Cisco IP Phones (Models 794X/796X)

Model 794X

Model 796X (Multi Line)
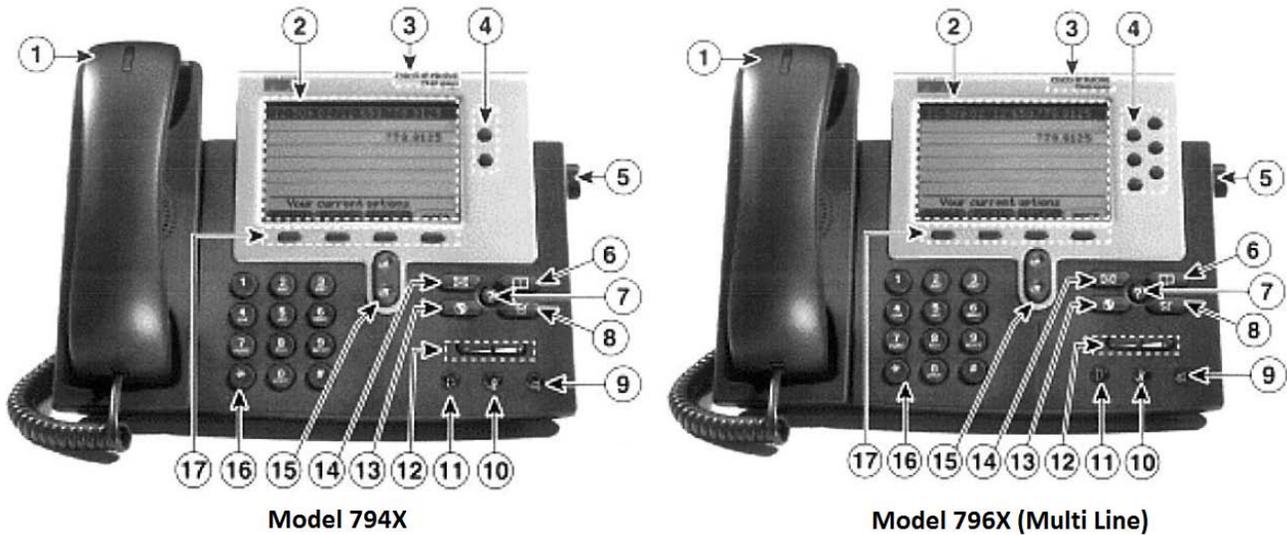
1	Handset with message light	7	Help button	13	Services button
2	LCD screen	8	Settings button	14	Messages button
3	Phone model/type	9	Speaker button	15	Navigation button
4	Line or speed dial button	10	Mute button	16	Dial pad
5	Footstand adjustment	11	Headset button	17	Soft keys
6	Directories button	12	Volume button		

Getting Started

Your Cisco IP phone has many advanced features, but the basic ones are easy to access much like other phones. Adjust the angle of the phone by depressing the footstand adjustment button (#5) while you adjust the angle of the phone. Releasing the button locks the footstand in place.

Ringer Volume

Adjust the ringer volume up or down with the Volume button (#12) while the handset is in the cradle and while the phone is idle (not on a call).

To Place a Call

Lift the handset and dial the number with the dial pad (9 first to dial externally, 4 digits to dial internally). To use or answer a specific line, press the line button first (#4).

Red Indicator on Handset -- Check Your Voicemail

The red light on your handset indicates new voice mail. Press your Messages button (#14) to connect with the voice mail system. Alternatively, you can dial 8700 or 403-440-8700 from outside to access your voice mail remotely.

Speaker

To use the phone's speakerphone or hands-free feature, press the Speaker button (#9) and dial a number. To answer a call with the speaker, just press the Speaker button when the phone is ringing. Adjust the volume and press the soft key (#17) under the word Save on the LCD screen to set the volume for future use. Please be considerate of others around you when using speakerphone.

Mute

This lets you hear the other party but turns off the microphone or handset temporarily at your end. Press the Mute button (#10) to activate or deactivate. The button will be red when active.

Redial a Number

Press the Redial soft key under the LCD screen to dial the last number you called. If you do this without lifting the handset, the call will use the Speaker.

Transfer a Call

To transfer an active phone call to another number, press the Trnsfer soft key to place the call on hold. Dial the number to which you want to transfer the call. Press Trnsfer again and hang up or wait until someone answers that number, announce the call and then press Trnsfer and hang up.

Conference Calls

To add another person to an existing call, tell the current caller you are putting them on hold to add someone else to the call. Press the Confrn soft key to get a new dial tone (you may have to press the More soft key first to get to the Confrn key depending on how many soft keys your model of phone has). Call the person you want to add to the call and when they answer tell them you are adding them to a conference call and press the Confrn button again. This will join all 3 parties on the call. Repeat the process to add up to 5 people total (6 including you).

Call Forwarding

To forward your calls to another MRU local, press the CFwdALL soft key. You'll hear two beeps. Then enter the number (4 digits) to which you want calls forwarded. The LCD screen on your phone will show a flashing right arrow and indicate the number for call forwarding. To turn call forward off, press the CFwdALL soft key.

Note: you can call forward your phone directly to voicemail by pressing the CFwdALL soft key followed by the Messages Button (#I4).

HELP/Advanced Features

For Instant Help from the phone itself, press the ? button (#7) and then the feature button with which you need assistance. For help with help feature itself, quickly press the ? button twice when your phone is idle.

Please do not attempt to do any network connections to and from the phone/Computer, please call the MRU Service Desk at extension 6000 if you need any changes made.