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Forwarding Calls to Another Number **23**

Using Do Not Disturb **24**

Connecting Your Phone

The following graphic and table show how to connect the Cisco Unified IP Phone 7911G:

Adjusting the Handset Rest

When you connect your phone, you might want to adjust the handset rest to ensure that the receiver will not slip out of the cradle. See the table below for instructions.

Registering with TAPS

After your phone is connected to the network, your system administrator might ask you to auto-register your phone using the Tool for Auto-Registered Phones Support (TAPS). TAPS might be

administrator, and follow the voice prompts. You might use the TAPS extension provided by your system administrator, and follow the voice prompts. You might use the TAPS extension, including



Placing a Call—Additional Options

Answering a Call

You can answer

Viewing Multiple Calls

Understanding how multiple calls are displayed on your phone can help you organize your call-handling efforts.

Your phone displays calls as follows for the highlighted line:

- Calls with the highest precedence and longest duration display at the top of the list.
- Calls of a similar type are grouped together. For example, calls that you receive from the same number are grouped together.

Tips

- If on-hook transfer is enabled on your phone, you can either hang up to complete the call, or press **Transfer** and then hang up.
- If on-hook transfer is enabled on your phone, hanging up without pressing **Transfer** again places the call on hold.
- You cannot use **Transfer** to redirect a call on hold. Press **Transfer** again to remove the call from hold before transferring it.
- The Transfer feature is disabled on a Call Chaper

Tips

- If your phone displays a menu that disappears be

Tips

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Storing and Retrieving Parked Calls

Using the Monitor Feature

The following table shows how you can use the Monitor feature.

Tips

-

Customizing the Phone Screen

Dial from a call log
(while not on another
call)

1. Press  and choose **Directories > Missed Calls, Placed Calls, or Received Calls.**
- 2.

Tips

- **Personal Directory**—If available, personal contacts and associated speed-dial codes that you can configure and access from your phone and Cisco Unified CM User Options web pages. Personal Directory comprises the Personal Address Book (PAB) and Fast Dials.

Tips

- Your system administrator can provide you the user ID and PIN that you need to log in to Personal Directory.
- Personal Directory automatically logs you out after

Configuring Features and Services on the Web

The topics in this section describe how to configure features and services from your User Options web pages after logging in. See [Accessing Your User Options Web Pages, page 59](#).

Using Personal Directory on the Web

The Personal Directory feature set that you can access on your computer consists of:

- A Personal Address Book (PAB)
- Fast Dials
- Cisco Unified Communications Manager Address Book Synchronizer

Setting Up Phone Services on the Web

Phone services can include special phone features, network data, and web-based information (such as stock quotes and movie listings). You must first subscribe to a phone service before accessing it on your phone.

Add a new remote destination

1. Choose **User Options > Mobility Sett**

Log out of WebDialer Click the logout icon in the Make Call or Hang Up page.

Set up, view, or change WebDialer preferences Access the Make Call page.

The Make Call page appears the first time that you use WebDialer (after you click the number that you want to dial).

The Make Call page contains the following options:

- Preferred language—Determines the language used for WebDialer settings and prompts.
- Use preferred device—Identifies the Cisco

Troubleshooting Your Phone

This section provides troubleshooting information for your Cisco Unified IP Phone.

General Troubleshooting

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reporting problems with [74](#)
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Fast Dials

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