

€

GLOff Disable Group Listen

GPickUp Answer a call ringing in another

Getting Started

Using this Guide

You can access the Cisco website at this URL:

<http://www.cisco.com/>

Cisco Product Security Overview

Connecting Your Phone

Your system administrator will likely connect your new Cisco Unified IP Phone to the corporate IP telephony network. If that is not the case, refer to the graphics below to connect your phone.

The following graphic and table show how to connect the Cisco Unified IP Phone 7906G:

- | | | | |
|---|--------------------------|---|-----------------------|
| 1 | Network port (10/100 SW) | 4 | AC-to-DC power supply |
| 2 | Handset port | 5 | |

Adjusting the Handset Rest

Depending on headset manufacturer's recommendations, an external amplifier may be required. Refer

	Item	Description	For more information, see...
1			

Accessing Applications Menus

Use the Applications menus to access phone features.

Basic Call Handling

You can perform basic call-handling tasks using a range of features and services. Feature availability can vary; see your system administrator for more information.

Placing a Call—Basic Options

Here are some easy ways to place a call on your Cisco Unified IP Phone.

Tips

- You can dial on-hook without a dial tone (pre-dial). To pre-dial, enter a number, then go off-hook by lifting the handset and press **Dial**.
-


Tip

If parties on a call hear a beep tone, the call might be monitored or recorded. Ask your system administrator for more information.

Ending a Call

To end a call, simply hang up. Here are some more details.

Using Hold and Resume

You can hold and resume calls. When you put a call on hold, the Hold icon  appears next to the

- When a held call is highlighted, the Hold button becomes lit (red). When a call that is not held

You can access Call Forward All on your phone; other call forwarding features are accessible only on

When you are away from your phone, you can preven

- *Preemption* is the process of ending an existing, lower priority call while accepting a higher priority call that is sent to your phone

Put a call that has been

Tips

-


Customizing the Phone Screen

You can adjust the characteristics of the phone screen.

If you want to...

Change the background image

Then...

1. Press  and choose **Settings > User Preferences > Background Images**.
2. Scroll through available images and press **Select** to choose an image.

Tip
(SCCP phones only)

- Dial from PAB entry
1. Search for a listing.
 2. Highlight the listing and press **Select**.
 3. Press **Dial**. (You may need to press the **more** softkey to see **Dial**.)
 4. Enter the participant's phone number.
 5. Highlight the number that you want to dial and press **OK**

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 a certainSpaly logs you out after a ce

Using the User Options Web Pages

Assigning Fast Dials to Users

This section describes how to assign Fast Dials from your User Options web pages.

If you want to... **Then do this after you log in...**

Controlling User Settings on the Web

User settings include your password, PIN, and language (locale) settings.

Tip

Your PIN and password allow you to access different features and services. For example, use your PIN to log in to Cisco Extension Mobility or Personal Directory on your phone. Use your password to log in to your User Options web pages and Cisco WebDialer on your personal computer. For more information, ask your system administrator.

Controlling Line Settings on the Web

Line settings affect a specific phone line (directory

Understanding Additional Configuration Options

Your system administrator can configure your phone to use specific button and softkey templates along with special services and features, if appropriate. This table provides an overview of some configuration options that you might want to discuss with your phone system administrator based on your calling needs or work environment.

Viewing Phone Administration Data

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Americas Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
www.cisco.com
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 527-0883

Asia Pacific Headquarters
Cisco Systems, Inc.
168 Robinson Road
#28-01 Capital Tower
Singapore 068912