


There are two types of IP phone being used in the Student Residence, Jockey Club House and To Yuen Building:












✿ **Cisco IP Phone 7910 in SR01 – SR03, Jockey Club House and To Yuen Building**

✿ **Cisco IP Phone 7912G in SR04 – SR08**

This document describes operation of basic features and cable connection of these models.

## Basic Features of Cisco IP Phone 7910

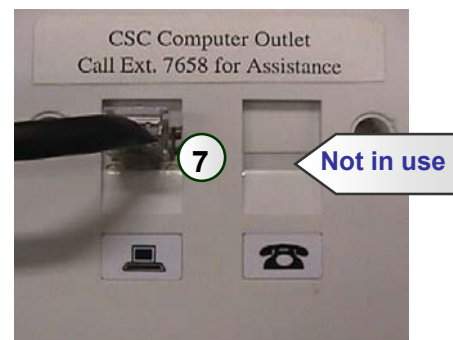
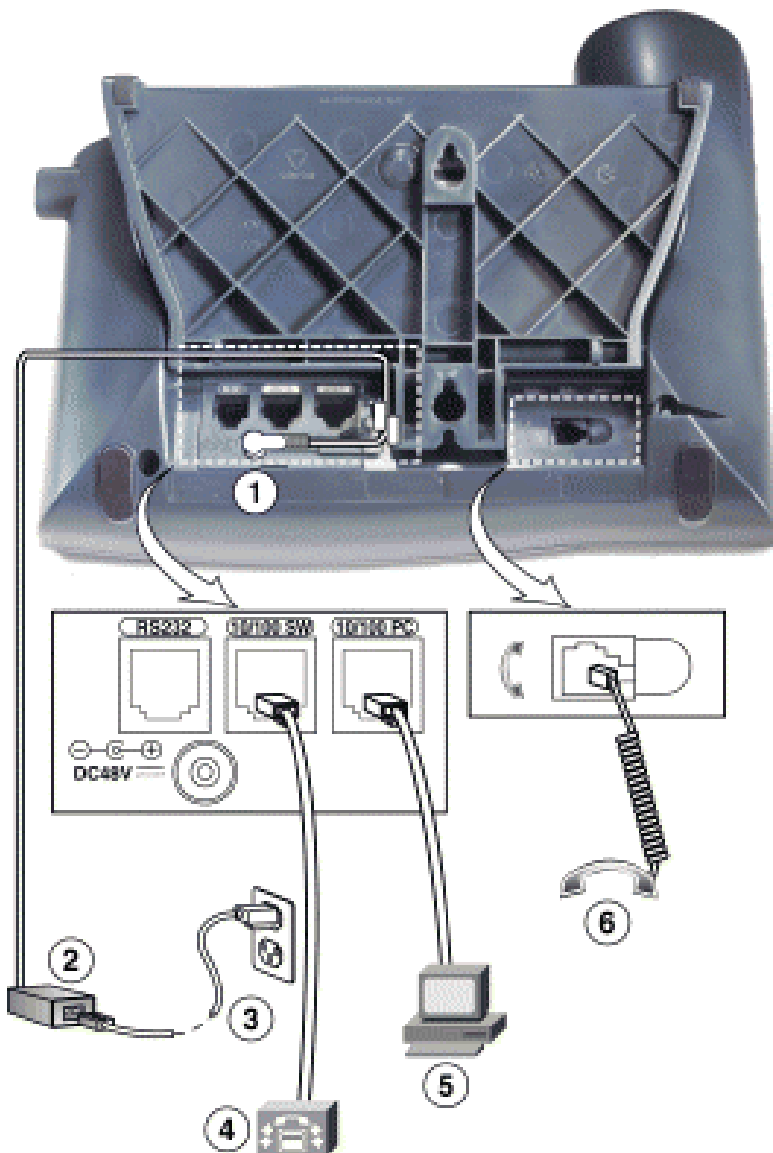
 **Do not unplug, remove or change the location of IP phone yourself. Otherwise, network interruption may be resulted.**

Telephone number of an IP phone	"3442" + 4-digit extension number shown on the LCD screen
To place an internal call	<ul style="list-style-type: none"> <li> Uplift the handset and dial a 4-digit internal extension number</li> <li> Press the <b>LINE</b> button and dial a 4-digit internal extension number</li> </ul>
To place an outside call	<ul style="list-style-type: none"> <li> Uplift the handset and dial "0" and a telephone number</li> <li> Press the <b>LINE</b> button and dial "0" and a telephone number</li> </ul>
To forward all calls to another telephone number	<ul style="list-style-type: none"> <li> To forward all calls to an internal extension, press the <b>FORWARD</b> button and press a 4-digit internal extension number</li> <li> To forward all calls to an external telephone number, press the <b>FORWARD</b> button and press "0" and telephone number</li> <li> To cancel the forwarding feature, press the <b>FORWARD</b> button</li> </ul>
To transfer a call	<ul style="list-style-type: none"> <li> During a call, press the <b>TRANSFER</b> button. This places the call on hold.</li> <li> Press a 4-digit internal extension number to transfer the call to this internal extension</li> <li> When it rings on the other end, press the <b>TRANSFER</b> button again. Or, when the party answers, announce the call and then press the <b>TRANSFER</b> button</li> <li> Hang up</li> </ul>

