Cisco Unified IP Phone 7911G

Control Panel

1-Phone Screen
Displays phone menus and call activity including caller ID, call duration, and call state.

2-Cisco Unified IP Phone series
Indicates your Cisco Unified IP Phone model series.

3-Softkey buttons
Each activates a softkey option displayed on your phone screen.

4-Navigation button
Allows you to scroll through menu items and highlight items. When the phone is on-hook, displays your Speed Dials.

5-Applications Menu button
Displays the Applications menu that provides access to a voice message system, phone logs and directories, settings, services, and help.

6-Hold button
Places the active call on hold, resumes a call on hold, and switches between an active call and a call on hold.

7-Keypad
Allows you to dial phone numbers, enter letters, and choose menu items.

8-Volume button
Controls the handset, headset, speaker, and ringer volume.

9-Handset with light strip
The light strip on the handset indicates an incoming call or new voice message.

10-Footstand
Allows the phone to stand at a convenient angle on a desk or table.

Commonly Used Features

View online help on the phone
Press \( \text{Help} \) and choose Help.

Place a call
Go off-hook before or after dialing a number.

Redial a number
Press Redial

Talk using the handset and listen on the speaker
(Group Listen mode only.) Press GListen.

Listen on the speaker only
(Monitor mode only.) Press Monitor.

Use your call logs
Press \( \text{Dial} \) and select \text{Directories > Missed Calls, Placed Calls,} or \text{Received Calls.} Select a number and press \text{Dial}.

Edit a number
Press EditDial, << or >>.

Hold/resume a call
Highlight a call to put on hold or resume from hold, and press \( \text{Hold} \).

Transfer a call to a new number
Press Transfer, enter the number, then press Transfer again.

Start a standard (ad hoc) conference call
Press Transfer, enter the number, then press Transfer again.

Button Icons

| Volume | Navigation | Hold | Applications Menu |