





Quick Reference



Cisco Unified SIP IP Phone 7905G and Cisco Unified SIP IP Phone 7912 for Cisco CallManager Express 3.4



121276

	Feature	Function
1	Cisco Unified SIP IP phone model type	Shows the Cisco Unified SIP IP phone model number.
2	LCD screen	Displays information such as line/call status, phone number, and soft key tabs.
3	Soft keys	Engage the functions displayed on the corresponding LCD tabs.
4	Navigation button 	Scrolls through text and selects features that are displayed on the LCD screen. Provides shortcut access to the Speed Dial menu when the phone is idle.
5	Menu button 	Provides access to phone services.
6	Hold button 	Places an active call on hold. Resumes a held call.
7	Keypad	Functions like a traditional telephone keypad.
8	Volume button 	Increases or decreases handset volume and on-hook ring volume.
9	Handset with indicator light	Functions like a traditional handset.

Soft Key	Description
<< or >>	Navigates to edit characters. Use the backspace soft key to erase digits that were entered incorrectly.
Accept	Accepts the current edits. For instance, adding an entry to your personal directory.
Add	Adds an entry to the personal directory.
Alpha	Toggles character input mode from numeric to alphanumeric.
Answer	Answers an incoming call.
BlndXfr	Redirects the call without allowing you to speak to the transfer recipient (known as a blind transfer).
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Confrn	Connects callers to a conference call.
DelAll	Deletes all entries in the personal directory.
Delete	Deletes the selected entry in the personal directory.
Dial	Dials the displayed number.
Down	Decreases the LCD screen contrast.
Edit	Selects a number and activates the cursor for editing.
EndCall	Ends the current call.
Exit	Exits from current selection.
Hold	Places an active call on hold. Resumes a held call.
more	Scrolls through additional soft key options (for example, use the more soft key to locate the Number soft key).

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Note

- Complete numbered items in sequence.
- Bulleted items give you a choice - choose only one.
- Bolded terms are keys that you press.

Place a Call

- Lift handset then dial number.
- Press **NewCall** then dial number.
- Press **Speed Dial**.

Answer a Call

- Lift handset.
- If you are using a headset, press **Headset**.
- To use the speakerphone, press **Speaker** or **Answer**.

End a Call

- Hang up.
- If you are using a headset, press **Headset** or **EndCall**.
- To end a speakerphone call, press **Speaker** or **EndCall**.

Redial a Number

- Lift handset, press **Redial**.
- To use the speakerphone, press **Redial**.

Hold a Call**Hold**

- Press **Hold**.

Retrieve

- Press **Resume**.
- To retrieve multiple calls, use the **Navigation** button to select the call then press **Resume**.
- To retrieve call on multiple lines, press the line button.

Mute a Call**Activate**

- Press **Mute**.

Deactivate

- Press **Mute**.
- To deactivate **Mute** on a speakerphone call, lift the handset.

Transfer a Call**Blind Transfer**

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Hang up or press **Trnsfr**.

Consultative Transfer

1. Press **Trnsfr**.
2. Dial “transfer to” number.
3. Wait for answer and announce caller.
4. Press **Trnsfr** to leave call. Press **Resume** to reconnects to caller.

Cancel

- Press **EndCall**.

Call Forwarding**All**

1. Press **CFwdAll**.
2. Dial “forward to” number.
3. Press **#** or **EndCall**.

Voice Mail Method 1

1. Press **CFwdAll**.
2. Dial voice mail number.
3. Press **#** or **EndCall**.

Voice Mail Method 2

1. Press **CFwdAll**.
2. Press **Messages** button.
3. Press **EndCall**.

Speed Dial

1. Press **CFwdAll**.
2. Press **Speed Dial** button.
3. Press **EndCall**.

Cancel

- Hang up.
- Press **CFwdAll**.

Speed Dial**Program Speed Dial**

1. Get a dial tone.
2. Press **#**.
3. Press **Speed-dial** to start.

4. Enter number to speed dial.

5. Press **Speed-dial** to finish.

6. Hang up.

Call From Speed-Dial

1. Get dial tone.
2. Press **Directories**.
3. Navigate to speed dial.
4. Press **Select**.

DND

1. Press **more**.
2. Press **DND**.

Intercom

1. Press **Menu**.
2. Navigate to **Directories**.
3. Navigate to **Speed Dial**.
4. Press **Intercom Speed Dial**.
5. Press **Mute** to answer.

Call From Local Directories

1. Press **Directories**.
2. Scroll to directory or press **4** for Local Directories.
3. Enter name for search.
4. Press **Search**.
5. Scroll to number.
6. Press **Dial**.

Call History**View Call History**

1. Press **Directories**.
 - Scroll to history list.
 - Press **1** for Missed Calls.
 - Press **2** for Received Calls.
 - Press **3** for Placed Calls.

Call from Call History

1. Press **Directories**.
2. Navigate to number.
3. Press **Select**.
4. Press **Dial**.

Clear Call History

- Press **Clear**. Clears all history.