



**Phonesystemsexpress.com**  
**844.PSE.VOIP (773.8647) or 386.753.4PSE (4773)**





## **User Guide for Cisco IP Phone 7905/7906**



### **Physical Description**

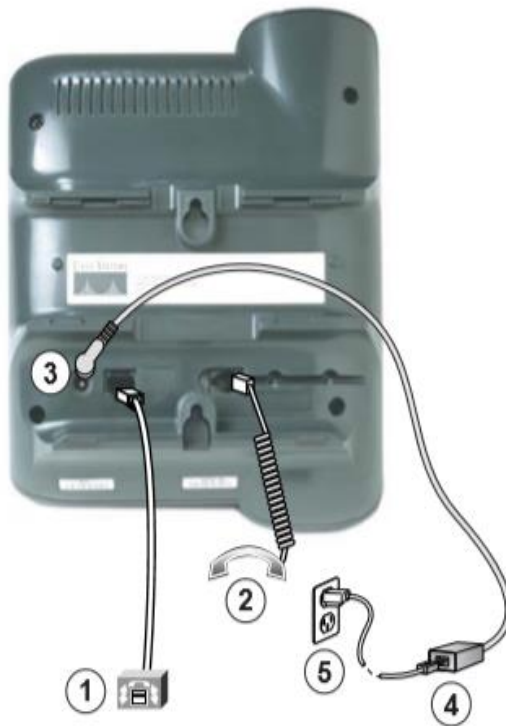
The Cisco 7905 and 7906 are single-line phones. The 7906 has a higher resolution display but is similar in operation.



| Name  | Description   |
|---|---|
| 1) Cisco IP phone model type  | Shows the Cisco IP phone model number   |
| 2) LCD Screen   | Displays information such as line/call status, phone number and soft key tabs.  |
| 3) Soft keys  | Engages the functions displayed on the corresponding LCD tabs.  |
| 4) Navigation button  | Scrolls through text and selects features that are displayed on the LCD screen. Provides shortcut access to the speed dial menu when the phone is idle. |
|  |   |
| 5) Menu button  | Provides access to phone services.  |
|  |   |
| 6) Hold button  | Places an active call on hold. Resumes a held call.   |
|  |   |
| 7) Keypad   | Functions like a traditional telephone keypad.  |
| 8) Volume button  | Increases or decreases handset volume and onhook ring volume.   |
|  |   |
| 9) Handset & indicator light  | Functions like a traditional handset.   |

## Connecting Your Phone

This section shows and explains the connectors on your Cisco 7905/7906 IP phone



- 1) Network port (10BASE-T)
- 2) Handset port
- 3) DC adapter port (DC48V)
- 4) Cisco power supply (optional)
- 5) Power cable with wall socket plug

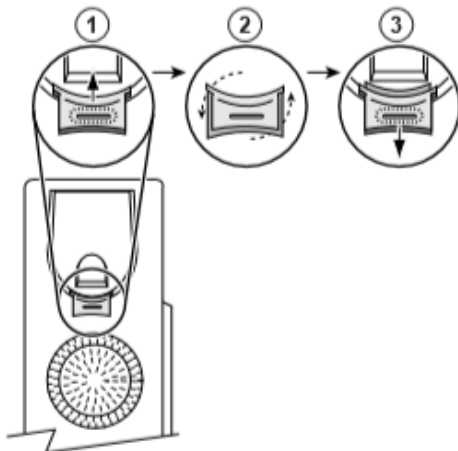
## Adjusting the Handset Rest

When you connect your phone, you can adjust the handset rest so that the receiver will not slip out of the cradle.

To adjust the handset:

- 1) Set the handset aside and pull the square plastic tab upward.
- 2) Rotate the tab 180 degrees.
- 3) Slide the tab back into the handset rest. An extension protrudes from the top of the rotated tab.

Return the handset back to the handset.



# Operating Your Phone

## Basic: Place a Call

- Lift the handset and dial the number.
- Dial the number and then lift the handset.
- If you have selected a number from a directory, press the **Dial** soft key and then lift the handset.

## Speakerphone: Place a Call

- Press the speakerphone button and perform the steps for placing a basic call, do not lift the handset. To switch to handset operation, lift the handset.

## Answer a Call

- Lift the handset.
- To use speakerphone, press the **Answer** soft key or the **Speaker** button.

## End a Call

- Hang up the handset
- If you are using speakerphone, press the **Speaker** button or **EndCall**.

## Redial a Number

- Lift the handset and press **Redial**.
- Press **Redial** to dial using speakerphone.

## Hold a Call

To place a call on hold while on the call, press **Hold**.

To retrieve a held call, press **Resume**.

## Mute a Call

To mute a call, press the **Mute** button. The **Mute** button lights up, indicating that the other party cannot hear you. To deactivate the mute function:

- Press the **Mute** button again.
- Lift the handset if you are using mute with the speakerphone.

## Retrieve Voicemail

Press the **messages** button and follow voice instructions.

## Transfer a Call

**Blind Transfer** Immediately redirects the call without allowing you to speak to the transfer recipient (the person to whom you are transferring the call).

