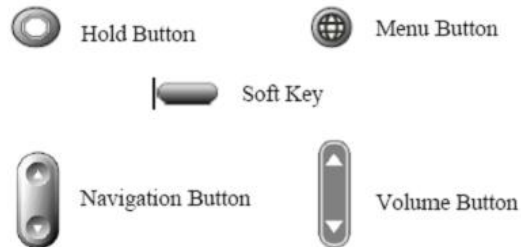


CISCO IP 7912_G Series



Button Information



Basic Call Functions

Placing a call:

- Lift the handset and dial number or
- Press the **NewCall** soft key and dial number

Answering a call:

- Lift the handset

Ending a call:

- Hang up the handset or
- Press the **EndCall** soft key

Putting a call on hold:

- While on a call, press the Hold button
- To return, press the Hold button again

Transferring a call:

- During a call, press the **Trnsfer** soft key, the original call is automatically put on hold
- Dial the number to which you want to transfer the call
- When you hear ringing, press **Trnsfer** again (blind transfer)
- Or when the Party answers, announce the call and press **Trnsfer** (screened transfer)
- If the party refuses the call, press the Hold button to return to original call

Forwarding a call:

- Press the **CFwdAll** soft key
- Enter the number to which you want to forward all your calls (to forward to voicemail press the **Message** soft key)
- To cancel forwarding, press the **CFwdAll** soft key

Conference calls (3-Way):

- During a call, press the **More** soft key, then the **ConFrn** soft key
- Dial the number of another person
- When call connects, press **ConFrn** again to add this person to the conference
- If you miss dial, press the **EndCall** soft key, then the **Resume** soft key to return to original call

Basic Voice Mail

Accessing your mailbox:

From your office phone –

- Dial 6100
- Enter your password

From another PVAMU phone

- Dial 6100
- Press *
- Enter your 4-digit mailbox number
- Enter password

From outside PVAMU –

- Dial your full number **Example 936-261-9XXX**
- Press * or #
- Enter your 4-digit mailbox number
- Enter your password

Main menu:

- 1 Review Messages
- 2 Send Messages
- 4 Personal Options
- 5 Restart Session

Reviewing Messages:

- 9 Save Msg
- 7 Delete Msg
- 77 Delete while listening

Record Greeting:

Press 4, then press 3, then press 1, then follow prompts

Record name:

Press 4, then press 3, then press 3, then follow prompts

Changing password:

Press 4, then press 2, then press 1 and follow prompts