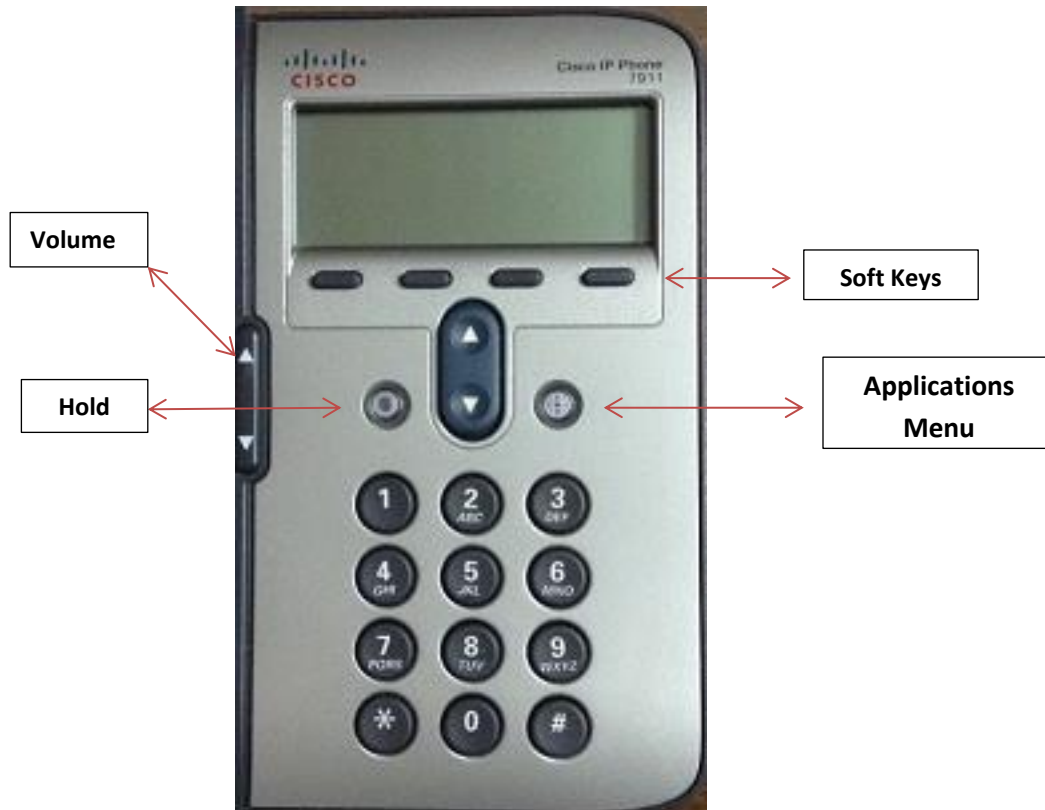


## Cisco 7911 IP Handset Quick Reference Guide



### 1) Place call on/off hold

- Press **Hold** to put call on hold or resume the call.

### 2) Transfer a Call

- Press **Transfer** soft key. This places the call on hold. Dial the number to which you want to transfer the call.
- Press Transfer before or after the party answers.

### 3) Create a conference call

- Press **More** soft key, select **Confrn** and dial participant, then press **Confrn** again.

### 4) Review Call Logs

- Press Applications Menu, select Directories>Missed, Placed, Received calls.

Please visit <http://www.cisco.com/comm/applications/CCNP/glm/7911/> for a tutorial on how to use additional features of your new phone.