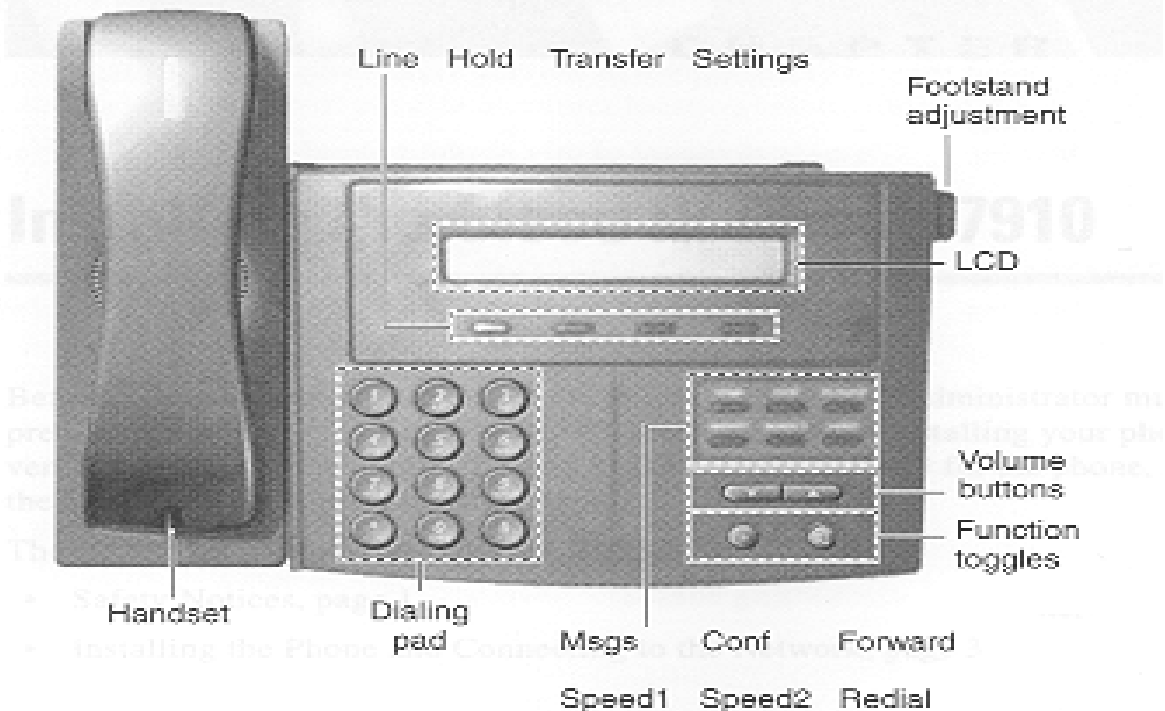


Cisco IP Phone 7910 User Guide



Use of IP Phone

Phone no. of room: dial 3159 first + room number
e.g. room 301, dial 3159 0301

Room-to-room call: dial the room number

Local call: dial 9 + local telephone number

International call: come to Hall Reception to purchase a Phone Card.

Adjusting the Ringer Volume

Step1: Press the '**Settings**' button.

Step2: Press '**3**' on the dialing pad.

Step3: Press the up or down volume keys to adjust the volume to the desired settings.

Step4: To save this setting, press '**#**' on the dialing pad and then press the '**Settings**' button to exit the Setting menu.

Changing the Ringer Sound

Step1: Press the '**Settings**' button.

Step2: Press '**4**' on the dialing pad.

Step3: Press the up or down volume keys to scroll through the list of available ring types.

Step4: To save this setting, press '**#**' on the dialing pad and then press the '**Settings**' button to exit the Setting menu.

Changing the LCD Contrast

Step1: Press the '**Settings**' button.

Step2: Press '**5**' on the dialing pad.

Step3: Press the up or down volume keys to set the desired intensity of the display.

Step4: To save this setting, press '**#**' on the dialing pad and then press the '**Settings**' button.

Placing a Conference Call

Step1: During a call, press the '**conf**' button.

This automatically opens a new line and place the other party on hold.

Step2: Place a call to another party.

Step3: When the call connects, press '**conf**' again to add this party to the conference call.

Placing a Call on Hold

While in a call, you can place the call on hold, so that the caller cannot hear you and you cannot hear the caller.

- To place a call on hold, press the '**Hold**' button.
- To return to the call, press the '**Hold**' button again.

Transferring a Call

Step1: During a call, press the '**Transfer**' button. This places the call on hold.

Step2: Dial the number to which you want to transfer the call.

Step3: When the party answers, announce the call and press '**Transfer**' button.

Step4: Hang up if the party accepts the call.

Step5: Press '**Hold**' to return to the original call if the party refuses or does not answer the call

Forwarding All Calls

Step1: Press the '**Forward**' button.

(You should hear two beeps.)

