




The Cisco 7900 Series IP telephone provides easy access to a wide range of business features.

SOFT KEYS


Features available based upon the state of your phone

PLACE A CALL

Internal

- Lift Handset, press the **Speaker**  button, line button or the **NewCall** soft key
- Dial the extension

External

- Lift Handset, press the **Speaker**  button, line button or the **NewCall** soft key
- Local – Dial 9 + 10 or 7 Digit Number
- Long Distance – Dial 9 + 1 + 10 Digit Number
- International – Dial 9+011+number

LAST NUMBER REDIAL


- Press the **Redial** soft key

iDIVERT – For Voicemail Users Only

- When the phone is ringing, press the **iDivert** soft key
- The call is answered by voicemail

FORWARD ALL CALLS

Activate

- When the phone is idle, press the **CFwdALL** soft key
- Enter the number, OR press the **Messages**  button for sending calls directly to Voicemail

Cancel

- Press the **CFwdAll** soft key

CALL HOLD

Place a Call on Hold

- From an existing conversation, press the **Hold** soft key

Retrieve a Call on Hold

- Press the **Resume** soft key

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

To Cancel a Transfer

If the person you attempt to transfer a call to is not available, press the **EndCall** soft key and the **Resume** soft key to return to the original call

CALL PARK

Park a Call

- When on a call, press the **Park** soft key
- The call is automatically placed into a park position
- The park position is displayed above the soft keys

Retrieve a Parked Call

- Dial the park indicated when the call was originally parked
- You are now connected

JOIN

This feature allows you to join two active calls to create a conference.

Answer the second incoming call

- Press the **Answer** soft key which automatically puts the first caller on hold

Join these two callers to create a 3-way call

- Using the blue **Navigation** button, highlight the first caller that is on hold
- Press the **More** soft key until the **Join** soft key appears
- Press the **Join** soft key
- The callers are now joined to the conference call

CONFERENCE CALL

While a call is in progress, press the **Confrn** soft key and then dial the number you wish to add to the call.

- After the party answers, press the **Confrn** soft key to bring the parties together

Add additional parties

- Repeat the above steps, adding up to **4** parties to the call

Reconnect to Conference When Called Party Can't Join

- If the person you attempt to bring into the conference is not available, press the **EndCall** soft key and the **Resume** soft key to return to the original call


View the conference call members

- If this feature is configured on your phone, press the **ConfList** soft key


SPEED DIALING

- Phone is idle (no dial tone)
 - Dial the speed code number
 - Press the **AbbrDial** soft key
 - Pick up handset or remain in speaker mode
- To program these numbers, please refer to the *CUCM User Reference* documentation.

DIRECTORIES

- To view the Personal or Corporate Directories, press the **Directories**  button
- Scroll to the directory that you would like to view and 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 the number can be dialed as it appears
- Press the **EditDial** soft key, edit the dialed number to include the outside access code, then press the **Dial** soft key if it's an external number


CALL HISTORY

- To view Missed, Received, or Placed calls, press the **Directories**  button.
- Select **Missed Calls**, **Received Calls** or **Placed Calls**
- Use the **DIRECTORIES** dialing information to place a call from call history


RING VOLUME

- With the phone idle, press the **Volume** key to hear the current ring volume
- Press up or down volume key to change the ring volume
- When the ring times out, the setting will be saved

RING TYPE


- Press the **Settings**  button
- Select **User Preferences**
- Select **Rings**
- Select the line
- Select a ringtone
- Press the **Play** soft key to play the ringtone
- Press the **Set** soft key to set a ringtone

LCD CONTRAST

- Press the **Settings**  button
- Select **User Preferences**
- Select **Contrast**
- Use the **Up** or **Down** soft keys to change the contrast
- Press the **Save** soft key to save the setting

VOICE MAIL SETUP AND ACCESS


Enroll with Voice Mail (first time use only)

- Press the **Messages**  button or dial the internal voice mail phone number **5600**
- Enter the first time enrollment password = **159357**
- Follow prompts to:
 - Record your name - press # key as soon as you say your name
 - Record a greeting – press # key as soon as you say your greeting
 - Set a new password


Rerecord Your Name

- Press 4 then 3 and follow prompts

Log on to Voice Mail from Your Phone

- Press the **Messages**  button or dial the internal voice mail phone number **5600**
- Enter your password, press the # key

Log on to Voice Mail from A Different Office Phone

- Press the **Messages**  button or dial the internal voice mail phone number **5600**
- Press the * key when voice mail answers
- Enter your ID (extension), then press # key
- Enter your password, then press the # key

BASIC VOICEMAIL

Press the **Messages**  button or dial the internal voice mail phone number **5600**

Hear new messages	1	Set up options	4
Send new message	2	Cancel or back up	*
Review old messages	3	Skip or move ahead	#

During Message

Playback

Restart message	1	Repeat	1
Save	2	Save	2
Delete	3	Delete	3
Slow Playback	4	Reply	4
Change Volume	5	Forward message	5
Fast Playback	6	Save as new	6
Rewind, small	7	Rewind	7
Pause or Resume	8	Message summary	9
Fast Forward	9		

After Message Playback

TRANSFER CALL INTO VOICEMAIL

While connected to the caller

- Press the **Transfer** soft key
- Press * key
- Dial the person's extension you are transferring the call to
- Press the **Transfer** soft key

LEAVE A QUICK MESSAGE IN A MAILBOX WITHOUT CALLING THE EXTENSION:

- Lift handset
- Press * and the extension
- Leave message
- Hang up

For additional feature information and menu options review the *Unity-At-A-Glance* documentation.

CISCO PHONE CONNECTIONS

