For More Information

Go to the following website and click the Cisco IP Phone 7905G or Cisco IP Phone 7912G link: http://www.cisco.com/en/US /products/hw/phones/ps379 /prod_models_home.html

CISCO SYSTEMS

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Quick Reference

Cisco IP Phone 7905G/7912G for Cisco CallManager

Basic Phone Features

To place a call:

Use one of the following approaches to place a call.

- Lift the handset and dial the number.
- Press the **NewCall** softkey and dial the number.
- Enter the number with the phone on-hook, then press the **Dial** softkey or lift the receiver.
- Press the **Redial** softkey.

To answer a call:

- Lift the handset.

To end a call:

- Hang up the handset.

To redial a number:

- To redial the most recently dialed number, press the **Redial** softkey.

To view missed calls:

1. Press the **Menu** button.

2. Use the **Navigation** button to select Directories, and then press the **Select** softkey.

3. Select the Missed Calls directory and then press the **Select** softkey.

To speed dial from the Directories menu:

1. Press the **Navigation** button to display your speed dial listings.

2. Select a listing, then lift the receiver or press the **Dial** softkey to complete the call.

To put a call on hold:

- Press the **Hold** button.
- To return to the held call, press the **Hold** button again.

Note: Because engaging the Hold feature can generate music or a beeping tone, avoid putting a conference call on hold.

To place a conference call:

1. During a call, press the **Confrn** softkey. Doing so automatically activates a new line and puts the first party on hold.

2. Place a call to another number or extension.

3. When the call connects, press **Confrn** again to add the new party to the conference call.

To transfer a call:

1. During a call, press the **Trnsfer** softkey. The call is put on hold.

2. Dial the number or office extension to which you want to transfer the call.

3. When the call rings on the other end, press **Trnsfer** again. Or, when the party answers, announce the call and then press **Trnsfer**.

Note: If the party refuses the call, press the **Hold** button to return to the original call.

To forward all calls to another number:

1. Press the **CFwdAll** softkey. You will hear two beeps.

2. Enter the number to which you want to forward all of your calls, exactly as you would if you were placing a call to that number.

   After you enter the number, you will hear two beeps. The LCD screen also displays a message confirming the number or extension to which your calls are being forwarded.

3. To cancel call forwarding, press the **CFwdAll** softkey.

Phone Settings

To change the LCD contrast:

1. Press the **Menu** button.

2. Select **Settings**.

3. From the **Settings** menu, select Contrast.

4. Press the **Up** or **Down** softkeys to set the desired screen contrast.

5. Press the **OK** softkey to accept your changes.

To adjust the handset volume:

- Press the up or down **Volume** button when the handset is in use.

To adjust the ring volume:

- Press the up or down **Volume** button while the handset is in its cradle.

To change the ring sound:

1. Press the **Menu** button.

2. Use the Navigation button to select Settings and press the **Select** softkey.

3. From the Settings menu, use the **Navigation** button to select Ring Type and then press the **Select** softkey.

4. Use the **Navigation** button to scroll through the ring types.

5. When you find the ring you want, press the **Select** softkey to check the corresponding checkbox.

6. Press the **OK** softkey to accept and save your ring selection.

7. Press the **Exit** softkey to exit the Settings menu.

Voice Mail

To access your voice mail:

Press the **Message** softkey and follow the voice instructions.

Note: Depending upon your phone configuration, the light on your handset remains lit when you have one or more new messages.

User Options Web Pages

You can use the Cisco CallManager User Options web pages to set up call forwarding rules, assign speed dial buttons, and change the default language for your web pages and phone.

To access the main menu:

1. Use your Web browser to access the URL provided by your system administrator.

2. Enter your user ID and your password and click **Log On**.

3. Select your phone from the drop-down list.

Button Legend

Volume   Navigation

Hold   Menu