

Quick Start Guide for Cisco 7965 IP Phone

Standard Phone User Guide



Basic Phone Use	
Ringer Volume *Volume settings are saved automatically	1. Press the VOLUME key (with phone on hook) to hear a sample ring. 2. Press the up and down arrows to reach the desired level.
Handset Volume	1. To increase or decrease the volume of your handset, lift the handset and press the up or down volume button. The volume buttons adjust the volume for the currently active condition.
Place a call	Either lift handset and dial, press line button and dial, or press New Call soft key and dial. • Dial 5 digits for internal calls. Dial 9 + number for local calls. • Dial 80 + 1 + number + 6-digit access code for long distance calls. • Dial 911 or 9 + 911 for Emergency Calls.
Answer a call	Lift handset, press Line Appearance, or press ANSWER soft key. • If you receive a second call on your individual extension, you will hear a "beep." • To answer second call, press Line -OR- press ANSWER soft key. (First call is automatically put on hold).
End a call	Hang up handset, or press END CALL soft key for speaker mode.
Mute a call	To mute, press MUTE. Press MUTE again to disengage.
Send call to Voicemail	Press soft key button IDWrt button when phone is ringing.
Place a call on Hold	1. Press the HOLD soft key. 2. Press the RESUME soft key or press the Line Appearance button to return to a call. • If multiple calls are on hold on the same Line Appearance, use the scroll key to select the desired call before pressing RESUME.
Transfer a call	1. During a call, press the TRANSFER soft key. This places the call on hold. 2. Dial the number to which you wish to transfer the caller. 3. When ringing begins, press TRANSFER again, or wait for party to answer then press TRANSFER. If party refuses call, press RESUME soft key, or extension key where call is held to take the call back.

Cisco 7965 Manual

Ensheng Dong



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