CISCO IP 7940/60 GSeries (Includes 7941/61)

1. Indicator light
2. LCD Screen
3. IP Phone Series
4. Line Buttons or Speed Dial
5. Adjustable footstand
6. Directories
7. Help
8. Settings
9. Speaker
10. Mute
11. Headset
12. Volume
13. Services
14. Messages
15. Navigation
16. Dial pad
17. Soft keys

Use any of these methods:
• Lift handset and dial number or
• Press NewCall and dial number or
• Enter a Speed Dial number and press AbbrDial or
• Press Speaker and dial number or
• Press Headset and dial number or
• Press Line button and dial number

Answer a call
Four ways to answer a call:
• Lift handset or
• Press Speaker or
• Press Headset or
• Press Answer soft key

• Press EndCall or
• Hang up

AbbrDial (Abbreviated Dial)
Dial using a speed dial index number
• Enter speed dial index number (1-99) on the keypad
• Press AbbrDial

Speed dialing enables you to store up to 99 frequently dialed phone numbers and then quickly dial them when a numeric code (1-99) is entered rather than dialing the entire phone number.

Speed dials are set up via the User Options Web Interface at https://voip.psu.edu/

Add yourself to a call on a shared line
• Push line button in use
• Press Barge

This is a non-standard feature Contact TNS for more information

CallBack
Receive notification when a busy or ringing VoIP extension you have called becomes available
• Press CallBack
• Hang up
• Phone will provide a ring notification when extension becomes available
• Press Dial to call or press Exit to cancel

Note: this feature will not work if called party has their call forwarding enabled

Call PickUp
Answer a call Within your call pickup group
• Lift handset, or press NewCall, or
• Press Speaker button to get dial tone
• Press more
• Press PickUp
• Answer call

GPickUp (Group Call Pickup)
Answer a call Outside of your call pickup group
• Lift handset, or press NewCall, or
• Press Speaker button to get dial tone
• Press more
• Press GPickUp
• Enter 4-digit code
• Answer call

CFwdALL (Call Forward All Calls)
Redirect all calls to another number
• Press more
• Press CFwdALL
• Dial forwarding number or messages button to forward calls to voice mail

Press more, CFwdALL to deactivate call forwarding
### Join
Invite current callers to join a standard conference
- During a conference, press **more**
- Press **ConfList**

To remove participants, arrow up or down to select participants and press **Remove**

### ConfList (Conference List)
View conference participants
- During a conference, press **more**
- Press **ConfList**

To remove participants, arrow up or down to select participants and press **Remove**

### Join
Join current callers to join a standard conference
- Scroll to each active call on the line and press **Select**
- From one of the selected calls, press **more**
- Press **Join**

Press **more** and **ConfList** to see a list of conference participants

Participants are listed in the order in which they join the conference with the most recent additions at the top

### Confm (Conference Call)
Create a conference call
- During a conference, press **more**
- Press **Conf**
- Dial telephone number
- Press **Conf** to add party to conference
- Repeat process to add additional party (up to three) to conference

### Dir Trfr (Direct Transfer)
Merge two calls on the same line to each other
- Scroll to highlight each active call on the same line and press **Select**
- Press **more**
- Press **DirTrfr**

The two calls connect to each other and drop you from the call

### (Call) Hold
Place a call on hold
- Press **Hold**

Press the **Resume** soft key to return to held call

If multiple calls are on hold, be sure to select the desired line button of the held call before pressing **Resume**

### (Call) Hold
Place a call on hold and consult privately with a third party
- Press **Hold**
- Press **NewCall**
- Dial third party’s number, consult privately, **EndCall**

Press **Resume** soft key to return to original call

### Redial
Redials the last number
- Press **Redial**

### Resume
Return to held call
- Press **Resume**

### Transfer
Transfer a call to another University Park extension
- During a call:
  - Press **Transfer**
  - Dial target number
  - Press **Transfer**

### User Options Web Interface
Control settings and features such as Call Forwarding, Speed Dials, and Personal Address Book from your computer using the User Options Web Interface

Logging in:
- **https://voip.psu.edu/**
- Enter your Penn State Access Account **User ID** and **Password**
- Click **logon**

Select your primary phone model from the “Select a device” drop down menu

*Note: Accessing the User Options Web pages from outside of the Penn State network requires authentication using the Penn State VPN Service available for download at http://aset.its.psu.edu/vpn/*

Search for Penn State persons with published telephone numbers in the Penn State online Directory
- Press **Directories** button
- Select, **Penn State People Search**
- Enter all or part of last name (req.)
- Enter all or part of first name (opt.)
- Press **Submit**
- Scroll to Desired entry
- Press **Dial** to call using speakerphone or
- Lift **handset** to call using handset