Adjusting the Volume

If you want to...	Then...
Adjust the volume level for a call	Press the volume button during a call or after invoking a dial tone. Press **Save** to preserve the new volume as the default level for the speaker or handset.
Adjust the volume level for the ringer	Press the volume button while the handset is in the cradle.

Changing the Ring Sound

Press the **Menu** button and select **Settings > Ring Type.** Scroll through the ring types and press **Play** to hear the selected ring type. When you find the ring you want, press **Select** and **OK**.

Button Legend

Volume **Navigation** **Hold** **Menu**

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Quick Reference

Cisco IP Phone 7905G/7912G

SoftKey Definitions
Transferring a Call
Making Conference Calls
Using Speed Dial Buttons
Using Call Forward
Viewing and Dialing Calls
Adjusting the Volume
Changing the Ring Sound
Button Legend

SoftKey Definitions

AbbrDial	Dial using a speed dial index number
Answer	Answer a call
CallBack	Receive notification when a busy extension becomes available
cBarge	Begin a conference call on a shared line
CFwdALL	Setup/cancel call forwarding
ConfList	View conference participants
Confrn	Create a conference call
DirTrfr	Transfer two calls to each other
EditDial	Edit a number in a call log
GPickUp	Answer a call on another extension outside your group
Join	Join several calls on a single line
MeetMe	Host a conference call
Monitor	Enable speaker mode
MonOff	Disable speaker mode
NewCall	Make a new call
Park	Store an active call using Call Park
PickUp	Answer a call on another extension in your group
Private	Allow/disallow others from viewing calls on a shared line
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to conference call
Search	Search for a directory listing
Select	Select and item on the screen
Trnsfer	Transfer a call

Transferring a Call

If you want to...	Then...
Transfer a call without talking to the transfer recipient	During a connected call, press **Transfer** and enter the target number. When you hear the call ringing, press **Trnsfer** again.
Talk to the transfer recipient before transferring a call ("consult transfer")	Press **Trnsfer** and enter the target number. Consult with the recipient. Press **Trnsfer** again to connect the call. Otherwise, press the **Hold** button to return to the original call.
Transfer two current calls to each other ("direct transfer")	Select the first call. Repeat for the second call. From one of the selected calls, press **more > DirTrfr**. If you want to stay on the line with the callers, use **Join** to create a conference instead.

Using Call Forward

If you want to...	Then...
Set up or cancel call forwarding on your phone	Press **more > CFwdALL** and enter a target phone number. To cancel, press **more > CFwdALL** again.
Set up or cancel call forwarding on your computer	Log in to your User Options web page, select your device, then choose **Forward all calls to a different number** from the main menu.

Making Conference Calls

If you want to...	Then...
Invite current callers to join a standard conference	Choose any call on the line and press **Select**. Repeat this process for each call you want to add to the conference. From one of the selected calls, press **more > Join**.
Start a standard conference call by calling participants	During a connected call, press **more > Confrn** to add another party to the call. Enter the conference participant's phone number. After the call connects, press **Confrn** again. Follow this procedure to add each participant.
View a list of conference participants	Choose an active conference and press **ConfList**.

Using Speed Dial Buttons

If you want to...	Then...
Set up speed dial buttons	Log in to your User Options web pages, select your device, then choose **Add/Update Your Speed Dials** from the main menu. Enter a phone number and label for each available speed dial button.
Speed dial a number	Choose a number from your speed dials list **OR** Enter a speed dial index number while on-hook and press **AbbrDial**.

Viewing and Dialing Calls

If you want to...	Then...
Redial the last number you dialed	Press **Redial**.
View your call logs	Press the **Menu** button and select **Directories > Missed Calls**, **Placed Calls**, or **Received Calls**.
Dial from a call log	Highlight a listing from the call log, edit the number (if necessary), and go off-hook.
Edit a number in a call log	Press **EditDial** followed by **<<** or **>>** to reposition the cursor or erase digits. Use the keypad to enter digits.
Dial from a corporate directory	Press the **Menu** button and select **Directories > Directory Services > Corporate Directory**. To search for a listing, use your keypad to enter the first few letters and then press **Search**. To dial from a listing, scroll to it and go off-hook.
Place a call while another call is active	Press the **Hold** button and then press **New Call**. Dial, redial, or speed dial a number.