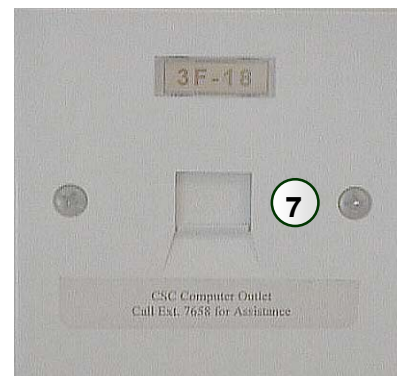


## Cable Connections of the Cisco IP phone 7910

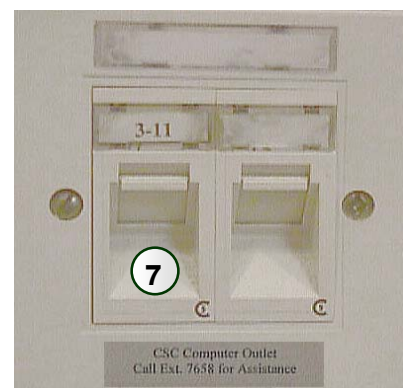
- |   |   |
|---|---|
| ① | Connecting to the AC adapter (DC48V)  |
| ② | Power supply with AC adapter port plug  |
| ③ | Power cable with wall socket plug   |
| ④ | Connecting to the network port (10/100 SW)  |
| ⑤ | Connecting to the access port (10/100 PC)/network card of the personal computer<br>(User must install TCP/IP protocol on the personal computer and select the option, "Obtain an IP address automatically") |
| ⑥ | Plugging to the handset   |
| ⑦ | The network port on the wall plate (see the corresponding picture of the residence)   |



Student Residence



Jockey Club House













To Yuen Building

## Basic Features of Cisco IP Phone 7912G



**Do not unplug, remove or change the location of IP phone yourself. Otherwise, network interruption may be resulted.**

Telephone number of an IP phone	"3442" + 4-digit extension number shown on the LCD screen
To place an internal call	<p> You may do one of the followings</p> <ul style="list-style-type: none"> <li>• If the handset is on-hook, lift the handset and dial a 4-digit internal extension or press the <b>NewCall</b> softkey and dial the number.</li> <li>• If the handset is off-hook, dial a 4-digit internal extension and press the <b>Dial</b> softkey or press the <b>NewCall</b> softkey and dial the number.</li> </ul>
To place an outside call	<p> Press '0' before pressing the telephone number.</p>
To forward all calls to another telephone number	<p> To forward all calls to an internal extension:</p> <ul style="list-style-type: none"> <li>• Press the <b>CFwdAll</b> softkey as displayed along the bottom of the LCD screen.</li> <li>• After hearing two beeps, press a 4-digit internal extension number.</li> </ul> <p> To forward all calls to an external telephone number:</p> <ul style="list-style-type: none"> <li>• Press the <b>CFwdAll</b> softkey.</li> <li>• After hearing two beeps, press '0' and telephone number.</li> </ul> <p> To cancel the call forwarding from your phone, press the <b>CFwdAll</b> softkey.</p>
To transfer a call	<p> To transfer a call to another extension of the IP phone system:</p> <ul style="list-style-type: none"> <li>• During a call, press the more soft key until the <b>Trnsfer</b> soft key is shown.</li> <li>• Press the <b>Trnsfer</b> soft key. This places the call on hold (Press the <b>EndCall</b> soft key and then the <b>Resume</b> soft key to return to the original call).</li> <li>• Press a 4-digit internal extension number to transfer the call to this internal extension.</li> <li>• When it rings on the other end, press the <b>Trnsfer</b> again. Hang up if handset is used.</li> </ul>
To view missed call	<p> To invoke the directory feature and view unanswered calls:</p> <ul style="list-style-type: none"> <li>• Press the <b>Menu</b> button and use the  button to select <b>Directories</b> and press the <b>Select</b> softkey</li> <li>• Use the <b>Navigation</b> or  button to select <b>Missed Calls</b> and then press <b>Select</b> softkey on <b>Missed Calls</b> (You may choose other directory, say <b>Placed Calls</b>, <b>Received Calls</b> or <b>Corporate Directory</b>).</li> <li>• To place a call from any directory, use  button to select the call record and then lift the handset or press the <b>Dial</b> softkey.</li> </ul>

### Buttons and parts of 7912G



- ① LCD screen shows extension number, caller's phone number, and softkeys.
- ② Cisco IP phone model number.
- ③ Softkeys enable to engage to the corresponding function showing in softkey tab on LCD screen.
- ④ Navigation button is used for scrolling among records or choices on LCD screen.
- ⑤ Menu button displays a menu of services such as voice mails, directories, and settings.
- ⑥ Hold button is used for placing active call on hold or resuming call on hold.
- ⑦ Dial pad is used for inputting number or characters.
- ⑧ Volume button allows control of the speaker volume and ringer volume if it is off hook.
- ⑨ Handset with light strip on the top blinking when there is an incoming call or remaining lit if there is voice message.
- ⑩ Footstand with adjustable angle to the table.

### Cable Connections of the Cisco IP phone 7912G

- ① Network port (10/100 BASE-T) connects the IP phone to a network port or wall socket.
- ② Access port (10/100 BASE-T) connects the IP phone to network card of a personal computer.
- ③ Handset port connects the handset to the phone.
- ④ DC adaptor port (48VDC) connects the phone to the power supply plug.
- ⑤ Power supply with DC power adaptor connects to the AC power cable.
- ⑥ AC power cable connects the power supply to a standard power outlet.

