Cisco Unified IP Phone 8961, 9951, and 9971 for Cisco Unified Communications Manager 8.0 (SIP)

Softkeys

Phone Screen Icons

Buttons

Common Phone Tasks

Quick Reference

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<table>
<thead>
<tr>
<th>New Call</th>
<th>Makes a new call.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park</td>
<td>Enables answering a call from a remote phone within the same building.</td>
</tr>
<tr>
<td>Phones</td>
<td>Displays the phone information for a personal contact.</td>
</tr>
<tr>
<td>Play</td>
<td>Plays ringtone.</td>
</tr>
<tr>
<td>Redial</td>
<td>Redials the most recently dialed number.</td>
</tr>
<tr>
<td>Remove</td>
<td>Removes a conference participant or an entry.</td>
</tr>
<tr>
<td>Resume</td>
<td>Resumes a call on hold.</td>
</tr>
<tr>
<td>Revert</td>
<td>Reverts back to the last applied settings (for that screen).</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the chosen settings.</td>
</tr>
<tr>
<td>Search</td>
<td>Searches for a directory listing.</td>
</tr>
<tr>
<td>Select</td>
<td>Selects the highlighted option.</td>
</tr>
<tr>
<td>Set</td>
<td>Sets an option, such as a ringtone.</td>
</tr>
<tr>
<td>Setup</td>
<td>Configures an accessory.</td>
</tr>
<tr>
<td>Show Details</td>
<td>Shows details about the current call.</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>Dials a number using a speed-dial code.</td>
</tr>
<tr>
<td>Swap</td>
<td>For a Transfer or Conference, toggles between two existing calls.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Use when Transfer feature is activated.</td>
</tr>
<tr>
<td>Update</td>
<td>Updates an entry in Personal Directory.</td>
</tr>
<tr>
<td>Backspace</td>
<td>Backspace to delete characters.</td>
</tr>
</tbody>
</table>

**Phone Screen Icons**

-  **Off hook and connected call**
-  **On hook**
-  **Incoming call**
-  **Missed call**
-  **Placed call**
-  **Received call**
-  **Call on hold**
-  **Toggle on**
-  **Message waiting**

**Feature Icons**

*(If available on your phone)*

-  **Common task, such as for Answer, CallBack, and Speed Dial**
-  **All Calls enabled**
-  **Bluetooth connected**
-  **Do Not Disturb (DND) in use**
-  **Intercom call–one-way (whisper)**
-  **Intercom call–two-way (connected)**
-  **Line Status–monitored line in use**
-  **Line Status–monitored line ringing (Call Pickup only)**

**Buttons**

-  **Applications**
-  **Contacts**
-  **Messages**
-  **Headset**
-  **Speakerphone**
-  **Mute**
-  **Back**
-  **Release**
-  **Navigation pad and Select button**
-  **Transfer**
-  **Conference**
-  **Hold**
-  **Volume**
-  **Feature buttons (left side)**
-  **Session buttons (right side)**

For the Cisco Unified IP Phone 8961, 9951, and 9971 Quick Start Guides, go to this URL: