







## Common Phone Tasks

View online help on the phone	Press  .
Place a call	Go off-hook before or after dialing a number.
Redial a number	Press <b>Redial</b> . Or press the Navigation button while on-hook to see your Placed Calls log.
Switch to the handset during a call	Pick up the handset.
Switch to the speaker or headset during a call	Press  or  , then hang up the handset.
Mute your phone	Press  .
Use your call logs	Press  to choose a call log. To dial, highlight a listing and go off-hook.
Edit a number	Press <b>EditDial</b> , << or >>.
Hold/resume a call	Press <b>Hold</b> or <b>Resume</b> .
Transfer a call to a new number	Press <b>Transfer</b> , enter the number, then press <b>Transfer</b> again.
Place an intercom call	Press <b>intercom button</b> , enter a number if necessary, and speak after you hear the tone.
Start a standard (ad hoc) conference call	Press <b>more &gt; Confn</b> , dial the participant, then press <b>Confn</b> again.

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### QUICK REFERENCE



## Cisco Unified IP Phone 7962G and 7942G for Cisco Unified Communications Manager 7.1(2) (SCCP and SIP)






















Softkey Definitions  
Phone Screen Icons  
Button Icons  
Common Phone Tasks











## Softkey Definitions

<b>AbbrDial</b>	Dial using a speed dial index number
<b>Answer</b>	Answer a call
<b>Back</b>	Return to the previous Help topic
<b>Barge</b>	Add yourself to a call on a shared line
<b>CallBack</b>	Receive notification when a busy extension becomes available
<b>Cancel</b>	Cancel an action or exit a screen without applying changes
<b>cBarge</b>	Add yourself to a call on a shared line and establish a conference
<b>CFwdALL</b>	Set up/cancel call forwarding
<b>Clear</b>	Delete records or settings
<b>Close</b>	Close the current window
<b>ConfList</b>	View conference participants
<b>Confn</b>	Create a conference call
<b>Delete</b>	Remove characters to the right of the cursor when using <b>EditDial</b>
<b>Details (SCCP only)</b>	Open the Details record for a multiparty call in the Missed Calls and Received Calls logs
<b>Dial</b>	Dial a phone number
<b>DirTrfr (SCCP only)</b>	Transfer two calls to each other
<b>DND</b>	Turn on/off Do Not Disturb (DND)
<b>EditDial</b>	Edit a number in a call log
<b>EndCall</b>	Disconnect the current call or the current intercom call
<b>Erase</b>	Reset settings to their defaults
<b>Exit</b>	Return to the previous screen










GPickUp	Answer a call that is ringing in another group or on another line
iDivert	Send or redirect a call to a voice messaging system
Join	Join together existing calls to create a conference
Links	View related Help topics
Main	Display the Help main menu
MeetMe	Host a Meet-Me conference call
more	Display additional softkeys
New Call	Make a new call
OPickUp	Answer a call that is ringing in an associated group
Park	Store a call using Call Park
PickUp	Answer a call that is ringing on another phone in your group
QRT	Submit call problems to the system administrator
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to a conference call
Save	Save the chosen settings
Search	Search for a directory listing
Select	Select a menu item or call
Transfer	Transfer a call
Update	Refresh content
VidMode (SCCP only)	Choose a video display mode
<<	Delete entered characters
>>	Move through entered characters

## Phone Screen Icons

	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Incoming call
	Off-hook
	On-hook
	Shared line in use
	Message waiting
	Authenticated call
	Encrypted call
	BLF-monitored line is in-use
	BLF-monitored line is idle
	BLF-monitored line is ringing (BLF Pickup)
	Speed-dial, call log, or directory listing (line status unknown)
	Line in Do Not Disturb (BLF feature)
	Intercom line in idle state
	Intercom line in one-way audio call
	Intercom line in two-way audio call
	Handset in use
	Headset in use
	Speakerphone in use

	Video enabled (SCCP only)
	Feature assigned to button
	Mobility assigned to button
	Hold assigned to button
	Conference assigned to button
	Transfer assigned to button
	Phone service URL assigned to button
	URL entry in a call log is ready to edit (SIP only)
	Option selected
	Feature enabled

## Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset