

## Your Cisco IP Phone:

### Introduction:

Your Cisco IP Phone allows you to place and receive calls, put calls on hold, speed-dial numbers, transfer and forward calls, setup conferences and access voicemail messages.

### Phone Features:



- ① **Cisco IP Phone model type**  
Shows the Cisco IP phone model number.
- ② **LCD screen**  
Displays information such as the time, date, your phone number, line/call status, caller ID, and softkey tabs.
- ③ **Softkeys**  
Enable you to engage the functions displayed on the corresponding LCD tabs. Softkeys point to feature options displayed along the bottom of your LCD screen. Softkey functions change depending on the status of your phone (active or idle)
- ④ **Navigation button**  
Enables you to scroll through text and select features that are displayed on the LCD screen.  
Also provides shortcut access to the Speed Dial menu when the phone is idle.
- ⑤ **Menu button**  
Displays a menu that provides access to a voice messaging system, phone logs and directories, settings and services.
- ⑥ **Hold button**  
Places an active call on hold, resumes a call on hold, and switches between an active call and an incoming call or an active call and a call on hold.
- ⑦ **Keypad**  
Functions like a traditional telephone keypad.
- ⑧ **Volume button**  
Increases or decreases volume for the handset and speaker. Also controls the ringer volume (if on-hook).
- ⑨ **Handset with indicator light**  
Functions like a traditional handset.

## **Adjusting the volume**

### **To adjust the volume level for a call:**

1. Press the **volume button** during a call or after invoking a dial tone.
2. Press **Save** to preserve the new volume as the default level for the speaker or handset.

### **To adjust the volume level of the ringer:**

1. Press the **volume button** while the handset is in the cradle.
2. The new ringer volume is saved automatically.

## **Changing the Ring Sound (Customizing Rings)**

1. Press the **Menu** button
2. Select **Settings > Ring Type**.
3. Use the **Navigation** button to scroll through the ring types
4. Press **Play** to hear the selected ring type.
5. Select the ring you want
6. Press **Select** and **OK**.

## **Using the Speaker**

The Cisco IP Phone 7912 provides a speaker for hands-free listening. You can use the speaker **only to listen** to a call. To talk on a call, you must pick up the handset.

## **Cisco IP Phone 7912 eLearning Tutorial**

<http://www.cisco.com/warp/public/779/largeent/avid/products/7912G/index.html>