

What's on my desk?

Congratulations! Your new Cisco Unified IP Phone has arrived. It will help you manage your phone communications by enabling you to:

- Answer calls, transfer calls and forward calls to voice mail
- Set up and manage impromptu phone conferences
- Make phone calls more efficiently using speed dial, predial, and redial
- View current and missed calls
- Search for extensions with the corporate directory
- Handle calls on multiple lines (if available)

Placing a call

To Dial to another extension on campus:

- Dial four digit extension.

To make a local call:

- Dial 9 + phone number.

To make a long distance call:

- Dial 9 + 1 + area code + number.

Hello, thanks for calling

When a new call rings on your phone:

- Lift handset **OR**
- If you are using a headset, press Headset.

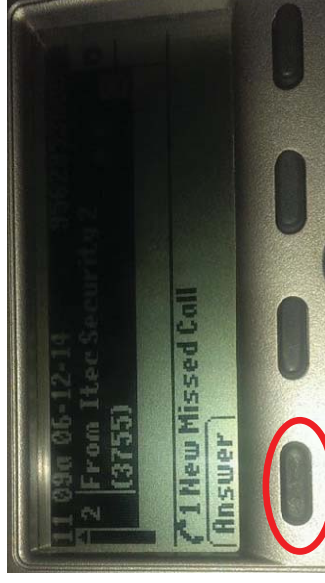
NOTE: This model does **NOT** have a built in microphone, therefore, it you cannot use it as speakerphone.

What is a softkey?

There are four feature buttons across the bottom of the display. These buttons will change based on what you are doing on the phone with features such as Redial, New Conf, Msgs, and CfwdAll.

Answering a Call While on a Current Call

- Phone will beep when the second call comes in
- Press the “Answer” soft key
- Other call is put on hold



Could you hold, please?

To put a call on hold, press the **Hold** button. The button will turn **RED** while on hold.



To retrieve a call from hold, press the **Hold** softkey again to reconnect.

Keep in mind:

- Pressing the **Answer** softkey to connect a new call puts an existing connected call on hold automatically.
- Phone will beep when the second call comes in

Let me transfer you

To transfer a call:

- 1.Start from a connected call (not on hold).
- 2.Press the **Transfer** softkey.



3.Dial the transfer recipient's number (or use speed dial).

4.Wait for the recipient to answer or skip to Step 5.

5.Press **Transfer** again to complete the transfer.

Can't talk right now

Using Immediate Divert

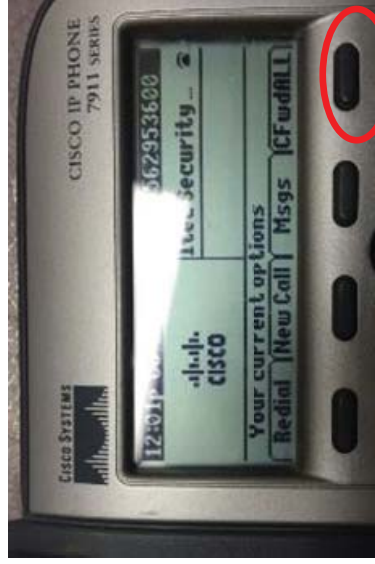
To easily send a call to voice mail, just press **iDivert** when the call is ringing, connected, or on hold.

Using Call Forward All

To redirect all incoming calls to another number:

1. Press the **CFwdALL** softkey.
2. Enter a phone number, or press a speed dial button or the **Messages** button (to forward to voice mail).
- After you enter the number, you will hear two beeps.
- The LCD screen displays a message confirming the number to which your calls are being forwarded.

To cancel Call Forward All, press **CFwdALL** again. (You may need to press the **more** softkey first.)



I'll call you

Use these dialing tips to make calling easier:

- To predial—Dial the number without lifting the handset, then press **Dial**.
- To redial—Press the **Redial** softkey, or press the Navigation button to see your recently placed calls.

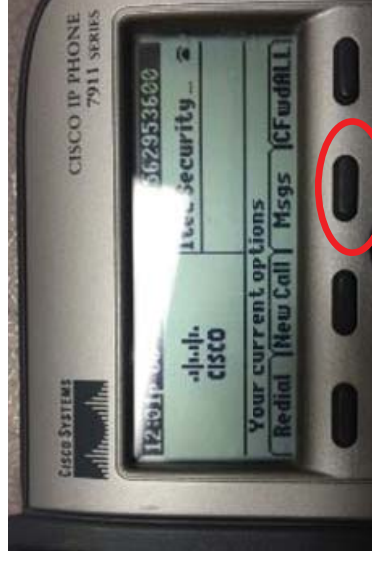
- To view missed, placed, or received calls— Press the **Directories** button and choose a call log.

To dial from a directory—Navigate to an item in the directory and press **Dial**.

Voice mail

How do I access Voice Mail?

Press the messages button to access the login page or dial ext. **7777**. The initial password is 12345. you will be walked through the initial configuration of your voicemail including setting up a new password and recording your voice prompt.



User Guide

Where can I find a complete User Guide?

http://www.cisco.com/c/en/us/td/docs/voice_ip_comm/cuipph/7906g_7911g/8_5/english/user_guide/11enu85.pdf

Where can I find an online video tutorial?

<http://www.cisco.com/comm/applications/CCNP/glm/7911/>



7906/7911

The Cisco Unified IP Phone

1. Display Screen
2. Phone Series and Model
3. Softkeys
4. Navigation/Scroll Button
5. Displays Menu of Applications
 - Messages, Call Logs etc.
6. Hold Button
7. Keypad
8. Volume Control
9. Handset and Indicator Light
10. Footstand