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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number of an IP phone</td>
<td>&quot;3442&quot; + 4-digit extension number shown on the LCD screen</td>
</tr>
<tr>
<td>To place an internal call</td>
<td>Uplift the handset and dial a 4-digit internal extension number</td>
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<tr>
<td></td>
<td>Press the <strong>LINE</strong> button and dial a 4-digit internal extension number</td>
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<tr>
<td>To place an outside call</td>
<td>Uplift the handset and dial &quot;0&quot; and a telephone number</td>
</tr>
<tr>
<td></td>
<td>Press the <strong>LINE</strong> button and dial &quot;0&quot; and a telephone number</td>
</tr>
<tr>
<td>To forward all calls to another telephone number</td>
<td>To forward all calls to an internal extension, press the <strong>FORWARD</strong> button and press a 4-digit internal extension number</td>
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<td>To forward all calls to an external telephone number, press the <strong>FORWARD</strong> button and press &quot;0&quot; and telephone number</td>
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<td></td>
<td>To cancel the forwarding feature, press the <strong>FORWARD</strong> button</td>
</tr>
<tr>
<td>To transfer a call</td>
<td>During a call, press the <strong>TRANSFER</strong> button. This places the call on hold.</td>
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<tr>
<td></td>
<td>Press a 4-digit internal extension number to transfer the call to this internal extension</td>
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<td></td>
<td>When it rings on the other end, press the <strong>TRANSFER</strong> button again. Or, when the party answers, announce the call and then press the <strong>TRANSFER</strong> button</td>
</tr>
<tr>
<td></td>
<td>Hang up</td>
</tr>
</tbody>
</table>

![Image of Cisco IP Phone 7910](image_url)
### 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 (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)
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To place an internal call

- You may do one of the followings
  - 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

- Press ‘0’ before pressing the telephone number.

To forward all calls to another telephone number

- To forward all calls to an internal extension:
  - Press the **CFwdAll** softkey as displayed along the bottom of the LCD screen.
  - After hearing two beeps, press a 4-digit internal extension number.
- To forward all calls to an external telephone number:
  - Press the **CFwdAll** softkey.
  - After hearing two beeps, press ‘0’ and telephone number.
- To cancel the call forwarding from your phone, press the **CFwdAll** softkey.

To transfer a call

- To transfer a call to another extension of the IP phone system:
  - During a call, press the more soft key until the **Transfer** soft key is shown.
  - Press the **Transfer** 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 **Transfer** again. Hang up if handset is used.

To view missed call

- To invoke the directory feature and view unanswered calls:
  - Press the **Menu** button and use the **Select** button to select **Directories** and press the **Select** softkey
  - Use the **Navigation** or **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 the **Select** softkey 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.