Getting Started

Using this Guide

This guide provides you with an overview of the features available on your phone. You can read it completely for a solid understanding of your phone's capabilities, or refer to the table below for pointers to commonly used sections.

If you want to...	Then...
Explore your phone on your own	Press ? on the phone when you need assistance.
Review safety information	See Safety and Performance Information, page 2.
Connect your phone	See Connecting Your Phone, page 4.
Use your phone after it is installed	Start with An Overview of Your Phone, page 8.
Learn what the button lights mean	See Understanding Buttons and Hardware, page 8.
Learn about the phone screen	See Understanding Lines and Calls, page 12.
Make calls	See Placing a Call—Basic Options, page 18.
Put calls on hold	See Using Hold and Resume, page 23.
Mute calls	See Using Mute, page 24.
Transfer calls	See Transferring Calls, page 27.
Make conference calls	See Making Conference Calls, page 31.
Set up speed dialing	See Speed Dialing, page 36.
Share a phone number	See Using a Shared Line, page 39.
Use your phone as a speakerphone	See Using a Handset, Headset, and Speakerphone, page 51.
Change the ring volume or tone	See Changing Phone Settings, page 54.
View your missed calls	See Using Call Logs and Directories, page 56.
Listen to your voice messages	See Accessing Voice Messages, page 62.
See softkey and icon definitions	See the Quick Reference Card in the front of this guide.

Finding Additional Information

You can access the most current Cisco Unified IP Phone documentation on the World Wide Web at this URL:

http://www.cisco.com/en/US/products/hw/phones/ps379/products_user_guide_list.html

You can access the Cisco website at this URL:

http://www.cisco.com/

You can access the most current Licensing Information at this URL:

http://www.cisco.com/en/US/docs/voice_ip_comm/cuipph/all_models/openssl_license/7900_ssllic.html

Accessing Cisco Unified IP Phone 7900 Series eLearning Tutorials

(SCCP phones only)

Cisco Unified IP Phone 7900 Series eLearning tutorials use audio and animation to demonstrate basic calling features. You can access eLearning tutorials online (for several phones) from your personal computer. Look for the eLearning tutorial (English only) for your phone in the documentation list at the following location:

http://www.cisco.com/en/US/products/hw/phones/ps379/products_user_guide_list.html

Note Although an eLearning tutorial may not be available for your specific Cisco Unified IP Phone, refer to any of the Cisco Unified IP Phone 7900 Series eLearning tutorials for an overview of common IP phone features and functionality.

Safety and Performance Information

Refer to these sections for information about the impact of power outages and other devices on your Cisco Unified IP Phone.

Power Outage

Your accessibility to emergency service through the phone is dependent on the phone being powered. If there is an interruption in the power supply, Service and Emergency Calling Service dialing will not function until power is restored. In the case of a power failure or disruption, you may need to reset or reconfigure equipment before using the Service or Emergency Calling Service dialing.

Using External Devices

When you use external devices with the Cisco Unified IP Phone, Cisco recommends the use of good-quality external devices, such as headsets, that are shielded against unwanted radio frequency (RF) and audio frequency (AF) signals.

Depending on the quality of these devices and their proximity to other devices such as mobile phones or two-way radios, some audio noise may still occur. In these cases, Cisco recommends that you take one or more of these actions:

- Move the external device and the cables away from the source of the RF or AF signals.
- Use shielded cables for the external device, or use cables with a better shield and connector.
- Shorten the length of the external device cable.
- Apply ferrites or other such devices on the cables for the external device.

Cisco cannot guarantee the performance of the system because Cisco has no control over the quality of external devices, cables, and connectors. The system will perform adequately when suitable devices are attached using good quality cables and connectors.

Caution In European Union countries, use only external speakers, microphones, and headsets that are fully compliant with the EMC Directive [89/336/EC].

Cisco Product Security Overview

This product contains cryptographic features and is subject to United States and local country laws governing import, export, transfer and use. Delivery of Cisco cryptographic products does not imply third-party authority to import, export, distribute or use encryption. Importers, exporters, distributors and users are responsible for compliance with U.S. and local country laws. By using this product you agree to comply with applicable laws and regulations. If you are unable to comply with U.S. and local laws, return this product immediately.

Further information regarding U.S. export regulations may be found at http://www.access.gpo.gov/bis/ear/ear_data.html.

Accessibility Features

The Cisco Unified IP Phone 7900 Series provides accessibility features for the vision impaired, the blind, and the hearing and mobility impaired.

For detailed information about the features on these phones, see *Accessibility Features for the Cisco Unified IP Phone 7900 Series*.

You can also find more information about accessibility at this Cisco website:

http://www.cisco.com/web/about/responsibility/accessibility/index.html