The Cisco 7906/7911/7912 IP telephone provides easy access to a wide range of business features.

**Phone Overview**

- **Soft Keys**
  - Features are available based upon the state of the phone.
- **Menu Button**
  - Displays a menu that provides access to voicemail, phone logs and directories, settings, and services.
- **Hold Button**
  - Places the active call on hold, reschedules an existing call, and switches between an active call and an incoming call or an active call and a call on hold.
- **Navigation Button**
  - Allows you to scroll through menus and highlight items.
- **Volume Button**
  - Increases or decreases volume for the handset and speaker. Also controls the ringer volume.

**(on-hook)**

**Basic Phone Handling**

**TO PLACE A CALL**

**Internal**
- Lift Handset or press the New Call soft key
- Dial Extension (Intercampus dialing with the last 4 digits.)

**External**
- Lift Handset or press the New Call soft key
- Local – Dial 9 + Number
- Long Distance – Dial 9 + 1 + Number

**LAST NUMBER REDIAL**
- Press the REDIAL soft key

**CALL HOLD**

**To Place a Call on Hold**
- From an existing conversation, press the HOLD button.

**To Retrieve a Call on Hold**
- Press the HOLD button again.
- If there are multiple calls on hold, scroll to the desired line before pressing the HOLD button again.

**CALL FORWARD**
- When your phone is idle, press the CFWDALL soft key
- Enter the number, OR press MESSAGE key for sending calls directly to Voicemail
- **To Cancel**
  - Press the CFWDALL soft key

**TO TRANSFER A CALL**
- During a call, press the TRANSFER soft key
- Dial the number
- Announce the call
- Press the TRANSFER soft key to complete the transfer, hang up OR
- If the person you attempt to transfer the call to is not available, press the END CALL soft key and the RESUME button to return to the original caller

**AD-HOC CONFERENCE (maximum of 4)**
While a call is in progress, press the MORE soft key and then press the CONFRN soft key. Dial the extension or outside number.
- After the party answers, press the CONFRN soft key to bring the parties together
- **To add additional parties**
  - Repeat the above steps
  - **To reconnect to the Conference when a called party isn’t joining**
    - If the person you attempt to bring into the conference is not available, press the END CALL soft key and then the HOLD button to return to the conference call

**CALL PARK**
- On an existing call, press the MORE soft key and then press the PARK soft key. The call is automatically placed into a park position, take note of the number on the screen *(this is different than your extension)*
  - Hang Up
  - Press the END CALL soft key
  - **To Retrieve a Parked Call**
    - Go to the phone where you want to take the call. Press speaker and dial the Park number.

**SPEAKER (one-way only)**
The 7906/7911/7912 comes with a speaker for hands-free listening.
- During a call, press the MONITOR soft key and then hang up the handset. You will be able to hear the call but you will not be able to talk on the call.

**RING TYPE**
- Press the MENU button
- Press the 3 on the dialing pad or scroll to Settings
- Press the SELECT soft key
- Press the 2 on the dialing pad or scroll to Ring Type
- Press the SELECT soft key
- Use the scroll key to select a ring type
- Press the PLAY soft key to hear the ring type
- Press the SELECT soft key to save the ring type

**DIRECTORIES**
- To view Missed, Received or Placed calls, press the MENU button
- Press the 2 on the dialing pad or scroll to Directories
- Press the SELECT soft key
- Scroll to the directory that you would like to view
- Press the SELECT soft key
- To place a call to one of the phone numbers from within the directory, press the DIAL soft key if it’s an internal number or press the EDIT DIAL soft key, press the 9 on the dialing pad, then press the DIAL soft key if it’s an external number

**LCD CONTRAST**
- Press the MENU button
- Press the 3 on the dialing pad or scroll to Settings
- Press the SELECT soft key
- Press the 1 on the dialing pad or scroll to Contrast
- Press the SELECT soft key
- Use the UP and DOWN soft keys to change the contrast or use the navigation button
- Press the OK soft key to save the setting

**Tutorial for the 7912 Phone:**