

CISCO IP 7920 Wireless



1. Left soft key
2. Answer/Send key
3. Dial pad; speed dial hot keys; shortcut to voice mail
4. Asterisk (*) key
5. Right soft key
6. Arrow keys ▲ ▼ ◀ ▶
7. Power/End key
8. Pound (#) key

Install Battery

1. Insert the two catches of the battery in the corresponding slots near the bottom of the phone.
2. Press the battery to the body of the phone until it locks into place.

Remove Battery

1. Press down on the locking catch on the top of the battery.
2. Lift and remove the battery.

Charge the Phone

1. Connect cable from power supply to the base of the phone.
2. If the phone is off, screen displays "Battery Charging". When battery

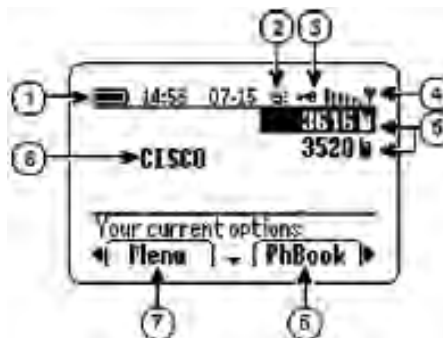
is fully charged, "Charging Complete" is displayed.

3. If the phone is on, the battery indicator bar blinks, displaying the current power level. When the battery is fully charged, the battery indicator bar stops blinking.

Power On and Off

Press and hold the *Power/End* key for 2 or 3 seconds. The phone enters standby mode.

LCD Screen



1. Battery indicator
2. Vibration mode on
3. Key lock on
4. Signal strength
5. Available phone extensions
6. Phone Book
7. Phone Menu
8. Programmable welcome message

Place a call

1. Enter the phone number (press *CLEAR* soft key to delete an incorrect entry).
2. Press *Answer/Send* key to connect your call.

Answer a call

1. Press *Answer/Send* key OR *ANSWER* soft key.

End a call

1. Press *Power/End* key.

Place a call on hold

1. While on a call, press *HOLD* soft key.
2. Press *RESUME* soft key to continue call.

Place 2nd call while on hold

1. While on a call, press *HOLD* soft key.
2. Dial new number and press *Answer/Send* key.
3. Alternate between calls using ▲ or ▼ and pressing *RESUME* soft key.

Transfer a call

1. During a call, press ◀ or ▶ until you see *TRANSFER* soft key.
2. Press soft key and dial phone number (*1st caller goes on hold*).
3. Announce call transfer (*optional*).
4. Press ◀ or ▶ until you see *TRANSFER* soft key.
5. Press *TRANSFER* soft key to complete transfer and exit call.

Park a call

1. During a call, press ◀ or ▶ until you see the *PARK* soft key.
2. Make a note of the number displayed on the screen.
3. Retrieve the parked call from any VoIP phone by dialing the park number.

Note: After one minute the parked call will revert to ringing at its original destination.

QUICK REFERENCE

Call Pickup

Within your calling group:

1. Press ◀ or ▶ until you see the PICKUP soft key.
2. Call directed to the other phone extension will now ring on your phone.

Outside your calling group:

1. Obtain the call pickup group number from the IITS system administrator.
2. Press ◀ or ▶ until you see the GPICKUP soft key.
3. Dial the call pickup group number.
4. A call directed to the other calling group will now ring on your phone.

Switch key lock on and off

1. Press and hold the pound key. "Key Lock On" message is displayed.
2. To switch off the key lock, press and hold the pound key again.
3. Press OK soft key to confirm the change.

Set ring and vibration modes

1. Press and hold the asterisk key. Phone will vibrate for 1 second and "Vibration On" message is displayed.
2. To switch back to the ring mode, press and hold the asterisk key again.

Check messages

1. Press and hold the number 1 key for 2 or 3 seconds.

Retrieve missed, received, placed calls

1. Press MENU soft key.
2. Press ▶ until you see the *Call History* tab.

3. Press SELECT soft key.
4. Scroll to *Missed, Received* or *Placed* calls, press SELECT soft key.
5. Scroll to a call number, press *Answer/Send* key to place call.

Speed dial

To configure speed dial:

1. Press MENU soft key.
2. Press SELECT to choose *Directory* tab.
3. Scroll to Speed Dial.
4. Press SELECT soft key.
5. Use ▲ or ▼ to select the Speed Dial hot key you wish to configure.
6. Press DETAIL soft key.
7. If Speed Dial hot key has not been assigned, press EDIT soft key:
 - a. Enter phone number
 - b. Press OK soft key
 - c. Press BACK when done
8. To **edit** an assigned Speed Dial hot key, press DETAIL soft key, then EDIT (use CLEAR soft key to delete data).
9. Press OK soft key to confirm the change.
10. Press BACK soft key when done.

To dial a speed dial number:

1. Press and hold the assigned Speed Dial hot key for the number you wish to call.

Redial last number called

1. Press ◀ or ▶ until you see the REDIAL soft key.
2. Press soft key to place call.

Mute a call

1. During a call, press the MUTEON soft key.
2. To cancel the mute, press the MUTEOFF soft key.

Place a conference call

1. During a call, press ◀ or ▶ until you see the CONFRN soft key.
2. Pressing the soft key will activate a new line and place the first party on hold.
3. Place call to another number or extension.
4. When the new call connects, press CONFRN soft key to add the additional party to the conference call. Repeat as necessary.

Meet Me conference call

Requires special phone number from IITS.

To establish:

1. Press ◀ or ▶ until you see the MEETME soft key.
2. Dial assigned MEET ME number.

Join a MEET ME call:

1. Dial the assigned MEET ME conference number.

Personal Phone Book

Entering or editing text

1. Press a numeric key once to enter the first letter on the key. Keep pressing a key to toggle between letters.
2. Press the asterisk key to switch between upper and lowercase.
3. To enter a space between letters, press ▼ .