1. During a call, press the **Trnsfer** soft key. The call is placed on hold.
2. Dial the number to which you want to transfer the call and hang up your phone.

**Consult Transfer** Redirects the call after allowing you to speak to the transfer recipient.

1. During a call, press the **Trnsfer** soft key. The call is placed on hold.
2. Dial the number to which you want to transfer the call.
3. Wait for the call to be answered. Speak to recipient. Press **Trnsfer** button and hang up.
4. If the transfer fails, press the **Resume** soft key to return to the original call.

## Cancel Transfer

1. To cancel your consult call transfer attempt, Press the **EndCall** soft key.
2. To reconnect to the original caller, Press the **Resume** soft key.

## Transfer to Voicemail

Simply press the **TrnsfVM** soft key

## Forward All Calls

To forward all incoming calls to another number, perform the following steps:

1. Press the **CFwdALL** soft key. You will hear a confirmation beep.
2. Dial the number that you want your calls forwarded to including locally required prefix numbers.  
The phone display is updated to show that calls are forwarded.
3. Press the pound key(#) or **EndCall** soft key.

If you want to forward calls to voicemail, manually enter the voicemail number, or use the soft key and button sequence of **CFwdALL** soft key plus the **Messages** button, followed by **EndCall** soft key.

## Cancel Call Forwarding

Simply press **CFwdAll** soft key.

## Activate Do Not Disturb (DnD)

For visual call alerting and information without audible ringing, use Do Not Disturb (DnD). Calls receive normal call-forward-busy and no-answer treatment.

1. Press the **more** soft key to locate the **DnD** soft key.
2. Press the **DnD** soft key. A text message displays to indicate that the phone is in DnD mode.

To deactivate, repeat steps 1 and 2 in the idle state.

## **Park a Call**

Call park allows a user to place a call on hold to a designated parking slot from which the call can be retrieved by anyone on the system.

To park a call:

- Press the **Park** soft key. The call park slot will display on the screen.

To retrieve a parked call:

- Dial the park slot extension.

To park a call to a specific park slot:

- Press the **transfer** soft key followed by the call park slot number.

To retrieve a call on a specific park slot:

- Dial the retrieval park slot extension.

## **Place a Call from Your Local Directory**

1. Press the **Directories** button.
2. Press the navigation **Up** or **Down** button or press 4 to select Local Directory.
3. Press the navigation **Up** or **Down** to select the Last, First or number field search option.
4. Using the keypad, enter the last name first name for the entry.

When entering letters, select the appropriate number key of the letter you want and press that key a number of times that equals the position of the target letter. Ex: to enter B, press the 2 key two times. To enter C, press the 2 key three times. Use the backspace (<<) soft key to make corrections while entering data.

5. Press the **Search** soft key to find your selection.
6. If your search results in multiple listings, use the Navigation **Up** or **Down** to select the correct number.
7. Press the **Dial** soft key to dial the selected number.

## **View Call History**

1. Press the **Directories** button.
2. Use the **Navigation** button to scroll and select the desired call list.
3. Use one of the methods below to choose a call list:
  - Press the **Select** soft key.
  - Press **1** on the keypad for Missed Calls.
  - Press **2** on the keypad for Received Calls.
  - Press **3** on the keypad for Placed Calls.
4. Press the **Exit** soft key and return to the previous directory menu.

### **Place a Call from Call History**

1. Use the **Navigation** button to scroll through the call history list.
2. Use the **Select** soft key to select a phone number. The digits appear on the phone display.
3. Press the **Dial** soft key to dial the number as it appears on the screen.
4. To change the format of the number on the screen, press the **Edit** soft key to place the cursor at the beginning of the number on display.
5. Use the keypad to enter the digits as needed. Use backspace (<<) to erase any mistakes.
6. Press the **Dial** soft key to place the call.

### **To Clear Call History**

To clear all numbers in the directory histories, press the **Clear** soft key. This will clear all of the call history. Deleting specific call history lists is not supported.

### **Adjust the Volume for the Current Call**

To adjust the handset, speakerphone, or headset volume for the current call:

1. During a call, press the Up or Down Volume button.
2. Press Save to apply the new volume level to future calls.

### **Adjust the Ring Volume**

To adjust the ringer volume, press the Up or Down Volume button while the handset is in the cradle.

### **Select the Ringer Type**

1. Press the **Settings** button.
2. Press 2 for ring type or use the **Navigation** button to select the ring type and press **Select**.
3. Use the **Navigation** button to select the ring type. Press the **Play** soft key to hear samples.
4. Highlight the ring you want, and then press **Select**.
5. Use one of the following options:
  - Press **Ok** to select your setting, which returns you to the previous menu.
  - Press **Cancel** to exit to the previous menu without changing the setting.
  - Press **Back** to return to the main phone screen.

### **Adjust the Display Contrast**

1. Press the **Settings** button.
2. Press 1 for contrast, or use **Select**.
3. Use **Down** or **Up** to change the contrast.
4. Use one of the following options:
  - Press **Ok** to select your contrast setting and returns you to the main directory.
  - Press **Cancel** to exit to the previous menu with changing the setting.
  - Press **Back** key to return to the main phone screen.

