


## Cisco 7936 Conference Phone



### Place a Call


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

### End a Call

- Press the  (Phone) button.

### 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. .

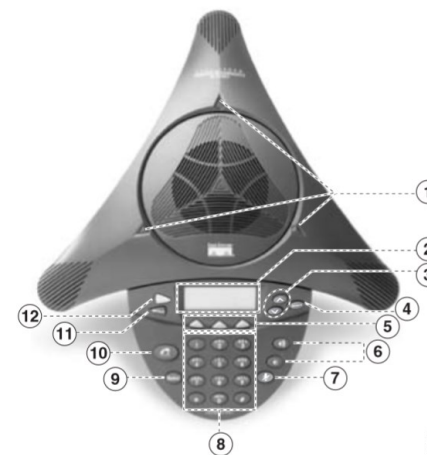
### Transfer a Call

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.

### Start a Conference Call

1. During a call, press the **Confm** 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 **Confm** button again to add the new party to the existing call.

## Phone Button Overview



1. LED indicator lights	7. Mute button
2. LCD screen	8. Key pad
3. Scroll buttons	9. Redial button
4. Select button	10. Phone button (Call)
5. Softkey buttons	11. Exit button (Return button)
6. Volume buttons	12. Menu 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.