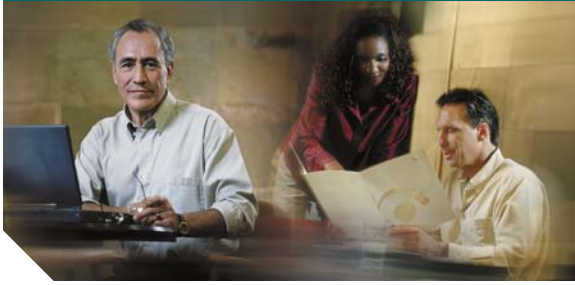


Quick Reference



Cisco IP Phone 7914 Expansion Module for Cisco CallManager Express 3.2

Cisco IP Phone 7960G with Two Cisco IP Phone 7914 Expansion Modules Attached



Note Use the Cisco IP Phone 7914 only with the Cisco IP Phone 7960G/7940G.



	Feature	Function
1	Cisco IP phone model type	Shows the Cisco IP phone model number.
2	LCD screen	Displays the phone number, speed-dial number, name, or other text label assigned to each button. Icons indicating line status appear and function the same as those on the Cisco IP Phone 7960G.
3	Fourteen lighted buttons	Each button corresponds to one line. The light beneath each button indicates the state of the corresponding line, as follows: <ul style="list-style-type: none"> Line available: light off Line in use by you: light steady green Line in use by someone else: light steady red Line ringing: light flashing amber Call on hold: light flashing green Call is being transferred: light steady green

Basic Call Functions

All call functions, such as answering a call, placing a call on hold, transferring a call, call waiting, and so on, are performed from the Cisco IP Phone 7960G. See *Cisco IP Phone 7960G and Cisco IP Phone 7940G for Cisco CallManager Express 3.2*, for instructions for using the Cisco IP phone.

Adjust the Display Contrast

As with the Cisco IP Phone 7960G, you can adjust the contrast on the display of the Cisco IP 7914 Expansion Module. To adjust the contrast, follow these steps:

- On the Cisco IP Phone 7960G, press the **Settings** button.
- Select **Contrast**, and press the **Select** soft key.
- Select **Expansion Module(s)** from the Contrast menu.
The Expansion Module 1 Contrast screen appears.

Program Speed-Dial Buttons

When an administrator has defined one or more speed-dial instances for a Cisco IP phone, you can reprogram numbers that are not locked or can program numbers into an instance that has an empty dial string by following these steps:

- Select an available phone line by pressing the **NewCall** soft key or by pressing a line button. Listen for the dial tone.
- Press the pound key (#).
- Press the speed-dial button to program. A short beep confirms that you are starting to program this button.
- Enter the speed-dial number. The digits will appear on the phone display. When you are entering speed-dial numbers, use the backspace (<<) soft key to erase digits that were entered incorrectly.

To remove a speed-dial number without replacing it with a new one, press the pound key (#).

- Hang up the handset, or press a new speed-dial button and repeat the process to program additional speed-dial buttons.

Transfer a Call

To transfer an incoming call, press the **Transfer** soft key followed by the **Line** button of the extension to which you wish to transfer the call. When a transfer is invoked using this mechanism, it will always be invoked as a blind transfer.

Line status is indicated as follows:

- An idle line will display an on-hook phone icon.
- A line that is in use will display the phone icon with a flashing “X”.
- A line with messages will display a flashing envelope icon.

For More Information

For additional information on using your Cisco IP phone, consult your local administrator.

You can print additional copies of this card at this URL:

http://www.cisco.com/univercd/cc/td/doc/product/access/ip_ph/ip_ks/cme32/index.htm

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