

Conference Features

J. Conference Calls:

1. Placing a Conference Call:

Total Amount of Participants _____

- Press the Phone Button
- Dial number of the first participant
- With call connected, press the Confrn softkey in order to open new line
- Dial number of next participant to be added
- With both calls connected, press Confrn softkey again in order to connect all parties
- Repeat until desired amount of participants are added

2. Joining Connected Callers to Conference Call:

- With calls connected, press the Menu Button
- Highlight Call Functions, press Select Button
- Highlight Join, press Select Button

3. Establishing a Meet Me Conference:

Total Amount of Participants _____

Available Meet-Me Numbers _____

- Press the Phone Button
 - Press the Menu Button
 - Select Call Functions, then select Meet-Me
 - Dial the number of the Meet-Me conference
- Joining a Meet-Me Conference: Dial the provided Meet-Me number

4. Removing Last Participant:

- During Conference Call, press Menu Button
- Highlight Call Functions, press Select Button
- Highlight Remove Last Participant, press the Select Button

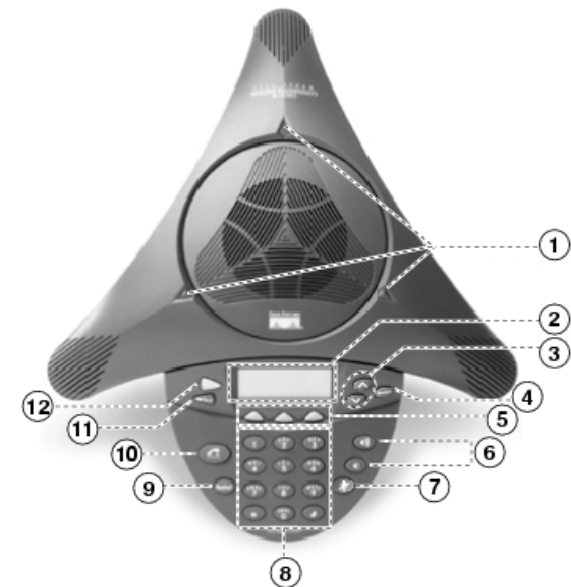
Suggested Guidelines for Best Performance

- Place the IP Conference Station on a flat surface, and clear of any reflective surfaces to avoid a glare.
- Seat all conference participants equidistant from the IP Conference Station.
- While on conference, direct voice towards the IP Conference Station and use normal volume levels.
- Attempt to minimize background noise, and avoid moving or handling the IP Conference Station while a call is in progress.
- If using Mic Kit, position external microphones in the areas that need the most coverage



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Cisco IP Phone 7936 Conference Station Quick Reference Guide



Feature Definitions

1. LED Lights: Provide status call indicators

- Call State Off – All LEDs Off
- Powering On – Red LEDs On
- Ready State – All LEDs Off
- Dial Tone On – Green LEDs On
- Dialing – Green LEDs Blinking
- Connected – Green LEDs On
- Mute – Red LEDs Blinking
- Hold – Red LEDs On
- Incoming Call – Green LEDs Blinking with Ringing
- Ringing/Connecting – Green LEDs Blinking

2. LCD Screen: Displays phone information

3. Scroll Buttons: Use to scroll through calls or menus with multiple options

4. Select Button: Selects menu item or list item that is highlighted

5. Softkeys:

- Answer – Answers current call
- CFwdAll – Redirects incoming calls
- Confrn – Add party to conference call
- Corp Dir – Access Corporate Directory
- EndCall – End a call
- Hold – Puts active call on hold
- Ph Book – Access Phone Book
- NewCall – Begins a new call
- Resume – Resume held call
- Transfer – Transfers current call

6. Volume Buttons: Increase and decrease volume

7. Mute Button: Turns Mute feature on and off

8. Key Pad: Use to dial numbers

9. Redial: Use to automatically redial last dialed number

10. Phone Button: Use to get dial tone, answer a call and hang up a call

11. Exit Button: Exits out of current option and returns to resting LCD screen

12. Menu Button: Opens and closes the main Menu; options include:

- Call Functions
- Phone Book
- Settings
- Admin Setup

Phone Functions

A. Placing a Call:

- Press the Phone Button
- Dial number

B. Answering a Call:

- Press the Phone Button, or
- Press the Answer softkey

C. Ending a Call:

- Press Phone Button, or
- Press the EndCall softkey

D. Placing a Call on Hold/Resuming a Call:

- With connected call, press the Hold softkey
- To resume call, press the Resume softkey

E. Transferring a Call:

- With connected call, press Transfer softkey
- Dial the number to which the call will be transferred
- When ringing is heard, press Transfer softkey again, or
- Announce caller and press Transfer softkey

F. Call Forward:

- Press CFwdAll softkey
- Enter number to which calls will be forwarded
- Press CFwdAll softkey again to disable feature

G. Call Park: (Place calls on hold and resume from any IP Phone)

- With connected call, press the Menu Button
- Highlight Call Function, press Select Button
- Highlight Park, press Select Button
- Make note of Call Park Number that is displayed on LCD screen

- To Resume Call: Dial Call Park Number from any IP Phone

H. Phone Book: (Store frequently dialed numbers; maximum of 20 saved)

- Press the Ph Book softkey
- Select number to be called
- Press Call softkey

I. Corporate Directory:

- Press the Corp Directory softkey
- Using Key Pad, enter search criteria
- Press Search softkey
- Highlight desired number, press Dial softkey, or
- Press EditDial and use the << and >> to edit number, then press Dial softkey