


## Cisco 7937 Conference Phone



### Place a Call


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

- Press the  (Off-hook) 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  (On-hook) button.

### Answer a Call

- Press the  (Off-hook) button.
- Press the **Answer** softkey button.

### Redial a Number

- Press the  (Redial) button.

### Mute a Call

- Press the  (Mute) button.

### Hold/Resume a Call

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

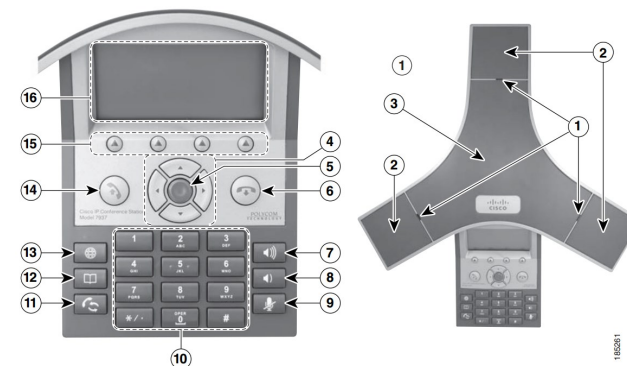
### Transfer a Call

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 **Confrrn** 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 **Confrrn** button again to add the new party to the existing call.

## Phone Button Overview



1. LED indicator lights	9. Mute button
2. Microphone	10. Keypad
3. Speaker	11. Redial button
4. Navigation pad	12. Directories button
5. Select button	13. Applications button
6. On-hook button (End call)	14. Off-hook button (Call)
7. Volume up button	15. Softkey buttons
8. Volume down button	16. Display screen

## Corporate Directory

1. Press the  ( Directories) button on your phone.
2. Use the Up/Down arrows to select “Corporate Directory” then press the **Select** softkey button or the grey “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.