

# CISCO IP PHONE 7940/60 Feature List

Feature	Description	7940/60	How to get this feature
Abbreviated dialing	This feature allows quick access to your speed dial list. This soft key appears after the first digit is dialed	Standard	To get this feature, make sure to configure your speed dial (Please see Speed Dial). If you are having any problems with this feature, please contact the Helpline at 7613
Auto answer	This feature enables the phone to answer any incoming calls automatically without you lifting the handset	Optional	To add Auto Answer on your phone, please contact your department's telephone coordinator
Call Park	This feature allows you to put a call on hold so you or some one else can retrieve it from another Cisco phone	Standard	To add Park on your phone, please contact your department's telephone coordinator
Call pickup	This feature allows you to answer a call that is ringing on a co-worker's phone by redirecting the call to your phone	Optional	To add Call Pickup on your phone, please contact your department's telephone coordinator
Call waiting	This feature allow you to receive a second incoming call on your phone line without disconnect your first call	Optional	To add Call Waiting on your phone, please contact your department's telephone coordinator
Caller ID	This feature enables the phone to display the telephone number and name of the caller	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Call Back	If you place a call and the line is busy, this feature will allow you to receive call back notification when the line becomes available	Optional	To add Call Back on your phone, please contact your department's telephone coordinator
Conference	This feature allows you to start an audio conferencing session where you can connect other participants one at a time	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Configurable call forward display	Allows you to specify information that appears on a phone when a call is forwarded. This information can include the caller name, caller number, redirected number, and original dialed number.	Standard	To configure this feature on your phone, please contact your department's telephone coordinator
Direct transfer	This feature allows you to connect two current calls to each while dropping you from the call	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Ring setting	This feature allows you to specify the ring type that is used for a line when you receive an incoming call	Standard	On the phone, press <i>setting</i> and then <i>ring type</i> .
Forward	This feature allows you to redirect your incoming calls to another phone number	Standard	There are two ways to use Forward feature: 1. Go to MyConcordia portal and Click on Forward all calls to a different number. 2. Press Forward button on your phone and enter the extension number of the line you want to forward to.
Hold	This feature allows you to put an active call on hold	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Immediate Divert	This feature allows you to redirect your ringing call immediately to your voice message system, therefore making your line available to make or receive new calls	Optional	To add Immediate Divert on your phone, please contact your department's telephone coordinator
Join	This feature allows you to join two or more active calls creating an ad hoc conference call	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Meet-Me conference	This feature allows you to enable other callers to join in a conference	Standard	To get Meet-Me conference feature, please contact your department's telephone coordinator
Message waiting	This feature indicates if one or more voice messages are waiting for you to check	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Multiple calls on directory numbers (lines)	This feature allows you to have more than one incoming call on your line. Please see call waiting	Standard	To add this feature on your phone, please contact your department's telephone coordinator

Music-on-hold	This feature plays music while you put your callers on hold	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Redial	This feature allows you to redial the last number you dialed on your Cisco IP Phone	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Services	This feature allows you to use different services provided by Cisco IP phone such as Address Book	Standard	To configure this feature, go to MyConcordia Portal and click on IP Phone Services
Speed-dial	This feature allows you to dial a number that has been stored on your Cisco IP phone	Standard	To add this Feature on your phone, go to MyConcordia portal. Click on Add/Edit Speed Dial.
Transfer	This feature allows you to transfers an active call to another number	Standard	If you are having any problems with this feature, please contact the Helpline at 7613
Voice messaging system	This feature enables callers to leave you voice messages if you are not available to answer your calls	Optional	To add this feature on your phone, please contact your department's telephone coordinator