Cisco IP Phone 7905G/7912G for Cisco CallManager

Basic Phone Features
Phone Settings Voice Mail User Options Web Pages Button Legend

For More Information

Go to the following website and click the Cisco IP Phone 7905G or Cisco IP Phone 7912G link:

Quick Reference

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.

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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 **Transfer** 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 **Transfer** again. Or, when the party answers, announce the call and then press **Transfer**.

**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.
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**