

QUICK REFERENCE – 7906/7911 CISCO PHONE



1. Display Screen
2. Phone Series and Model
3. Softkeys
4. Navigation/Scroll Button
5. Displays Menu of Applications – Messages, Call Logs etc.
6. Hold Button
7. Keypad
8. Volume Control
9. Handset and Indicator Light
10. Footstand

Answering a Call While on a Current Call

- Phone will beep when the second call comes in
- Press the “Answer” soft key
- Other call is put on hold

To switch between the calls

- Use the “Navigation” button to highlight desired call
- Press the “Hold” button

Placing a Call

- Lift handset *or* Press “New Call” softkey
- Dial Number

Putting a Call on Hold

- Press the “Hold” button
- Press “Hold” again to reconnect

Transferring a Call

- Press the “Transfer” softkey
- Dial extension or number to transfer to
- Press “Transfer” again
- Hang up

Call Forward

- Press “CFwdALL” softkey
 - Dial number to forward to
- To Deactivate:*
- Press “CFwdALL” softkey

Mute a Call

- Press the “Monitor” softkey
- Hang up receiver to monitor call over the speaker
- Lift receiver to resume

Set Ringer Volume

- Press “Volume” button up or down

Conference a Call

- While on the line put first call on hold
- Place second call
- Navigate to first call
- Press “Join” softkey (may need to select “More” softkey)

Retrieve Missed, Received, Placed Calls

- Press “Display/Menu” button
- Use “Navigation” button to highlight “Directories”
- Press the “Select” softkey
- Highlight call type to view using the “Navigation” button
- Press the “Select” softkey
- Scroll through numbers using “Navigation” button
- To exit number listing, press the “Exit” softkey
- Press “Exit” twice more to leave

Redial last Number Called

- Press “Redial” softkey
- Lift handset

Check Messages

Red light on handset indicates new message

- Press “Message” softkey
- Follow prompts

Setting Call Volume

- While on a call, press the “Volume” button up or down
- Press the “Save” softkey