7931 Cisco IP Phone Operating Instructions

Initializing Voicemail:
Once you have been issued a voicemail account simply press the messages button on your phone.   When prompted for a password type 1234. Follow the verbal instructions for changing your password and recording your greetings. DO NOT perform these tasks with the speakerphone option, pick up the phone handset. Make sure you follow through all the instructions; the system will tell you when the process is complete.

Transferring Calls:
To transfer a caller simply press the transfer softkey (button labeled **transf** just below your phones display). (or use the transfer button at the bottom right of the phone) After pressing transfer type in the extension you wish to transfer the call to. As soon as the **trasf** softkey reappears you may press it again and simply hang up to transfer the call. You may also introduce the caller prior to pressing the **transf** softkey the second time. Make sure you press **transf** twice otherwise you may hang up on the caller if you only press it once.

Putting callers on Hold:
Simply press the **hold** softkey, to take a caller off hold, press the **resume** softkey or press the line button that is flashing. To switch between 2 callers on hold press the bottom line buttons on your phone labeled with line 1 and line 2.

Forwarding Calls to another extension:
Press your **CFwdAll** Softkey, type in the extension you wish to forward your calls to. Wait several seconds and your phone display will read forwarded to Extension #. To the remove the forward press the **CFwwdAll** softkey once. The display will no longer read call forwarded.   You do not need to lift your phone handset for this procedure.

Forwarding all your Calls to voicemail:
Press your **CFwdAll** Softkey type in the extension 1000. Wait several seconds and your phone display will read forwarded to Voicemail. To the remove the forward press the **CFwdAll** softkey once. The display will no longer read call forwarded.   You do not need to lift your phone handset for this procedure.

Picking Up other phone extensions from your phone:
Pick up your handset on your phone, press the more sofkey until pickup appears. Press the pickup softkey, followed by the answer softkey that will appear shortly thereafter.

Checking Voicemail Remotely
Dial any IP Phone Voicemail Tree (208) 843-7144, 843-7145, 843-7307 or 476-7417. When the voicemail tree answers press the * key on your phone, enter your extension number, and then password when prompted.

Adjusting Ring Volume
Without picking up the handset press the volume up or volume down buttons on the lower right of the phone to raise or lower the volume of the ring.

Parking Calls (Putting calls on Hold so they can be picked up elsewhere)
Press the more softkey button on your phone when you have the caller on the line. Press the park softkey. On your phone display it will say what number the call is parked on. The person who wants to pick up the call simply has to dial that extension from their phone and they will be connected to the parked caller.

Transferring Callers Directly to Voicemail
Transfer calls as you normally would, however add a * before the extension. Example, if you wanted to transfer a call to extension 1000 you would transfer to *1000 and the call would go directly to extension 1000's voicemail.

Speed Dial Setup
Please Email your list of speedials to helpdesk@nezperce.org listing the following and your speed dials will be programmed for you.
1. Your Extension Number
2. Speed Dial Numbers and Names

Changing Ring Tones
Press the menu button
Select Settings and press select
Select user preferences and press select
Select rings and press select
Press select on Default
Choose what ring you want (press play to test)
Press select to choose your new ring
Press save and then exit when done.