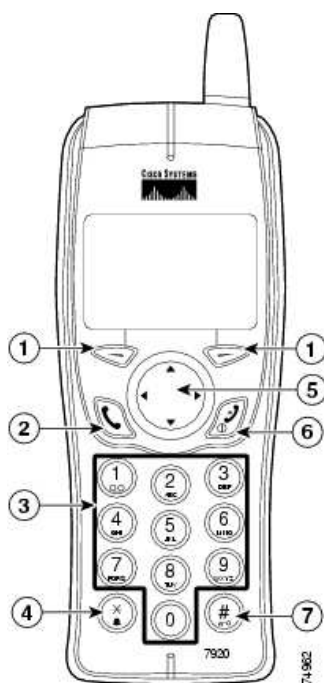# Quick Start Guide - Cisco 7920 Wireless IP Handset

What Is In This Document?

This document contains basic user information for the Cisco 7920 Wireless IP phones.

The document is not intended as an exhaustive technical guide, rather is user orientated and covers common tasks and questions.

Cisco 7920 Wireless IP Phone

Phone Basics

Feature	Function
1.	Left Soft Key-Activates the item in the label above the soft key. Right Soft Key-Activates the item in the label above the soft key
2.	Answer/Send Key-Answers a call or dials a number
3.	Number Keys (0-9) – Use these to enter numbers and characters. Number Keys (2-9) – Use these to activate speed dial hot keys.
4. *	Asterisk Key – Toggles between Ring and Vibrate mode. Toggles between upper and lower case.
5.	Arrow Key – Moves from one function to another. This guide uses these directional arrows. ▲ ▼ ◀ ▶
6.	Power/End Key – Turns the phone on or off, silences a ringing call, or ends a connected call.
7. #	Pound Key – Toggles between locking and unlocking the key pad. Allows you to access special characters when you are entering text.

Basic Call Functions

Feature	Function
Placing a Call	**Dial '0' to get a line out** 1. Dial the phone number 2. Press the (green key) to place your call Note: there is no dial tone
Answer a Call	1. Press and release (green key) to connect to the incoming call
Place a call while another call is active (using the same line)	1. Press Hold 2. Press ◀ or ▶ to display New Call 3. Dial, Redial or Speed Dial a number
End a call	Choose End Call or (red key) to hang up

Other Call Functions

Feature	Function
Speed Dial	1. Choose Menu > Directory > Corporate Directory 2. Scroll to a Listing: choose Dial or
Dial a number from your local phone book	1. Press PhBook 2. Scroll to the desired entry 3. Press to dial the number
Use your phone to answer a call ringing elsewhere	Use call Pickup

Feature	Function
Put a call on hold	1. Make sure the call you want to put on hold is highlighted. 2. Press Hold
Remove a call from on hold	1. Make sure the appropriate call is highlighted 2. Press Resume
Move a call on a shared line between your wireless phone and your desk phone	1. From your phone with the active call, press Hold 2. From your other phone with the shared line, press Resume

Additional Call Functions

Feature	Function
Transfer a call without talking to the transfer recipient	1. From an active call, press ▶ to see Transfer 2. Press Transfer and enter target number 3. Press Transfer again to complete the transfer or End Call to cancel.
Talk to the transfer recipient before transferring a call (consultative transfer)	1. From an active call, press ▶ to see Transfer 2. Press Transfer and enter the target number 3. Wait for the transfer recipient to answer 4. Press Transfer again to complete the transfer of End Call to cancel
Set up Call Forwarding on your primary line	1. Press ▶ to see CFwdALL 2. Press CFwdALL 3. Enter a target number
Cancel Call Forwarding on your primary line	1. Press ▶ to see CFwdALL 2. Press CFwdALL
Verify that call forwarding is enabled on your primary line	Look for the call forward target number in the status line and the ✖ icon next to the primary line

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Adjusting Phone Settings

Feature	Function
Adjusting the Speaker Volume	1. Choose Menu > Profiles > User Profile, then select the active profile 2. Scroll to Speaker Volume and select it 3. Press ▶ to increase the volume or ◀ to decrease the volume 4. Press back to make the change
Change the ring volume	1. Choose Menu > Profiles > User Profile, then select the active profile 2. Scroll to and select Ring Volume 3. Press ▶ to increase the volume or ◀ to decrease the volume 4. Press back to make the change
Changing the Ring Tone	1. Choose Menu > Phone Settings > Ring Tones > Select Ring Tone 2. Choose a phone line or the default ring setting 3. Choose a ring tone to play a sample of it The chosen ring tone plays and a √ appears next to it 4. Press Back to return to Phone Settings

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