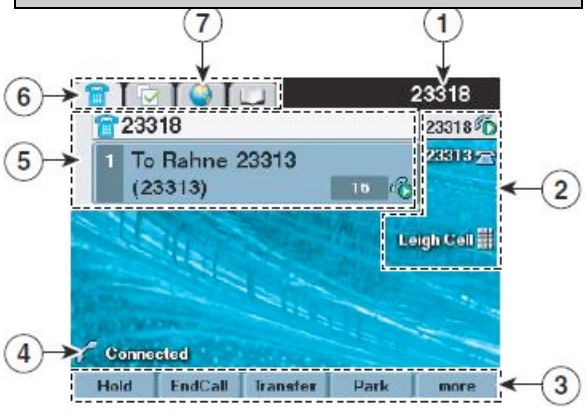
CISCO IP 7975 Series

1. **Programmable Buttons**
2. **Foot stand Button**
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 button (center)**
14. **Keypad**
15. **Soft Key Buttons**
16. **Handset Light Strip**
17. **Touch Screen**

TOUCH SCREEN



1. **Primary Phone Line**
2. **Programmable Button Indicators**
3. **Soft Key Labels**
4. **Status Line**
5. **Call Activity Area**
6. **Phone Tab**
7. **Features Tab**

To activate the **Touch Screen**, press the **Display** button. This awakens the phone from sleep mode. To disable it for cleaning, press the **Display** button again.

No Colour - Ready for Input

Green Flashing – Disabled
Green Steady – Sleep Mode

Press (or tap) items on the touch screen with only your fingertips.

Place a Call

Pick up the handset and dial a number
or
Press the **Speaker** button and dial a number for *hands-free*
or
Press **New Call** soft key or touch screen

Answer a Call

Lift Handset
or
Press **Answer** soft key or touch phone screen

Press **Speaker** button for *hands-free*, then **Answer** or a programmable button (flashing)
or
Press **iDivert** to send caller directly to voice mail

End a Call

Press **EndCall** soft key or touch screen
or
Return handset to cradle
or
On speaker phone, press the **Speaker** button

Place a Call on Hold

1. Press **Hold** soft key or touch screen
2. The hold icon appears on your screen
3. The line on hold will flash
4. Press **Resume** soft key or touch screen to resume call

Place a Second Call on Hold

1. Place the first call on hold by pressing the **Hold** soft key or touch screen

2. Press **New Call** soft key or line button
3. Press **EndCall** soft key to end second call

Redial Last Number Called

1. Press **Redial** soft key to dial the last number or touch screen
2. Speaker for *hands-free* turns on automatically
   or
   Lift Handset

Retrieved Missed, Placed and Received Calls

1. Press **Directories** button
2. Use **Navigation Pad** to highlight either missed, placed or received calls
3. Press **Select** soft key or touch screen
4. Press **Details** for information on called number, time of day and duration

To dial a number:

Internal calls and Placed calls

Use **Navigation Pad** or touch screen to highlight a number and pick up handset (number dialed automatically)

Missed and Received External Calls

Press **EditDial** soft key or touch screen to add required extra digits to an external number. (ex: "9" or "1")

Mute a Call

Press **Mute** button to activate

Press **Mute** button again to disable

View Multiple Calls

To view calls on another line:

1. Press the **Help** button
2. Immediately press the **Line** button

Switch call to overview mode:

1. Press for the highlighted line
2. In overview mode, one call is displayed per line
3. Displayed call is either the active call or the held call with the longest duration
4. To return to standard viewing mode, press the **Help** button
5. Immediately press the **Line** button

Switch Between Multiple Calls

Connect calls on one line:

1. Select the call you want to switch to
2. Press **Resume** soft key or touch screen

Any active call is placed on hold. Any selected call is resumed.

Connected calls on another line:

1. Press the button for the line you want to switch to
2. Select a call if there are multiple calls
3. Press **Resume** soft key or touch screen

Call Forward

1. Press **CFwdAll** soft key or **Forward All** or touch Screen
2. Dial number to forward calls to
3. Press pound key (#)

To verify that Call Forward is enabled on your primary line:

1. Call forward icon appears next to primary number
2. Call forward target number appears in the status line

To deactivate:

1. Press **CFwdAll** or **Forward All**

Transfer a Call

1. From an active call, press the **Transfer** soft key or touch screen

2. Dial target number
3. Wait for recipient to answer
4. Press **Transfer** again to complete the transfer or **EndCall** to cancel

Call Waiting

1. When you hear a call waiting beep (*single alert*) press **Answer** soft key (first call goes on hold)
2. Use **Navigation** button to alternate between calls and press **Resume** soft key to return to a call
3. Press **EndCall** soft key to disconnect the selected caller

Do Not Disturb (DND)

A feature to turn off the ringer on your phone or to turn off *all audible and visual notifications of incoming calls.*

Your system administrator enables DND for your phone.

To turn on:

1. Press **DND** or **Do Not Disturb**
2. "Do Not Disturb" displays on the phone
3. The **DND** lights and the ring tone is turned off

To turn off:

1. Press **DND** or **Do Not Disturb**

Check Messages

New Message Indicators:

1. Steady red light on the handset
2. Flashing message icon and text message appears on your phone screen
3. A stutter tone is heard from your handset, headset or speaker phone when you place a call

Retrieve Message(s)

1. Press the **Messages** button
2. Follow prompts to check voice mail

Place a Conference Call

Up to six participants.

1. From a connected call, press **Confrn** or **Conference**
2. Press the **More** soft key to see **Confrn** or touch the screen
3. Call the next person
4. Wait for the call to connect
5. Press **Confrn** or **Conference** again to add the participant to your call
6. Repeat as necessary for each additional participant

End a Conference Call

1. Press **EndCall** soft key or touch screen
   or
2. Return handset

Meet Me Conference Call

Requires special phone number from IITS.

To establish:

1. Lift receiver
2. Press **MeetMe** soft key or touch screen
3. Dial the assigned **MeetMe** conference number

Participants can now join conference by dialing in.

To join a MeetMe call:

1. Dial the assigned **MeetMe** conference number

Note: If participants call the MeetMe number before the call has been established by the coordinator of the conference call, they will hear a busy tone.

End the conference:

1. All participants must hang up

Join

1. From an active call, press **Join**
2. Press **More** to display this soft key
3. Press the green (flashing) line button for the calls you wish to join

If the calls do not join:

1. Highlight the calls on the window of your phone screen
2. Press **Select** soft key
3. Selected calls display this icon
4. Press **Join** soft key to complete the action

Internal Directory

1. Press **Directories** button
2. Use **Navigation** button to scroll to **Corporate Directories**
3. Press **Select** soft key or touch screen
4. Use your keypad to enter a full or partial name (keep pressing a number key to toggle between letters; use << soft key to backspace and delete letters)
5. Press **Search** soft key or touch screen
6. Use **Navigation** button to highlight the name of the person you wish to call
7. Press **Dial** soft key to call number or touch screen or go off hook

Programmable Buttons

Green, Steady: Active call or two-way Intercom call

Green, Flashing: Held call

Amber, Steady: Privacy in use, one-way Intercom call, DND active

Amber, Flashing: Incoming call or Reverting Call

Red, Steady: Remote line in use (shared line or BLF status)

Red, Flashing: Remote call on hold

Line and Call Icons

Your phone displays icons to help you determine the call and line state.

On Hook Line
No call activity on this line

Off Hook Line
You are dialing a number or an outgoing call is ringing

Connected Call
You are currently connected to the other party

Call on Hold
You have put the call on hold

Shared Line in Use
Another phone that shares your line has connected a call

Reverting Call
A holding call is reverting to your phone

Line in Do Not Disturb (DND)
Turns off the ringer on your phone or any audible or visual notifications of incoming calls

Phone Screen Icons

Remote Call on Hold

Call Forward Enabled

Incoming Call

Message Waiting

Speed Dial, Call Log or Directory Listing

Handset in Use

Headset in Use

Speakerphone in Use

Video Enabled

Feature Assigned

Mobility Assigned

Hold Assigned

Conference Assigned

Transfer Assigned

Phone Service URL

Option Selected

Feature Enabled

Button Icons

Navigation
Scroll through menus and highlight items. Displays phone numbers from your Placed Calls log.

Messages
Auto-dials your voice mail.

Directories
Use it to access call logs and directories.

Settings
Use it to control phone screen contrast and ring tones.

Services
Use it to access the bus schedule and other services.

Volume
Controls the handset, headset, speaker phone volume and ringer volume.

Help
Activates the Help Menu.

Speaker
Toggles the speaker phone on (button is lit) or off.

Mute
When the microphone (speaker phone) is muted, the button is lit.

Headset
Toggles the headset on (button is lit) or off.

Soft key
Each activates a soft key option (displayed on your phone screen).

Phone Settings

*The **Settings** button allows you to personalize some of the features of your phone. A screen menu will assist you in adjusting various settings such as ringer type and contrast. Scroll through the options using the **Navigation** button.*

Volume

Ringer

1. Press the **Volume** button while the handset is in the cradle and the headset and speaker phone buttons are off. The new ringer volume is saved automatically.

Speaker, handset, headset

1. Press the volume button while the handset, headset or speaker are in use.
2. Press **Save** soft key to save the volume setting

Ringer Type

1. Press the **Settings** button
2. Use **Navigation** button to scroll down to **User Preferences**
3. Press **Select** soft key or touch screen
4. Use **Navigation** button to scroll to **Rings**
5. Press **Select** soft key or touch screen
6. Press **Play** soft key or touch screen to hear sample ring
7. Choose a phone line or the default ring setting
8. Choose a ring tone to play a sample of it
9. Press **Select** to activate and **Save** to set the ring tone

Background Images

1. Press **Settings** button
2. Use **Navigation** button to scroll to **User Preferences**
3. Press **Select** soft key or touch screen
4. Use **Navigation** button to scroll to **Background Images**
5. Press **Select** soft key or touch screen
6. Use **Navigation** button to select the image you want

7. Press **Preview** soft key or touch screen to view sample background
8. Press **Select** soft key or touch screen to activate
9. Press **Save** soft key or touch screen

LCD Brightness

1. Press the **Settings** button then select **User Preferences** > **Brightness**
2. To make adjustments, press **Up, Down** or use the **Volume** button
3. Press **Save** or press **Cancel**

Web Interface (Call Manager)

Each user has their own personal Web site to allow them to manage some of the advanced phone features, such as:

- Setting up speed dial
- Forwarding calls
- Activating and setting up **Fast Dial**
- Activating and setting up **My Address Book**

Accessing Call Manager

The Call Manager for your phone is accessed through your personal account on the MyConcordia Portal at http://www.myconcordia.ca For information about using the portal, see the downloadable user guide at http://web2.concordia.ca/portal/help/myconcordia.pdf.

When you have accessed your personal portal page, click [CONFIGURE MY PHONE].

Select Phone Device

If you have multiple phone sets, you must select the one you wish to configure from the drop-down menu on the main menu page.

Change you Pin

Click [CHANGE YOUR PIN] on the main menu. Enter 12345 as the current PIN, and select a new personal PIN consisting of 7-20 digits.

Your new PIN will be required to subscribe and activate special services such as My Address Book and Fast Dial.

Call Forward

1. On the main menu, click [FORWARD ALL CALLS TO DIFFERENT NUMBER]
2. Check box of phone extension you wish to forward
3. Select either **voice mail** (you must have voice mail to use this option!) or this number (and enter the phone number where you want your calls to go)
4. Click [UPDATE]
5. To stop call forwarding, clear the check box of the extension that is being forwarded, and click [UPDATE]

Configure Speed Dial

Available speed dial button(s) on your phone:

1. On the main menu, click [ADD UPDATE YOUR SPEED DIAL]
2. Enter the phone number in the first text box and the name you would like displayed on your phone set in the second text box
3. Remember to add “9” to external numbers
4. Click [UPDATE]

To dial, press speed dial button on your phone.

■ **Speed dial settings not associated with a button** (up to 99 entries accessed using dial pad and abbreviated dialing):

1. On the main menu, click [ADD/UPDATE YOUR SPEED DIAL]
2. Enter the phone number in the first text box and the name associated with the

number in the second text box (name is for reference and is not displayed on the phone)
3. Remember to add "9" to external numbers
4. Click [UPDATE]

Change Phone Locale Profile (Language)

This determines the language used on the phone's LCD display. To change the default language setting:

1. From the main menu, click [Change the Locale for this Phone]
2. Select a language from the drop - down menu
3. Click [UPDATE]

Change Web Locale (Language)

The User Locale determines the language of the Call Manager. To change the default language setting:

1. From the main menu, click [Change the Locale for your device profile(s) and these web pages]
2. Select a language from the drop-down menu
3. Click [UPDATE]

Change the Ring Setting

1. On the main menu, click [Change the Ring Settings for your Phone]
2. From the drop-down menus, select how you would like each line on your phone to ring **When Phone is Idle** and **When Phone is In Use**
3. Click [UPDATE]

My Address Book

Store and retrieve telephone numbers. To use this service, it must first be activated online (one time only).

■ **Activate Service (Online):**

1. From the main menu, click [CONFIGURE YOUR CISCO IP PHONE SERVICES]
2. Click [MY ADDRESS BOOK] under "Your Subscribed Services"
3. Enter **9** for the "Outside Access Code"
4. Enter User name (your phone number **+ 1** Ex.: Phone number 8483432 User ID will be 84834321) and new PIN
5. Click [UPDATE]

■ **Add Entries (Online):**

1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK]
2. Click [ADD A NEW ENTRY]
3. Enter information and click [INSERT]

■ **Add Entries (On the Phone):**

** Note that My Address Book must first be activated online*

1. Press SERVICES button
2. Use Navigation key to scroll to "My Address Book"
3. Press SELECT soft key
4. Press SUBMIT soft key
5. Press NEW soft key
6. Use dial pad to enter name (keep pressing a key to toggle between letters)
7. Press SUBMIT soft key
8. Use dial pad to enter phone number(s)
9. Enter 4 digits for internal; enter 1 for long distance (9 is not necessary)
10. Press SUBMIT soft key (success message)
11. Press OK soft key

■ **Dial a Number:**

1. Press SERVICES button
2. Use Navigation key to scroll to "My Address Book"
3. Press SELECT soft key
4. Enter partial (or whole) Last, First or Nickname using the dial pad
5. Press SUBMIT soft key (you may skip step 4 and scroll through entries)
6. Select a name from the list
7. Press DIAL soft key

Fast Dial		
Store up to 99 numbers for fast dialing. To use this service, it must first be activated online (one time only). ■ **Activate Service (Online)**: 1. From the main menu, click [CONFIGURE YOUR CISCO IP PHONE SERVICES] 2. Click [FAST DIAL] under "Your Subscribed Services" 3. Enter **9** for the "Outside Access Code" 4. Enter User name (your phone number **+ 1** Ex.: Phone number 8483432 User ID will be 84834321) and new PIN 5. Click [UPDATE] ■ **Add Entries (Online):** Adding a number <u>from</u> your personal Address Book 1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK] 2. Click [FAST DIALS] 3. Under "Description", click [(UNASSIGNED)] 4. Click a name already in your "Address Book" 5. Select a number from "Choose a Directory Number from your Personal Address Book" drop-down menu 6. Click [INSERT]	**or** Adding a number <u>not</u> in your personal Address Book 1. From the main menu, click [CONFIGURE YOUR CISCO PERSONAL ADDRESS BOOK] 2. Click [FAST DIALS] 3. Under "Description", click [(UNASSIGNED)] 4. Select "Enter a directory number" and enter a phone number (it is <u>not</u> necessary to include 9) 5. Click [INSERT] ■ **Add Entries (On the Phone):** ** Note that Fast Dial must first be activated online* 1. Press SERVICES button 2. Use Navigation key to scroll to "Fast Dial" 3. Press SELECT soft key 4. Press ASSIGN soft key 5. Use Navigation to scroll to (UNASSIGNED) 6. Press SELECT soft key 7. Enter 4 digits for internal, and enter 1 for long distance (9 is not necessary) 8. Press SUBMIT soft key (success message) 9. Press OK soft key ■ **Dial a Number** 1. Press SERVICES button 2. Use Navigation key to scroll to "Fast Dial" 3. Press SELECT soft key 4. Use Navigation key to select number	5. Press DIAL soft key