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Getting Started

Using this Guide

This guide provides you with an overview of the features available on your phone. You can read it



An Overview of Your Phone

Cisco Unified IP Phone 7906G and 7911G are full-feature telephones that provide voice communication over the same data network that your computer uses, allowing you to place and receive calls, put calls on hold, transfer calls, make conference calls, and so on.

In addition to basic call-handling features, your Cisco Unified IP Phone 7906G and 7911G can provide specialized or advanced telephony features that extend your call-handling capabilities. Depending on



Basic Call Handling

Tip

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

Using Hold and Resume

Forwarding All Calls to Another Number

Meet-Me Conference Calls

You can create a Meet-Me conference by calling the Meet-Me phone number at a specified time.

See

Storing and Retrieving Parked Calls

You can park a call when you want to store the call so that you or someone else can retrieve it from another phone in the Cisco Unified Communications Manager system (for example, a phone at a

Privacy

If you do not want coworkers who share your line to see information about your calls, enable the Privacy feature. Doing so also prevents coworkers from barging your calls. See [Preventing Others from](#)

Tips

- If a phone that is using the shared line has Privacy enabled, call information and barge softkeys

Prioritizing Critical Calls

(SCCP phones only)

In some specialized environments, such as military or government offices, you might need to make and

Managing Business Calls Using a Single Phone Number

With Mobile Connect and Mobile Voice Access installed, you can use your cellular phone to handle calls associated with your desktop phone number. A *smartphone* is a mobile phone with personal

Using and Obtaining a Headset

To use a headset, disconnect the handset and connect a headset to the Handset port.

If you connect a headset to the handset port, be sure that the Wideband Handset setting is disabled. Choose **User Preferences > Audio Preferences > Wideband Handset**.



Changing Phone Settings

You can personalize your Cisco Unified IP Phone by adjusting the ring tone, background image, and other settings.

Customizing Rings and Message Indicators

You can customize how your phone indicates an incoming call and a new voice message. You can also adjust the ringer volume for your phone.

If you want to...

Change the ring tone

Then...

1. Press  and select **Settings > User Preferences > Rings**.

2. Select a ring tone and press **Play** to hear a sample of the ring tone.

Customizing the Phone Screen

You can adjust the characteristics of the phone screen.

If you want to...	Then...
Change the background image	<ol style="list-style-type: none"><li data-bbox="391 331 1213 391">1. Press Settings and choose Settings > User Preferences > Background Images.<li data-bbox="391 402 1213 435">2. Scroll through available images and press Select to choose an image.<li data-bbox="391 446 1213 479">3. Press Preview to see a larger view of the background image.<li data-bbox="391 490 1213 522">4. Press Exit to return to the selection menu.<li data-bbox="391 534 1213 553">5. Press Save to accept the new image, or press Cancel.
Change the language on the phone screen	<ol style="list-style-type: none"><li data-bbox="391 570 1213 630">1. Log in to your User Options web pages. (See Accessing Your User Options Web Pages, page 48.)<li data-bbox="391 641 1213 669">2. Access your user settings. (See

Tip

- Dial from PAB entry
1. Search for a listing.
 - 2.

Tips



Using the Address Book Synchronization Tool

If you want to...

Then do this after you log in...

Create an access list

1. Choose **User Options > Mobility Settings > Access Lists**.
2. Click **Add New**.
3. Enter the following information:
 - Name—Identifies the access list.
 - Description—Describes the access list.
4. Choose one of these options:
 - Blocked Access List—Creates list for numbers to be blocked
 - Allowed Access List—Creates list for numbers that will be permitted
5. Click **Save**.

Add member f6(e)]TJ.6(e5 Tc4456 0.962 TD060141 Tc090117 Tw.9(a5e)3.4(a)9.4(e)30.6(e)10.s15(9)-7.710.3(st

2. Click **A 1-10.6 Mccerae Pc 0 T (3 o Tf 2.09 3 Tm 0.028 5 Tc 0.t)967e)92**

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Viewing Phone Administration Data

Your system administrator might ask you to access administration data on your phone for troubleshooting purposes.

Using the Quality Reporting Tool

Cisco One-Year Limited Hardware Warranty Terms

There are special terms applicable to your hardware warranty and various services that you can use during the warranty period. Your formal Warranty Statement, including the warranties and license agreements applicable to Cisco software, is available on [Cisco.com](https://www.cisco.com). Follow these steps to access and

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safety warnings [2](#)

SCCP (Skinny Call Control Protocol) [11](#)

secure calls [30](#)

secure conference

 starting [23](#)

 verifying [23](#)

