

## Changing LCD Contrast

1. Press the **Settings** button.
2. Press **5** on the dial pad.
3. Press the up or down volume key to change the contrast to the desired level.
4. Press **#** to save your setting and press **Settings** to exit the menu.

See the phone's getting started guide for more information:

[http://www.cisco.com/univercd/cc/td/doc/product/voice/c\\_ipphon/ip\\_7960/7910\\_str/index.htm](http://www.cisco.com/univercd/cc/td/doc/product/voice/c_ipphon/ip_7960/7910_str/index.htm)



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## Quick Reference



## Cisco IP Phone 7910 Series

Your system administrator can configure your phone to add or eliminate features. Some of the features mentioned here might not be available on your phone. Ask your administrator if you need help.

## Basic Call Features

### To place a call:

- Lift the handset and dial the number.
- Press the **Line** or **Speaker** button and dial the number. Lift the handset when the party answers.
- Press a **speed** button. (Ask your administrator for the URL for setting up your speed dials).

### To answer a call:

- Lift the handset.

### To end a call:

- Hang up the handset.
- Press the **Line** button.
- Press the **Speaker** button (if using the speaker).

### To place a call on hold:

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

### To redial the most recently dialed number:

- Lift the handset and press the **redial** button, or simply press the **redial** button to activate the speaker.

### To mute a call:

- Press the **Mute** button. The mute button lights when a call is muted, indicating that the party cannot hear you.
- To disengage mute, press **Mute** again.

## Transferring Calls

### To perform an unattended call transfer:

1. During a call, press the **Transfer** button. This places the call on hold.
2. Dial the number to which you want to transfer the call and press **Transfer** again.
3. Hang up.

### To perform an attended call transfer:

1. During a call, press the **Transfer** button. This places the call on hold.
2. Dial the number to which you want to transfer the call.
3. When the party answers, announce the call.
4. If the party accepts the call, press **Transfer** and hang up. If the party refuses or does not answer the call, press **Hold** to return to the original caller.

## Forwarding All Calls

### To forward all calls to another extension:

1. Press the **forward** button. You hear two beeps.
2. Enter the number to which you want to forward all your calls. Enter the number exactly as you would dial it, including access numbers (such as 9). The LCD screen shows that your calls are being forwarded.

### To cancel call forwarding:

- Press the **forward** button. You hear a beep and the LCD screen no longer shows the forwarding number, indicating that call forwarding is not active.

## Listening to Voice Mail

To access your voice mail, press the **msg** button. The first time you access voice mail, follow the prompts to set it up. Ask your system administrator for the initial password. The light on the handset lights when you have new voice mail.

## Making Conference Calls

### To place a simple conference call:

1. During a call, press the **conf** button. This places the call on hold and opens a new line.
2. Place a call to another party.
3. When the call connects, press **conf** again to add this person to the conference call.

### Conference call tips:

- To end a conference, all but one party must hang up.
- Avoid putting a conference call on hold. Participants hear beeping or music when on hold. Instead, mute the call.
- To transfer a call to another telephone, press **Transfer**, dial the number to which you want to transfer the call, and press **Transfer** again. All parties are transferred.

### Establishing a Meet-Me conference

1. Press the **Line** button.
2. Press the **Meet-Me** button.
3. Dial the **Meet-Me** conference number (obtain this from your system administrator).

4. Follow the voice instructions to set up the Meet-Me conference. This sets up the conference call at a number that others can dial into rather than your own number.

## Parking Calls

### To park a call:

1. Press the **park** button during a call. The display shows the number to which the call is parked.
2. Make a note of the call park number and then hang up. The call is now parked at that number, allowing you to retrieve it from another phone.
3. To retrieve the call, dial the call park number from any phone in the Cisco CallManager system.

## Adjusting Volume

### To adjust the volume for the current call:

- Press the up or down volume key. The change only applies to the current call.

### To adjust and save volume settings for all calls:

1. Press the **Settings** button.
2. Select the volume you want to change:
  - Press **1** to change the handset volume.
  - Press **2** to change the speaker volume.
  - Press **3** to change the ringer volume.
3. Press the up or down volume key to change the volume to the desired level.
4. Press **#** to save your setting and press **Settings** to exit the settings menu.

## Changing the Ringer Sound

### To change the sound your phone makes when it rings:

1. Press the **Settings** button.
2. Press **7** on the dial pad.
3. Press the up or down volume key to change the ringer to the desired sound.
4. Press **#** to save your setting and press **Settings** to exit the settings menu.