Setting Username and Passwords

1. Press \( \text{[Settings]} \) (Settings).
2. Select Network Profile.
3. Select the current profile name (with \( \text{[✔]} \)).

**Note** \( \text{+len} \) icon displays indicating that this screen is locked. For assistance, contact your system administrator.

4. Press Change, then select WLAN Configuration.
5. Scroll to Username or Password and press \( \text{[Len]} \).
6. Using the keypad, enter your username or password in the New Username or New Password field.

**Note** You can use up to 32 alphanumeric characters for the EAP/LEAP password.

7. To confirm the changes, choose Options > Save.
8. To return to the main screen, press \( \text{[Red]} \). Ask your system administrator for assistance.

Enter a space

Press \( \text{[Space]} \) to enter a space between characters.

Enter special characters and symbols

Press \( \text{[Special]} \) to display and enter these symbols: \( * + - / \text{ etc} \)

Press \( \text{[Special]} \) to display and enter these symbols: \( \text{space} \), \( . \), \( ' \), \( " \), \( | \), \( _ \), \( ~ \)

Press \( \text{[Special]} \) to display and enter these symbols: \( \# \), \( ? \), \( ( \), \( ) \), \( \{ \), \( \} \), \( \[ \), \( \] \), \( \{ \)

Cancel editing mode

Choose Options > Cancel to return to the menu option or main screen.

Feature Buttons and Menus

Open a feature menu

Use the Navigation button to press one of these arrows that open a menu:

- Directory
- Line View
- Settings
- Services

Scroll through a menu or list

Press the Navigation button up or down.

Select a menu option

- Press the keypad number key for the item.
- Scroll to highlight the item, and then press the \( \text{[Red]} \) button (center of the navigation button).

Go back one level in a feature menu

Press Back.

Reposition the cursor to edit a phone number or name

Press the Navigation button left or right.

Select a highlighted call or option

Press \( \text{[Call]} \).

Cisco Unified Communications Manager Express Quick Reference Card for Cisco Unified IP Phone 7921 (SCCP)

This quick reference card is intended for Cisco Unified IP phone users who are already familiar with their phones. For more detailed information on your phone and its features, see your user guide.

**Note** Because of differences in phone models and features, not all procedures and soft keys described here apply to all phones.

Using the Quick Reference

- Complete numbered items in sequence.
- When there are bulleted items, choose only one.
- Bolded terms identify soft keys you press.
Access Help
From the main screen, press .

Phone Buttons

Lock or unlock the phone keypad
Press and hold the key (3 seconds). The screen displays “Keypad Locked!”, and the icon displays at the top of the Main screen. Press any key, and the screen displays “Unlock Keypad?” Press Yes, the icon disappears and the screen displays “Keypad Unlocked!” or press No to retain the keypad lock.

Toggle between ringing and vibrating mode
Press and hold the key. The screen displays “Vibrate On!” and the icon displays at the top. To switch back to the ring mode, press and hold the key. The screen displays “Vibrate Off!”, and the icon disappears.

Note You can use the Volume button to set vibrate also.

Listen to voice messages
Press and hold the key. The phone connects to your voice messaging system.

Adjust the volume during a call
Press for a call on the handset, speaker, or headset.

Change the ring pattern for your calls
When the phone is idle, press to set the ring volume, vibrate, or silent mode.

Accessing Voice Messages

Set up and personalize your voice message service
1. Press Message or press and hold .
2. Follow the voice instructions.

See if you have a new voice message
Look at your phone for these indicators:
- A red blinking light
- A text message, “You Have VoiceMail”
- A flashing message waiting icon next to your directory number in (Line View)

Listen to your voice messages or access the voice message system menu
1. Press Message or press and hold .
2. Enter your voice message password.
3. Follow the voice instructions to listen to your messages.

Speed Dialing

Use speed-dial numbers
1. Set up speed-dial numbers from your User Options web pages.
2. To place a call, press (Line View).
3. Scroll to a speed-dial number with its label.
4. Press .

Note The Line View displays your directory numbers, followed by your speed-dial numbers identified with . Six items (lines plus speed dials) call display.

Use Abbreviated Dial
1. Set up Abbreviated Dialing codes from your User Options web pages.
2. To place a call, enter the Abbreviated Dialing code.
3. Choose Options > AbbrDial.

Use Fast Dial
1. Subscribe to the Fast Dial service and set up Fast Dial codes from your User Options web pages. See .
2. To place a call, choose (Services) > Fast Dial service on your phone (exact name might vary).
3. Scroll to a listing and press .

Call Pickup

Answer a call that is ringing on another extension within your call pickup group
1. Choose Options > PickUp. If your phone supports auto-pickup, you are now connected to the call.
2. If the call rings on your phone, press Answer to connect to the call.

Answer a call that is ringing on another extension in your group or in an associated group
1. Choose Options > OPickUp (if available). If your phone supports auto-pickup, you are now connected to the call.
2. If the call rings on your phone, press Answer to connect to the call.

Parked Calls

Store an active call using Call Park
1. During a call, choose Options > Park.
2. Note the call park number that displays on your phone screen.
3. Press the .

Retrieve a parked call
Enter the call park number from any Cisco Unified IP Phone in your network to connect to the call.

Push to Talk Service

1. Choose (Services) > Push to Talk (name can vary). Push to Talk service is active when the icon displays.
2. Use the button to start and end a transmission depending on how your service is configured. You can also use the Talk and Stop softkeys to toggle between transmitting and listening.

Listen to your voice messages or access the voice message system menu
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2. Enter your voice message password.
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