Cisco Phones
REFERENCE GUIDE FOR 78XX MODELS

SAISD

BUTTON NAVIGATION

1. Incoming call or voicemail indicator
2. Line buttons
3. Softkeys
4. Navigation
5. Hold, Transfer, and Conference
6. Headset, Speakerphone, and Mute
7. Voicemail, Applications, and Directory
8. Volume

MODEL NOTE:
Your issued model of phone may not have the Line Buttons or the Headset option (7811).
All other functionality is the same between the 78xx series phones.

NAVIGATION

LINE BUTTONS: Line buttons are located on both sides of the phone screen. Buttons that are not assigned to phone lines can be used for speed-dials and other features.

SOFT KEYS: Four softkeys buttons are located below the phone screen. You can press the more softkey (when available) to reveal additional softkeys.

HOW DO I SCROLL IN A LIST OR MENU?
Press up or down on the select bar.

A scroll bar on the screen indicates your relative position within in a list.

Navigation
Select

Call History: All Calls (5)
- 1 131024,11:33,11/14/13
- 2 131015,11:33,11/14/13
- 3 131024,11:33,11/14/13

Exit | Call | Missed | More

How do I select an item in a list or menu? With the item highlighted, press the Select button in the middle of the Navigation bar. Or, use your keypad to enter the corresponding item number.

If you need additional assistance please contact the SAISD Service Desk.

Phone: 210.244.2929

Self service portal:
tinyurl.com/
SAISDTechSupport

COMMON PHONE TASKS

Place a call	Go off-hook before or after dialing a number.	**Hold and resume a call**	Press ⏸, to hold a call and press it again to resume the held call.
Redial a number	Press Redial.	**Transfer a call to a new number**	Press 📲, enter the number, then press it again. *Note: Calls cannot be transfered outside the district.*
Switch to handset during a call	Pick up the handset.		
Switch to speaker or headset during a call	Press 🔲 or 🎧 (if you have that function), then hang up the handset.	**Start a standard conference call**	Press 👥, dial the participant, then press it again.
Mute and un-mute a call	Press 🎤	**Silence the ring for an incoming call**	Press the Volume button down once.
View call history	Press ⚙ > Call History.		

> **NOTES:**
> • **Must dial 9 first to reach an outside line.**
> • **Can only make local phone calls (210 and 726 area codes)**

PHONE SCREEN ICONS

📞	Off-hook	📞	Incoming call	📞	Placed call
📞	On-hook	📞	Missed call	⏸	Call on hold/resume call
📞	Connected call	📞	Received call	◯◯	Message waiting

SOFTKEYS

Softkey options that appear on screen will vary depending on which function is currently being used.

All Calls	Lists all missed, placed, and received calls.	**Exit**	Return to the previous screen.
Answer	Answer a call.	**Fwd All/Fwd OFF**	Setup/cancel call forwarding.
Apply	Confirm a ringtone selection.	**Missed**	Open the record of missed calls.
Call	Initiate a call.	**More**	Display additional softkeys.
Callback	Receive notification when a busy extension becomes available.	**New Call**	Make a new call.
		OK	Confirm a selection.
Cancel	Cancel an action or exit a screen without applying changes.	**Park**	Store a call.
		Play	Play ringtone.
Clear	Clear all values.	**Redial**	Redial the most recently dialed number.
Delete	Delete an entry from Call History.		
Del Call	Delete a call from Call History.	**Save**	Save the chosen settings.
Details	Opens the Details for a multiparty call in the Missed, Placed, and Received Call records.	**Search**	Search for a directory listing.
		Select	Select the highlighted option.
		Set	Set a ringtone.
		Submit	Enter user information.
Dial	Dial a selected number.	**>>**	Move through entered characters.
Divert	Send or redirect a call to voicemail or to a predetermined phone number.	**X**	Backspace to delete characters.
EditDial	Modify a number.	↩	Back.