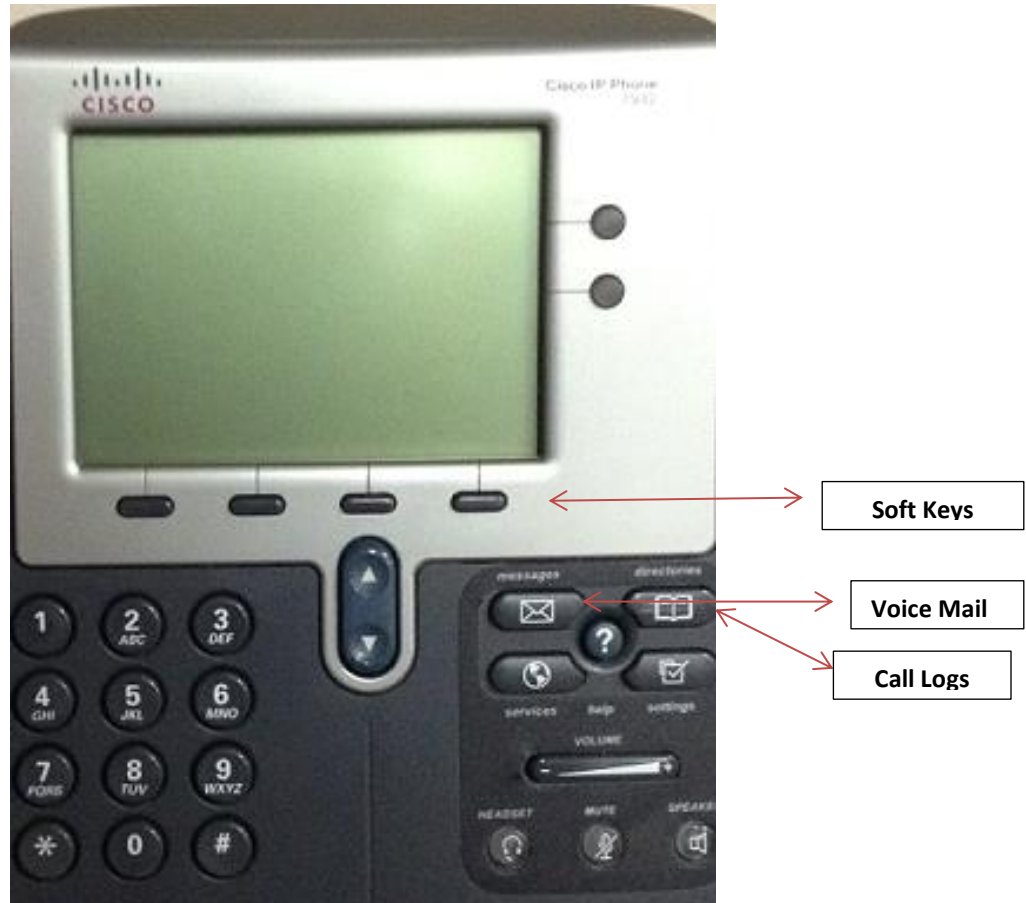


Cisco 7940 IP Handset Quick Reference Guide



- 1) **Place call on/off hold**
 - a. Press **Hold/Resume** soft key to put call on hold or resume
- 2) **Transfer a Call**
 - a. Press **Transfer** soft key. This places the call on hold. Dial the number to which you want to transfer the call.
 - b. Press Transfer before or after the party answers
- 3) **Create a conference call**
 - a. Press **More** soft key, select **Confrn** and dial participant, then press **Confrn** again. Repeat for each participant
- 4) **Review Call Logs**
 - a. Press Applications Menu, select Directories>Missed, Placed, Received calls

Please visit <http://www.cisco.com/comm/applications/CCNP/qim/7941/index.htm> for a tutorial on how to use additional features of your new phone.