## Quick Reference

**Cisco Unified IP Phone 7905G and 7912G for Cisco Unified CallManager 5.0 (SCCP)**

### Softkey Definitions

<table>
<thead>
<tr>
<th>Softkey</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbbrDial</td>
<td>Dial using a speed dial index number</td>
</tr>
<tr>
<td>Answer</td>
<td>Answer a call</td>
</tr>
<tr>
<td>CallBack</td>
<td>Receive notification when a busy extension becomes available</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel an action or exit a screen without applying changes</td>
</tr>
<tr>
<td>eBarge</td>
<td>Add yourself to a call on a shared line and establish a conference call</td>
</tr>
<tr>
<td>CFwdAll</td>
<td>Setup/cancel call forwarding</td>
</tr>
<tr>
<td>Clear</td>
<td>Delete records or settings</td>
</tr>
<tr>
<td>Confrn</td>
<td>Create a conference call</td>
</tr>
<tr>
<td>Close</td>
<td>Close the current window</td>
</tr>
<tr>
<td>ConfLis</td>
<td>View conference participants</td>
</tr>
<tr>
<td>Delete</td>
<td>Remove characters to the right of the cursor when using EditDial</td>
</tr>
<tr>
<td>Dial</td>
<td>Dial a phone number</td>
</tr>
<tr>
<td>DirTrfr</td>
<td>Transfer two calls to each other</td>
</tr>
<tr>
<td>EditDial</td>
<td>Edit a number in a call log</td>
</tr>
<tr>
<td>EndCall</td>
<td>Disconnect the current call</td>
</tr>
<tr>
<td>Exit</td>
<td>Return to the previous screen</td>
</tr>
<tr>
<td>Factory</td>
<td>Reset settings to the factory defaults</td>
</tr>
<tr>
<td>GPickUp</td>
<td>Answer a call ringing in another group</td>
</tr>
<tr>
<td>iDivert</td>
<td>Send a call to your voice messaging system</td>
</tr>
<tr>
<td>Join</td>
<td>Join several calls on a single line to create a conference call</td>
</tr>
<tr>
<td>MeetMe</td>
<td>Host a Meet-Me conference call</td>
</tr>
</tbody>
</table>

### Common Phone Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place a call</td>
<td>Go off-hook before or after dialing a number.</td>
</tr>
<tr>
<td>Redial a number</td>
<td>Press Redial.</td>
</tr>
<tr>
<td>Place a call on hold</td>
<td>Highlight a call and press .</td>
</tr>
<tr>
<td>Resume a held call</td>
<td>Highlight a held call and press .</td>
</tr>
<tr>
<td>Speed dial a number</td>
<td>• Press and select a number to dial. • Press and choose Directories &gt; Speed Dials. Select a number to dial. • Enter a speed dial number while on-hook and press AbbrDial.</td>
</tr>
<tr>
<td>Transfer a call to a new number</td>
<td>Press Transfer, enter the number, then hang up (or press Transfer again if your phone does not support on-hook transfer).</td>
</tr>
<tr>
<td>Start a standard conference call</td>
<td>Press more &gt; Confrn and dial the participant. Then press Confrn again.</td>
</tr>
<tr>
<td>Monitor</td>
<td>Listen to a call on the speaker</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>MonOff</td>
<td>Disable the Monitor function</td>
</tr>
<tr>
<td>more</td>
<td>Display additional softkeys</td>
</tr>
<tr>
<td>Message</td>
<td>Access voice mail system</td>
</tr>
<tr>
<td>NewCall</td>
<td>Make a new call</td>
</tr>
<tr>
<td>OPickUp</td>
<td>Answer a call ringing in an</td>
</tr>
<tr>
<td></td>
<td>associated group</td>
</tr>
<tr>
<td>Park</td>
<td>Store a call using Call Park</td>
</tr>
<tr>
<td>PickUp</td>
<td>Answer a call in your group</td>
</tr>
<tr>
<td>Private</td>
<td>Prevent others from viewing or</td>
</tr>
<tr>
<td></td>
<td>barging calls on a shared line</td>
</tr>
<tr>
<td>QRT</td>
<td>Submit call problems to the</td>
</tr>
<tr>
<td></td>
<td>system administrator</td>
</tr>
<tr>
<td>Redial</td>
<td>Redial the most recently dialed</td>
</tr>
<tr>
<td></td>
<td>number</td>
</tr>
<tr>
<td>Remove</td>
<td>Remove a conference participant</td>
</tr>
<tr>
<td>Restore</td>
<td>Reset settings to their defaults</td>
</tr>
<tr>
<td>RmLstC</td>
<td>Drop the last party added to</td>
</tr>
<tr>
<td></td>
<td>conference call</td>
</tr>
<tr>
<td>Save</td>
<td>Save the chosen settings</td>
</tr>
<tr>
<td>Select</td>
<td>Select a menu item or call</td>
</tr>
<tr>
<td>Submit</td>
<td>Search for a directory listing</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfer a call</td>
</tr>
<tr>
<td>Update</td>
<td>Refresh content</td>
</tr>
<tr>
<td>&lt;&lt;</td>
<td>Delete characters to the left of</td>
</tr>
<tr>
<td></td>
<td>the cursor</td>
</tr>
<tr>
<td>&gt;&gt;</td>
<td>Move right through characters</td>
</tr>
</tbody>
</table>

### Phone Screen Icons

#### Call State

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Call Forwarding enabled</td>
</tr>
<tr>
<td>🕒</td>
<td>Call on hold</td>
</tr>
<tr>
<td>🕒</td>
<td>Connected call</td>
</tr>
<tr>
<td>📞</td>
<td>Off-hook</td>
</tr>
<tr>
<td>🕒</td>
<td>Incoming call</td>
</tr>
<tr>
<td>🕒</td>
<td>Ring out</td>
</tr>
<tr>
<td>🕒</td>
<td>Shared line in use</td>
</tr>
</tbody>
</table>

#### Selected Device

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Handset in use</td>
</tr>
<tr>
<td>🎤</td>
<td>Speaker in use (Monitor on)</td>
</tr>
</tbody>
</table>

#### Critical Calls

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>Priority call</td>
</tr>
<tr>
<td>🕒</td>
<td>Medium priority call</td>
</tr>
<tr>
<td>🕒</td>
<td>High priority call</td>
</tr>
<tr>
<td>🕒</td>
<td>Highest priority call</td>
</tr>
</tbody>
</table>

### Other Features

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>💌</td>
<td>Messages waiting</td>
</tr>
<tr>
<td>✉️</td>
<td>Option selected</td>
</tr>
</tbody>
</table>

### Button Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔊</td>
<td>Volume</td>
</tr>
<tr>
<td>🍃</td>
<td>Navigation</td>
</tr>
<tr>
<td>🕒</td>
<td>Hold</td>
</tr>
<tr>
<td>🕒</td>
<td>Menu</td>
</tr>
</tbody>
</table>