Entering symbols

1. Press the pound key to display the symbol table.
2. Use the arrow keys to select the desired symbol.
3. Press soft key to insert the symbol into your text.

QUICK REFERENCE

Deleting characters

1. Press soft key once to delete the last character entered.
2. Press and hold soft key to delete the entire string entered.
3. To cancel editing, press soft key.

Add or delete a phone record

1. Press PhBOOK soft key
2. Press ◀ until you see the ADD soft key.
3. To add an entry:
 - a. Scroll to the desired information item, press SELECT soft key.
 - b. Enter text and numbers, press OK soft key when finished.
 - c. Repeat steps *a* and *b* until all information for one person is entered.
 - d. Press SAVE soft key to save the new entry.
 - e. Press ▶ then BACK soft key to exit.
4. To delete an entry:
 - a. Press ▲ or ▼ to scroll to the record you wish to delete.
 - b. Press ◀ or ▶ until you see the ERASE soft key.
 - c. Press OK soft key to confirm.
 - d. Press ▶ then BACK soft key to exit

Edit a phone book entry

1. Press PhBOOK soft key.
2. Press ▲ or ▼ to scroll to the item you wish to edit.

3. Press DETAIL soft key.
4. Press EDIT soft key.
5. When finished, press OK soft key.
6. Press SAVE soft key to save the changes.

Dial from phone book

1. Press PhBOOK soft key.
2. Press ▲ or ▼ to select desired contact person.
3. Press *Answer/Send* key to dial the number.

CONFIGURE PROFILES

Configure settings for normal, silent, meeting, and outdoor profiles.

Open the Profiles menu:

1. Press MENU soft key.
2. Press ▶ to switch to the Profiles tab.
3. Press SELECT soft key to open Profiles menu.
4. Press ▲ or ▼ to scroll to the desired profile setting.
5. Press SELECT soft key to access the option list for that profile.
6. Scroll to *Activate*, and press soft key to activate selected profile.

Ring Volume

1. Scroll to *Ring Volume*.
2. Press SELECT soft key.
3. Increase the volume by pressing ▶.
4. Decrease the volume by pressing ◀.

Incoming Call Alert

1. Scroll to *Incoming Call Alert*.
2. Press SELECT soft key.
3. Scroll to *Off* or *On*.
4. Press SELECT soft key to confirm the change.

Vibrating Call Alert

1. Scroll to *Vibrating Call Alert*.
2. Press SELECT soft key.
3. Scroll to *Off* or *On*.
4. Press SELECT soft key to confirm the change.

Keypad Tone

1. Scroll to *Keypad Tone*.
2. Press SELECT soft key.
3. Scroll to *Off* or *On*.
4. Press SELECT soft key to confirm the change.

Warning Style

1. Scroll to *Warning Style*.
2. Press SELECT soft key.
3. Scroll to one of the following:
 - Tone : Phone makes a warning sound when sending a warning message
 - Vibration : Phone vibrates when sending a warning message
 - Off : Phone does not send any message
4. Press SELECT soft key to confirm the change.

Speaker Volume

1. Scroll to *Speaker Volume*.
2. Press SELECT soft key.
3. Increase the volume by pressing ▶.
4. Decrease the volume by pressing ◀.

Phone Settings

Open the Phone Settings menu:

1. Press MENU soft key.
2. Press ▶ to switch to the Phone Settings tab.
3. Press SELECT soft key to open the Phone Settings menu.

QUICK REFERENCE

Ring Tones

1. Scroll to *Ring Tones*.
2. Press SELECT soft key.
3. Press ▲ or ▼ to scroll to *Select Ring Tone*.
4. Press SELECT soft key.
5. Two default ring tones are available. Press ▲ or ▼ to scroll to the desired ring tone.
6. Press SELECT soft key to select and play the ring tone.

Download Ring Tones

1. Scroll to *Ring Tones*.
2. Press SELECT soft key.
3. Press ▲ or ▼ to scroll to *Download Ring Tone*.
4. Press SELECT soft key.
The ring list downloaded from the Cisco CallManager appears.
5. Press ▲ or ▼ to scroll to the desired ring tone.
6. Press SELECT soft key to select and play the desired ring tone.

Phone Language

1. Scroll to *Language*.
2. Press SELECT soft key.
3. Scroll to the desired language, press SELECT soft key.

Greeting Message

1. Scroll to *Greeting message*.
2. Press SELECT soft key.
3. Press EDIT soft key to enter or edit the greeting message.
4. Press OK soft key to confirm the change.

Note: The maximum length is 15 characters.

Welcome Message

1. Scroll to *Welcome message*.
2. Press SELECT soft key.
3. Press EDIT soft key to enter or edit the welcome message
4. Press OK soft key to confirm the change.

Note: The maximum length is 10 characters.

Backlight On and Off

1. Scroll to *Backlight*.
2. Press SELECT soft key.
3. Scroll to *Off* or *On*.
4. Press SELECT soft key to confirm the change.

Phone Lock On and Off

1. Scroll to *Phone Lock*.
2. Press SELECT soft key.
3. Scroll to *On/Off* and press SELECT soft key.
4. Scroll to either *On* or *Off* and press SELECT soft key.

Set Password for the Phone Lock

1. Scroll to *Phone Lock*.
2. Press SELECT soft key.
3. Scroll to *Password*, and press SELECT soft key.
4. Press EDIT soft key to enter or edit the phone lock password.
5. Press OK soft key to confirm the change.

Note: The maximum length of the password is 10 characters.

For more information visit the VoIP website at:
<http://voip.concordia.ca>