


CISCO IP 7910 Series



1. Line
2. Hold
3. Transfer
4. Settings
5. Msgs
6. Conf
7. Forward
8. Redial
9. Speaker & Mute
10. Navigation
11. Speed 1/Speed 2

Place a Call

- Lift handset
- or
- For hands-free, press Line button or SPEAKER button
- Dial the number 

Answer a Call

- Lift handset

End a Call

- Hang up handset
- or
- Press LINE Button

Place a call on hold

1. Press HOLD Button
2. Press HOLD Button again to resume call

Place 2nd call on hold

1. Place 1st call on hold with HOLD button
2. Press LINE button to get 2nd line (You will hear a dial tone to make second call)
3. Dial number for the second call
4. Press LINE button to end 2nd call
- or
5. Press HOLD button to place your second caller on hold
6. Press HOLD a second time to return to your first caller

Note: Press HOLD button twice to alternate between 1st and 2nd call

Transfer a Call

1. Press TRANSFER button
2. Dial number
3. Announce call transfer (*optional*)
4. Press TRANSFER button again to complete the transfer

Call Forward

1. Press FORWARD button (2 beeps)
2. Dial number to forward call to

To Deactivate:

1. Press FORWARD button (1 beep)

Note: See Web Interface Section for forwarding calls online

Call Waiting

1. When you hear call waiting beep (single alert)
2. Press HOLD button (first call goes on hold)
3. Press HOLD twice to alternate between calls
4. Press LINE to disconnect current caller


To join calls:

- Press TRANSFER button to join the 2 incoming callers and exit call yourself
- or
- Press CONF button to join the 2 incoming callers and yourself together in a conference call

Check Messages

Red light on handset indicates new message.

To retrieve message(s):

1. Press MSGS button 
2. Follow prompts to check voice mail.

Speed Dial

To program speed dial buttons, see Web Interface Section. To dial:

1. Lift handset and press SPEED 1 or SPEED 2 button

Redial last number called

- Lift handset (optional)
- Press REDIAL button

Mute a Call

Disables microphone 

- Press MUTE button to activate
- To deactivate, press MUTE button again

Switch between handset & speaker

1. If on SPEAKER, lift handset
2. If on handset, press SPEAKER button and replace handset

Place a Conference Call

Up to six participants.

1. While on a call, press CONF button
 2. Call the next person
 3. Press CONF Button again to connect
- Repeat as necessary.

Meet Me Conference

Meet Me Conference can only be established from a 7940/60 model

Join a Meet Me call:

1. Dial the assigned MEET ME conference number

QUICK REFERENCE

PHONE SETTINGS

The **Settings** button allows you to personalize some of the features of your phone. A screen menu will assist you in adjusting various settings such as ringer type and contrast. Use the [+] or [-] keys to scroll through the options or enter the number of the desired option

Settings Menu

Use the Settings menu to view or change

1. Handset volume
2. Speaker volume
3. Ringer volume
4. Model Information (View only)
5. LCD contrast
6. Network configuration (Do not alter!)
7. Ringer Type
8. Timer

Remember to use # key to save any setting you change

Volume

1. Press **SETTINGS** button
2. Watch **CALL DISPLAY** for information
3. Use [+] or [-] keys to scroll through menu options
4. Enter the **NUMBER** of the option (E.g. Enter 3 for ringer volume)
5. Press the # key to save changes
6. Press **SETTINGS** button again to exit Settings

Ringer Type

1. Press **SETTINGS** button
2. Press 7 for ringer type
3. Use up (+) or down (-) to choose between the two ringer types available
4. Press # key to save

LCD display contrast

1. Press **SETTINGS** button
2. Press 5 for LCD contrast
3. Use up (+) or down (-) to select desired contrast level
4. Press # key to save

WEB INTERFACE (CALL MANAGER)

Each user has their own personal Web site to allow them to manage some of the advanced phone features, such as:

- setting up speed dial
- forwarding calls

Accessing Call Manager

The Call Manager for your phone is accessed through your personal account on the MyConcordia Portal at <http://www.myconcordia.ca>. For information about using the Portal, see the downloadable user guide at <http://web2.concordia.ca/portal/help/myconcordia.pdf>.

When you have accessed your personal portal page, click [**CONFIGURE MY PHONE**].

Select a device

If you have multiple phone sets, you must select the one you wish to configure from the drop-down menu on the main menu page.

Change your PIN

Click [**CHANGE YOUR PIN**] on the main menu. Enter **12345** as the current PIN, and select a new personal PIN consisting of **7-20** digits.

Your new PIN will be required to subscribe to additional services as they become available.

Call forward

1. On the main menu, click [**FORWARD ALL CALLS TO A DIFFERENT NUMBER**]
2. Check box of phone extension you wish to forward
3. Select either **voice mail** (you must have voice mail to use this option!) **or this number** (and enter the phone number where you want your calls to go)
4. Click [**UPDATE**]
5. To stop call forwarding, clear the check box of the extension that is being forwarded, and click [**UPDATE**]

Configure speed dial

1. On the main menu, click [**ADD UPDATE YOUR SPEED DIALS**]
2. The next screen will display the number of speed dials options available for your phone. You may see boxes labelled **SPEED 1** and **SPEED 2**, or you may see fewer, depending on your service.
3. Enter a phone number in each available text box. Remember to affix a beginning '9' to all external numbers.
4. Click [**UPDATE**]

Change the ring setting

1. On the main menu, click [**CHANGE THE RING SETTINGS FOR YOUR PHONE**]
2. From the drop-down menus, select how you would like each line on your phone to ring When Phone is Idle and When Phone is In Use
3. Click [**UPDATE**]

Select a user locale profile (language)

The User Locale determines the language on the phone's display and on the Web site. To change the language option:

1. Select the language of your choice from the drop-down menu
2. Click [**UPDATE**]

For more information visit the VoIP website at:

<http://voip.concordia.ca>