Cisco Quick Guide

For CISCO IP Phone Model 7937G

Optional Speakers

SPEAKERS

Extra speakers will be provided in some locations.

The provision of these speakers is at the discretion of IT Services. If there are no speakers it does not mean that they are missing. They may not have been deemed necessary for the location you are in.

DIRECTORIES (on the handset)

To place a call using the Corporate Directory
- Press the Contacts button
- Press 2 for Corporate Directory
- Enter a name and press the Search softkey (users are listed by actual name, not preferred name)
- Select user and press the Dial softkey to call them

To use the Personal Directory
- Press the Contacts button
- Press 1 for Personal Directory
- Enter your ADS username and PIN
- The default PIN is 12345
- To add a new contact press the Submit softkey, then the New softkey

To view call history
- Press Settings and then press 1 for Call History

To enter letters using the number keys
- Press the corresponding number repeatedly until you reach the desired letter in the prompt
- Press the backspace softkey to delete mistakes

PHONE FUNCTIONS

To make a call
- Press the New Call button then dial
  OR press the New Call softkey then dial

To answer a call
- Press the Answer softkey
  OR press the New Call button.

To end a call
- Press the End Call softkey
  OR press the End Call button

To redial the last number
- Press the Redial softkey
  OR press the Redial button

To mute a call so others can't hear you
- Press the Mute button
  To un-mute, press the Mute button again

To put a call on hold
- Press the Hold softkey
  To take a call off Hold press the Resume softkey.

TO MAKE AN AD-HOC CONFERENCE CALL
- During a call press the Conference softkey which puts the first call on hold
- Dial the number of the party you wish to conference with
- When the new call connects press the Conference softkey again to add the new call to the conference

SELECT A RING TONE

- Press the Settings button
- Press 2 for Preferences and 1 for Ringtones
- Use the navigation buttons and the Play softkey to browse the tones
- Press the Set softkey to select, then the Exit softkeys

TO SETUP VOICEMAIL
- Dial 6304 8888
- Enter your PIN number and the # key
- The default voicemail PIN number is 0000
- Note: Your old PIN will not work
- Follow prompts (see overleaf)

TO ACCESS VOICEMAIL FROM THE PHONE
- Dial 6304 8888
- From the Initial prompt Press the * key
- Enter your extension and the # key
- Enter your PIN number and the # key
- Follow prompts (see overleaf)

INFORMATION & CONTACTS

For further assistance contact the IT Service Desk
Email: itservicedesk@ecu.edu.au
Phone: (08) 6304 6000