Call Logs, Settings & Speed Dials

14. Call Logs:

A. **Missed, Received and Placed Call Log**:
- Press the Menu button
- Highlight directories and press Select softkey
- Select Missed Calls, Received Calls or Placed Calls
- Navigate call using Navigation button
- Press Dial softkey in order to dial highlighted number

B. **Edit Dial**: (Edit a number selected from a Directory or Call Log)
- Press EditDial softkey
- Use the << and >> softkeys to delete/add numbers
- Press Dial softkey

15. Settings Options:
- Press the Menu button
- Highlight Settings option, press Select softkey
- Select User Preferences
- Select Rings, Background Images or Contrast
- Make desired adjustments according to options

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502 Commerce Way
Livermore, CA 94551
(800) 893-3660

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Message Waiting
LCD Screen
Volume Button
Softkeys
Hold
Navigation Button
Menu Button

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Basic Phone Features

1. Basic User Information:
    A. **Placing** a call:
- Lift handset, dial number, or
- Press NewCall softkey, dial number, lift handset

    B. **Ending** a Call:
- Replace handset, or
- Press EndCall softkey, or
- Press Monitor Button (if Monitor function engaged)

    C. **Answering** a Call:
- Lift handset, or
- Press Answer softkey

    D. **Redial** Feature:
- Press the Redial softkey

2. Placing a Call On Hold/Resuming the Call:
- Press the Hold button
- Press the Hold button again to resume call

3. Transferring a Call:
- With connected call, press Trnsfer softkey
- Dial number to which you are transferring, or
  Press ✱extension/voice mailbox number to transfer to voicemail
- Listen for ringing or announce caller
- Press Trnsfer softkey again to complete transfer

- In order to retrieve caller during the transfer process, press the EndCall softkey, then press the Hold button again to connect with original caller

4. Call Pick Up Groups: (Pre-Determined per Systems Administrator):
- In order to answer call within Pickup group, lift handset, press More softkey, then Pickup, then Answer, or
- Without lifting handset, press Pickup softkey, then Answer softkey

5. Call Forward Feature: (Forward incoming phone calls to alternate phone number)
- Press the CfwdAll softkey
- Dial forwarding number, or
  press the Messages button to have all calls forwarded to voicemail
- To cancel, press CfwdAll softkey again

6. Call Park Feature: (Held call that can be retrieved from any Cisco IP Phone)
- With call connected, press More softkey
- Press Park softkey
- Remember the assigned call park "slot number" : 1110 - 1139

- To retrieve parked call: Dial slot number on any Cisco IP Phone

Advanced Phone Features & Button Definitions

7. Conference Calling:
    A. **Conference** (Join Multiple callers together, maximum participants: **8**)
- To initiate a conference call: Begin with caller (A) on line
- Then press More softkey
- Then press Confrn softkey
- Caller (A) is now on hold while you dial other participants to join
- Connect with caller (B) by dialing number, press More softkey, then Confrn softkey
- Now you are in a conference with callers (A) and (B)
- Repeat above steps until desired or maximum amount of participants are included in conference call

    B. **Meet-Me Conference** (Participants dial in to join conference)
        Internal Meet Me Numbers: 1150 - 1159
        Maximum Amount of Participants: **8**
- To Initiate /Chair a Meet-Me conference, press More softkey
- Then press MeetMe softkey
- Dial Meet-Me number, now other callers can join

- To Join a Meet-Me conference, dial Meet-Me number

    C. **Conference List** (View and Remove conference participants)
- While conference is in process, press More softkey
- Then press Conflist softkey, all participants will be listed

- To remove participant, press Remove softkey – only conference call originator can remove participants (not on Meet-Me)

- Press Update softkey to update list of participants

8. Monitor Function: (Enable hands free listening)
- With call in progress, press the Monitor softkey
- To disable Monitor function, press the MonOff softkey or hang up handset

- Note: while in Monitor mode, the speaker functions in a single direction

Button Definitions:

9. Softkeys: Activate the correlating phone option that is displayed on the screen

10. Navigation Button: Use to scroll through multiple calls or call logs

11. Menu Button: Use to access menu options

12. Hold Button: Use to place calls on hold and to resume calls

13. Volume Button: Use to adjust volume