


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

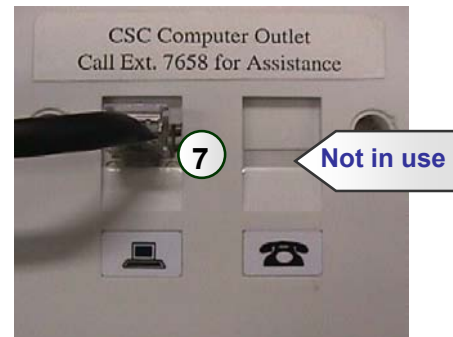
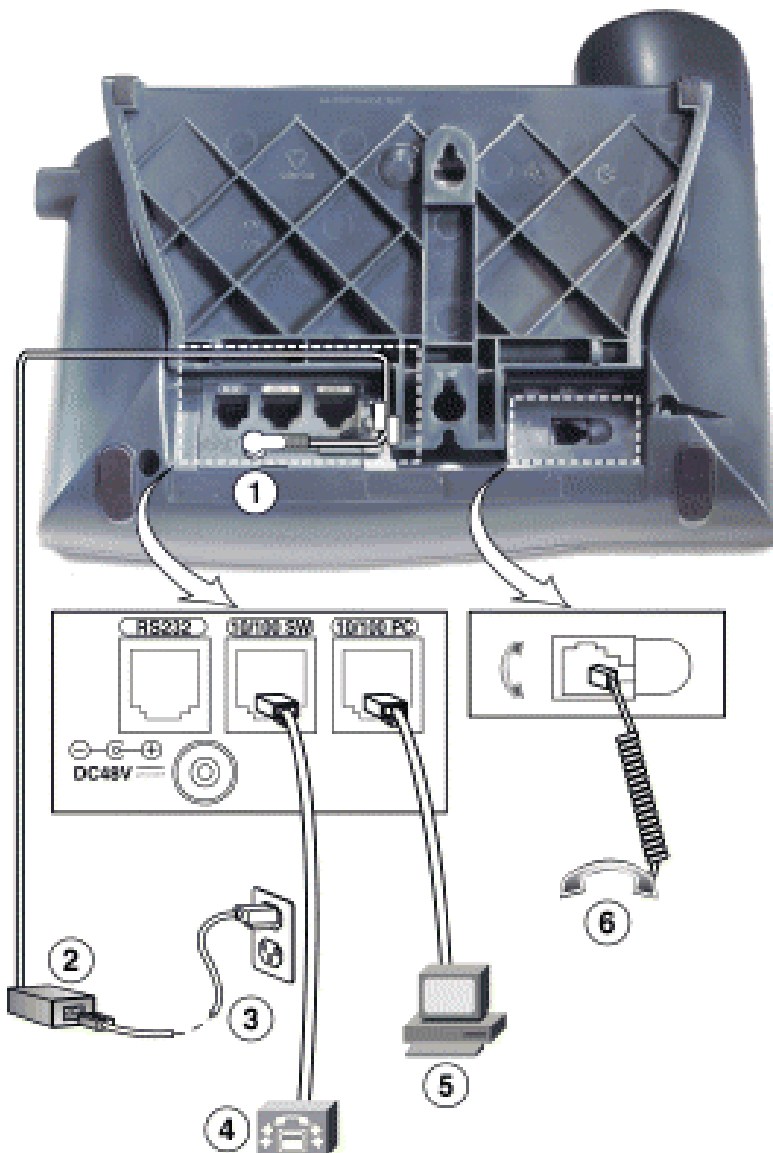
 **Do not unplug, remove or change the location of IP phone yourself. Otherwise, network interruption may be resulted.**

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

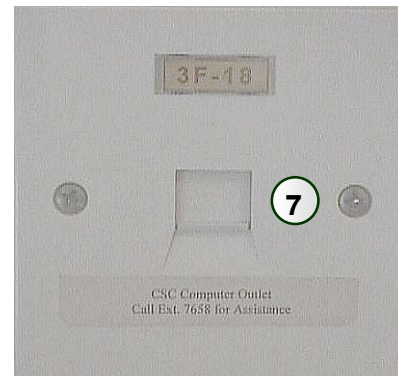


Cable Connections of the Cisco IP phone 7910

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

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.