Step2: Enter the number to which you want to forward all your calls.

(Be sure to enter the number exactly as you would if you were to call that number. Enter an access code such as '**9**', if necessary.)

The LCD displays a message with the number to which your calls are being forwarded.

Step3: To cancel forwarding of all calls, press the '**Forward**' button.

(You should hear two beeps. Indicating that call forwarding is not active.)

Accessing Voice Mail (For Tutor and Warden only)

To access voice mail. Please press the '**Msgs**' button and follow the voice instructions. The red light on your handset lights when you have a voice mail message.

Hall Telephone Extensions

Dial: 0000 for all enquiries

Dial: 0077 for repair & maintenance issues

Dial: 0099 for security and safety issues

CISCO UNITY VOICEMAIL QUICK REFERENCE

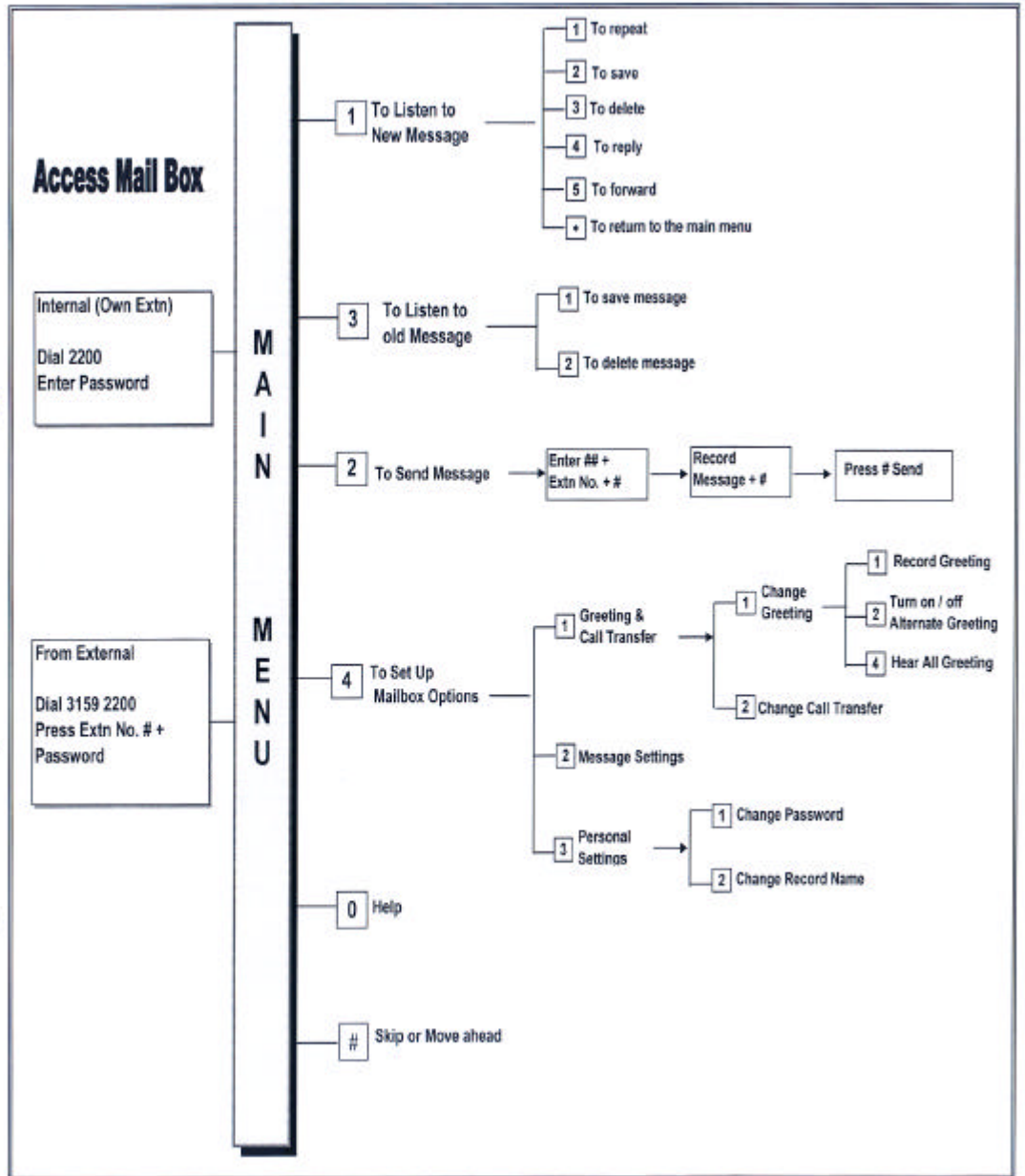
**Hong Kong
Polytechnic University
(Student Hostel)**

Voicemail Access Number

Internal Access No. 2200

OR Press Message Button

External Access No. 3159 2200



End