



The 7912G IP phone offers 4 dynamic soft keys that guide a user through call features and functions. Soft keys change according to the state of the phone. All basic call features are supported as well as call monitor (1-way speaker), a messages soft key for access to voice mail and 4 speed dials configurable by System Admin.

FIXED FEATURE KEYS



Menu



Hold



Navigation button

BASIC FEATURES

PLACING A CALL

There are three options for placing a call:

Lift the **Handset** and dial the number. **OR**

Press the **NewCall** soft key and dial the number. **OR**

Press the **Navigation Button** to display the programmed speed dial numbers. Use the **Navigation Button** to scroll through the numbers and press **Dial** to call the highlighted number. Or, enter the number associated with the speed dial, and it will automatically dial.

ANSWERING A CALL

Lift the **Handset**. **OR**

Press the **Monitor** soft key (1-way speaker)

ENDING A CALL

There are two options for ending a call:

Hang up the **Handset**. **OR**

Press the **EndCall** soft key.

MENU OPTIONS

Menu Options include access to Voice Mail messages, Phone Settings, and Phone Directories. Press the **Menu** button to access options, press the **Menu** button to exit at any time.

Press the **Menu** button.

Use the **Navigation Button** to scroll through the options and press **Select** OR Press:

1. Messages
2. Directory

3. Settings
4. Services

Press the **Exit** soft key to return to the previous directory menu OR press **Menu** to exit Menu options.

1. MESSAGES

The red light on your **Handset** lights up when you have a voicemail message.

Press the **Messages** soft key, OR

Press the **Menu** button.

Use the **Navigation Button** to highlight **Messages** in the menu and press **Select** (or press 1)

Follow the instructions to play messages

2. DIRECTORIES

Directory options include a list of missed calls, received calls, placed calls, speed dials or Corporate Directory at your phone.

Press the **Menu** button.

Use the **Navigation Button** to highlight **Directories** in the menu and press **Select** (or press 2).

Use the **Navigation Button** to highlight the Directory type and press **Select** (or press the appropriate number)

1. Missed Calls
2. Received Calls
3. Placed Calls
4. Speed Dials
5. Directory Services
Corporate

Use the **Navigation Button** to highlight the number and press **Select**.

Press **EditDial** to add or delete digits before dialing.

Press **Dial** to call the number.

Note: You may have to **EditDial** if the call was off-campus. If you decide not to make the call, press the **Menu** button to exit or press the **Exit** soft key twice.

CONFIGURING SPEED DIAL BUTTONS

The 7912 phone accommodates (4) four speed dial settings.

Speed dial buttons must be configured within the switch. Please contact Telecommunications for programming.

MAKING CALLS FROM A CORPORATE DIRECTORY

Press the **Menu** button.






Use the **Navigation Button** to highlight Directories and press **Select** (or press 3)

Use the **Navigation Button** to select the search option: **First Name, Last Name, Number**.

Use the numbers corresponding to the letters on the dialing pad to enter a name or number to find it in the directory. You may search after entering the first 3 letters.

Press the **Dial** soft key to speed dial a number from the Corporate Directory.



3. SETTINGS

-  Use the  **Navigation Button** to highlight **Settings** and press **Select** (or press 3)
-  Use the  **Navigation Button** to scroll through the options and press **Select** or **Press**:
 1. Contrast (use the **Navigation Button** to adjust)
 2. Ring Type (use **Ring** soft key to try different rings)
 3. Network Configuration
 4. Model Information
 5. Status
-  Press the **Exit** soft key to return to the previous directory menu OR press **Menu** to exit Menu options.



Note: The ringer type, ringer volume and LCD contrast changes will be held in the system memory. These changes will be lost, however, if there is a power outage. In this case, simply follow the above steps and make sure you save your changes.

AUDIO FEATURES

ADJUSTING THE RINGER VOLUME

-  While the phone is not on a call, press the **Up** or **Down Volume** keys to hear a sample ring.
-  As the ring plays, press the **Up** or **Down Volume** keys to adjust volume to the desired level.

ADJUSTING THE HANDSET, SPEAKERPHONE AND HEADSET VOLUME

-  During a call, press the **Volume** key to increase or decrease the volume of your **Handset, Speakerphone** or **Headset**.
-  To save the volume setting, press the **Settings** button and then press the **Save** soft key.





Note: The volume setting will only be changed for the option being used.

SOFT FEATURES

These options will appear on your display, listed directly above the key you press to activate the feature.

TRANSFER

While on an active call:



-  Press the **Trnsfer** soft key.
-  Dial the number to which you are transferring the call.
-  When you hear ringing, press **Trnsfer** again, or when the party answers, announce the call and press **Trnsfer**.
-  Hang up to end your participation in the call.

Note: To get the caller back, simply hit the **Hold** button.

FORWARD

This feature allows calls to your extension to be immediately redirected to another extension number (i.e. another phone or to voicemail). You can forward incoming calls to an IP phone or a non-IP phone.



To forward incoming calls:

-  Press the **CfwdAll** soft key.
-  Dial the *extension number* to where you want your calls directed.

To cancel forward:




-  Press **CfwdAll** soft key.

CALL HOLD

-  During an active call, press the **Hold** key.
-  To return to the call, press the **Hold** key.

CONFERENCE

This feature allows **seven** people to simultaneously communicate via the same line. While on an active call (either incoming or outgoing):





-  Press the **More** soft key and then the **Confrn** soft key. This opens a new line while placing the other party(ies) on hold.
-  Dial the number of the party to be added to the conference call.
-  When the call connects, press **Confrn** again to add this party to the call.

Note: Once the conference call initiator disconnects, no new conferees can be added.

To abandon the addition of a conferee, press the **Hold** button.



CONFERENCE BRIDGE/MEET-ME CONFERENCE

This feature allows one Cisco phone user to initiate a conference bridge that will accommodate up to **10** callers. Once the bridge is established everyone else simply calls in using the Conference Bridge/Meet Me number.

-  Lift the handset or press the **NewCall** soft key.
-  Press the **more** soft key.
-  Press the **MeetMe** soft key.
-  Dial the Conference Bridge/Meet Me number.



Note: Call Telecommunications to schedule the Conference Bridge and receive your Conference Bridge/Meet Me number.

LAST NUMBER REDIAL

-  Lift the Handset or press the **NewCall** soft key.
-  Press the **Redial** soft key.




CALL PICK-UP

Allows you to pick up a call for a phone that is in your call pick-up group






-  Lift the handset and press the **More** softkey.
-  Press the **PickUp** soft key. Control of the call will be transferred to your phone.

GROUP CALL PICK-UP

Allows you to pick up a call that is programmed in another call pick-up group

-  Lift the handset and press the **More** softkey.
-  Press the **GPickUp** softkey.
-  Enter the 5-digit pick-up group number to transfer control of the call to your phone.

CALL PARK

-  Answer the Phone
-  Press the **More** soft key.
-  Press the **Park** soft key.
-  Notice the 5-digit code that is displayed.
-  Go to any other IP phone and dial the 5-digit code and you should have the call.

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