCall	Disconnect the current call
Erase	Reset settings to their defaults
Exit	Return to the previous screen
GPickUp	Answer a call ringing in another group



iDivert	Send a call to a voice messaging system
Join	Join several calls already on a single line to create a conference
Links	View related Help topics
Main	Display the Help main menu
MeetMe	Host a Meet-Me conference call
more	Display additional softkeys
NewCall	Make a new call
OPickUp	Answer a call ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to a conference call
Save	Save the chosen settings
Search	Search for a directory listing
Select	Select a menu item or call
Transfer	Transfer a call
Update	Refresh content
VidMode	Choose a video display mode
<<	Delete entered characters
>>	Move through entered characters

Phone Screen Icons




Line and Call State

	Call Forwarding enabled
	Call on hold
	Connected call
	Incoming call
	Off-hook
	On-hook
	Shared line in use





Secure Calls






	Authenticated call
	Encrypted call

Selected Device










	Handset in use
	Headset in use
	Speakerphone in use

Other Features

	Busy line in a speed-dial, call log, or directory listing (BLF feature)
	Idle line in speed-dial, call log, or directory listing (BLF feature)
	Speed-dial, call log, or directory listing (line status unknown)
	Message waiting

	Video enabled
	Option selected
	Feature enabled
	Phone service URL assigned
	URL entry in a call log is ready to edit

Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset