Cisco 7936 Conference Phone

**Place a Call**

- Press the (Phone) button, then dial the number.
- Dial the number, then press the Dial softkey button.
- Select a number from the directory, then press the Dial softkey.

**NOTE:** Dial 9, then 1, then the area code and number to place an outside call.

**Answer a Call**

- Press the (Phone) button.
- Press the Answer softkey button.

**Redial a Number**

- Press the (Redial) button.

**Hold/Resume a Call**

- While on an active call, press the Hold softkey button. Press the Resume softkey to resume the call.

**Transfer a Call**

1. While on a call, press the Transfer softkey button.
2. Dial the “transfer to” number.
3. Wait for user to answer and then announce caller.
4. Press the Transfer softkey again to transfer the call or press the End softkey to end the call. Press the Resume softkey to reconnect to the first caller.

**Redial a Number**

- Press the (Redial) button.

**Hold/Resume a Call**

- While on an active call, press the Hold softkey button. Press the Resume softkey to resume the call.

**Transfer a Call**

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2. Dial the “transfer to” number.
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**Start a Conference Call**

1. During a call, press the Confrn softkey to open a new line and put the first caller on hold.
2. Dial the number of the next person.
3. When the call connects, press the Confrn button again to add the new party to the existing call.

**End a Call**

- Press the (Phone) button.

**Corporate Directory**

1. Press the Corp Dir. softkey button on your phone.
2. Use the Up/Down arrows to select “Corporate Directory” then press the Select button.
3. Use the Up/Down arrows on the navigation pad to select “Last Name”.
4. Using the number pad, enter in the last name of the person you wish to call. You do not need to type in the entire last name.
5. Press the Search softkey.
6. Use the Up/Down arrows on the navigation pad to locate the user.
7. Press the Dial softkey to place a call to that user.