VoIP Pilot: Quick Feature Card for Cisco IP Phone Series 7910

Place a Call
Lift handset and dial number
OR
Press speaker button and dial number
OR
Press the LINE button and dial number

Answer a Call
Pick up handset

Place a Call on Hold
1. Press the HOLD button
2. Press the HOLD button again to get back original caller

End a Call
Hang up handset
OR
Press the speaker button

Redial
1. Press redial
2. Listen through speaker
OR
Lift handset

Add/Change Features
Instructions to use the web site with the User ID and password will be sent soon

Mute a Call
1. Press the mute button (microphone w/line through it)
2. Press the mute button again to turn off the muting

Transfer a Call
1. Press the TRANSFER button
2. Dial number
3. Press the TRANSFER button again

Check Voicemail
1. When red light indicator displays on top of handset, press msgs button
2. Follow prompts

Conference (6)
1. Dial first party
2. Press conf
4. Dial next conferee
5. Press conf
Repeat as necessary

Forward
1. Press forward
2. Dial the number to which you want to forward all calls

Unforward
Press forward

Set Ringer Volume
With handset on hook, press volume button up or down to obtain desired volume

Speed Dial (Auto Dial)
See "Add/Change Features"

Set Handset/Speaker Volume
1. Lift handset
OR
Press speaker button
2. Press volume button up or down to obtain desired volume

Call Waiting
1. If your phone beeps when you are on a call and you wish to put your current call on hold, press the HOLD button once.
2. Press the HOLD button twice to go back to your original call.

Problems or Questions? Please submit a HelpSU request:
http://helpsu.stanford.edu
Select the problem category of: Phone/Voice/Pager/Cellular/Video
Please put VoIP in the 1st line of your problem description so your request is routed to the project team

Need more information (FAQs, phone set emulator) or a full User's Guide?
Go to: http://voip.stanford.edu

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