CISCO

QUICK START GUIDE

Cisco 3905:

Cisco 7811:

1 Dial

To place a call, pick up the handset and enter a number.

For Outbound Call's:
Dial **9** first followed by the phone number and area code (*if applicable*).
- [Example: **9** + (555) 123-4567]
- [Example: **9** + 1 + (555) 123-4567]

For Corporate Office Call's:
Dial **8** followed by **999** and then extension number.
- [Example: **8 + 999** + 1234]

For Store-to-Store Call's:
Dial **8** followed by the 4 or 5-digit store number and then extension number.
- [Example: **8 + 01234** + 01]
  - *4-digit store numbers are prefixed with '0'.*
- [Example: **8 + 12345** + 01]

For Local In-Store Extensions:
Dial 01 for Manager Office
Dial 02 for Host Stand/Front Cash
Dial 03 for Bar
Dial 04 for Kitchen
Dial 05 for Shipper/Courtesy/Host Stand 2
Dial 06 for Takeout/Drive-thru/Expo
Dial 07 for Takeout 2/Drive-thru 2/Expo 2
Dial 08 for Manager Office 2/Bar 2
Dial 09 for Manager Office 3
Dial 10 for Other

To Redial the Last Number:
- Press **Redial** or [button] button

Emergency:
- In case of an emergency, Dial **911**

2 Speed Dials

To speed dial Cara Head Office, pick up the handset and dial: ***0511**

To speed dial Cara Help Desk, pick up the handset and dial: ***0611**

2 Answer

The new call indicators are: an animated icon, caller ID, and a flashing red light on your handset.

To answer the call, lift the handset or press the speakerphone button.

Answer Multiple Calls (3905 Handset):
If you are on a call when you get another call, a message appears briefly on the phone screen. Press **Hold** to put the first call on hold followed by pressing the **Feature** button to answer the second call.

Answer Multiple Calls (7811 Handset):
If you are on a call when you get another call, a message appears briefly on the phone screen. Press the flashing amber line button to answer the second call and put the first call on hold automatically. Alternatively, the **Decline** button can be used to ignore the call.

3 Transfer

1. From an active call (not on hold), press **Transfer**.
2. Enter the transfer recipient's phone number or local in-store extension.
3. Press the **Transfer** button or softkey before or after the recipient answers. The transfer completes.

4 Hold

Note: The 'Hold' feature is restricted to the individual handset. For example, if you press the 'Hold' button, you cannot pick-up the call from any other handset. You can only pick-up the call from the handset where you originally placed the call on-hold.

1. Press **Hold**.
2. To resume a call from hold, press **Hold** again.

5 Park

Note: The 'Park' feature allows you to put a call on 'Hold' and pick it up from any handset.

1. From an active call, press **Transfer**
2. Enter a park slot number (any number between 60-69). **<On hold music will play>**
3. Press the **Transfer** button to park the call. **<Wait until the line disconnects and goes silent>**
4. From any other handset, press **#** then enter the same park slot number then pick-up the handset.

6 Mute

1. On an active call, press **Mute**. The button glows to indicate that Mute is on.
2. Press **Mute** again to turn Mute off.

7 Volume

Ringer Volume:
From an inactive call, press the **+** or **–** buttons to increase/decrease the ringer volume.

Caller Voice Volume:
From an active call, press the **+** or **–** buttons to increase/decrease the caller's voice volume.

8 Voicemail

To call into your voicemail, pick up the handset and dial: ****9**

CARA

Version 1.5