



Cisco Unified IP Phone 7910G
for
Cisco CallManager Express 3.2
and Later



	Feature	Function
1	Cisco Unified IP phone model type	Shows the Cisco Unified IP phone model number.
2	Footstand adjustment	Allows you to adjust the angle of the phone base.
3	Msgs button	Allows you to access voice-mail messages.
4	Conf button	Allows you to initiate a conference call.
5	Forward button	Redirects all calls to another number.
6	Redial button	Automatically redials the last number dialed.
7	Speaker button	Toggles the speaker on and off.
8	Mute button	Toggles the muting on and off.
9	Volume button	Increases or decreases the handset, speaker, or ringer volume and adjusts the LCD contrast.
10	Speed buttons	Allows you to call a number quickly.
11	Keypad	Functions like a traditional telephone keypad.
12	Handset with indicator light	Functions like a traditional handset.
13	LCD screen	Displays information such as line/call status, phone number, and soft key tabs.
14	Line button	Opens a new line.
15	Hold button	Places an active call on hold. Resumes a held call.

	Feature	Function
16	Transfer button	Transfers the current call to a different number.
17	Settings button	Adjusts handset, speaker, and ringer volume, ringer type, and contrast on the LCD screen.

Settings Legend

Your Cisco Unified IP phone settings are adjusted from a menu displayed in the LCD screen.

- Press the **Settings** button to access the menu.
- Press the **Volume** button to navigate through the list.

The following is a comprehensive list of settings and their associated keypad numbers. Functionality will vary depending on your system configuration.

Setting Number	Setting
1	Handset Volume
2	Speaker Volume
3	Ringer Volume
4	Model Info
5	LCD Contrast
6	Network Configuration
7	Ringer Type
8	Timers

For More Information

For additional information on using your Cisco Unified IP phone, contact your local administrator. You can print additional copies of this card at this URL:

http://www.cisco.com/univercd/cc/td/doc/product/access/ip_ph/ip_ks/cme32/index.htm

You can find instructions for ordering additional documentation at this URL:

http://www.cisco.com/univercd/cc/td/doc/es_inpc/pdi.htm

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 526-4100



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Place a Call

Use one of the following methods to place a call:

- Lift the handset and dial a number.
- Press the **Line** button and dial a number.
- Press the **Speaker** button and dial a number. The **Mute** button automatically lights, indicating that the other party cannot hear you.



Note The Cisco IP Phone 7910G does not support two-way speakerphone operation. The **Speaker** button provides a hands-free, listen-only mode that allows you to hear a phone conversation or messages but does not allow you to be heard. To speak to the other party, you must use the handset. If you are using the handset, the **Mute** button can be toggled on and off to mute and activate the handset microphone.

- Press a **Speed** button.

Answer a Call

- Lift the handset.

End a Call

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

Redial a Number

To redial the most recently dialed number:

- Lift the handset and press the **Redial** button.
- Press the **Redial** button to dial using the speakerphone. When the party answers, you must lift the handset to talk.

Hold a Call

- While on a call, press the **Hold** button.
- To retrieve a held call, press **Hold** again.

Mute a Call

- Press the **Mute** button.
The **Mute** button automatically lights, indicating that the other party cannot hear you.
- To disengage mute and rejoin the call, press the **Mute** button again. If you are using mute along with the speakerphone, lift the handset to speak to the other party.

Manage Call Waiting


To select among calls waiting on the same line, use the **Line** button.

Retrieve Voice-Mail Messages

- Press the **Msgs** button and follow the voice instructions.

Transfer a Call

1. During a call, press the **Transfer** button. The call is placed on hold.



Note Press the **Hold** button to return to the original call.

2. Place a call to another person by dialing the number. The call is transferred.
3. To make a blind transfer:
 - Hang up the handset, or press the Transfer button went you hear the line ringing.

Place a Conference Call

To place a conference call:


1. During a call, press the **Conf** button to open a new line and put the first party on hold.
2. Press another **Line** button, and place a call to another number.
3. When the call connects, press the **Conf** button again to add the new party to the call.

To establish a conference call between second- and third-party calls to a Cisco Unified IP phone, one active and the other on hold:

- Press the **Conf** button on the Cisco Unified IP phone.

Forward All Calls

1. Press the **Forward** button. You will hear a confirmation beep.
2. Dial the number to which you want to forward all your calls. Dial the number exactly as you would if you were placing a call to that number.
3. Press the **Speaker** button and hang up the handset. The phone display will be updated to show that the call is being forwarded.
4. To cancel call forwarding, press the **Forward** button.



Note The command sequence **Forward** plus **Msgs** will forward calls to voice mail. **Forward** plus **Speed1** or **Speed2** will forward calls to a speed-dial number.

Program Speed-Dial Buttons

1. Select an available IP phone line. Listen for the dial tone.
2. Press the pound key (#).
3. Press the speed-dial button that you want to program. A short beep confirms that you are starting to program this button.
4. Enter the speed-dial number. The digits will appear on the phone display. Press the pound key (#) and hang up the handset, or press the speed-dial button you are programming a second time to indicate that you have finished entering the speed-dial digits and to store the new speed-dial number.
5. Hang up the handset, or press a new speed-dial button and repeat the process.

Place a Call from Your Speed-Dial Button

1. Lift the handset.
2. Press the **Speed1** or **Speed2** button.

Adjust the Volume for the Current Call

- Press the **Up** or **Down Volume** button to adjust the volume for the speaker or handset.

Adjust Handset, Speaker, and Ringer Volume

1. Press the **Settings** button.
2. Press
 - 1 for handset volume
 - 2 for speaker volume
 - 3 for ringer volume
3. Press the **Up** or **Down Volume** button to adjust the volume to the desired level.
4. Press the pound key (#) on the keypad.
5. Press **Settings**.

Adjust the Ring Sound

1. Press the **Settings** button.
2. Press 7 on the keypad.
3. Press the **Up** or **Down Volume** button to scroll through the list of available ring types.
4. Press the pound key (#) on the keypad to save your settings and return to the main menu.

Adjust the Display Contrast

1. Press the **Settings** button.
2. Press 5 on the keypad.
3. Press the **Up** or **Down Volume** button to set the desired intensity of the display.
4. Press the pound key (#) on the keypad to save your selection.
5. Press the **Settings** button to exit the menu.