Cisco VOIP Phones
7942 and 7962
Quick Reference Guide

Cisco 7942

About the Phone

Cisco 7962

Basic Settings

Button Icon	Button Feature
	Directories Button ☐ **Missed calls** ☐ **Received calls** ☐ **Placed calls** ☐ **UCF Directory**
	Messages Button Automatically dials voicemail.
	Settings ☐ **Change Wallpaper** ☐ settings > User Preferences > Wallpaper ☐ Highlight the image, press Select button. ☐ Press Save soft key, then press Exit. ☐ **Change Screen Brightness** ☐ settings > User Preferences> Brightness ☐ Adjust using the navigation button (up and down).

Button Icon	Button Feature
	Settings (con't) ☐ **Change Ringtones** ☐ settings > User Preferences > Rings ☐ Choose phone line or default ring setting. ☐ Choose a ring tone to play a sample of it. ☐ Press Select button and then Save soft key to set the ring tone, or press Cancel.
	VOLUME button ☐ **Change the volume of the ringer** ☐ Take handset off the hook ☐ Press **VOLUME** key to adjust ringer level ☐ Press **Save** soft key ☐ **Change the volume during a call** ☐ Press **VOLUME** key to adjust ringer level

Using the Phone

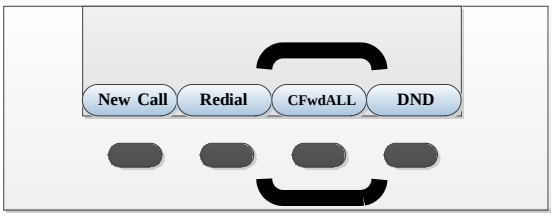
Dialing Plan for internal USQ Numbers

Any Campus: xxxx (just the last four digits of the extension)

Dialing plan for Non-USQ Numbers

Local or STD: 0 plus the eight digit number; **0 - xxxx xxxx or 0 - Area Code - xxxx xxxx**
International (if added to plan)**: 0 - 0011 - Country Code - Area Code - xxxx-xxxx**

Forwarding Your Calls

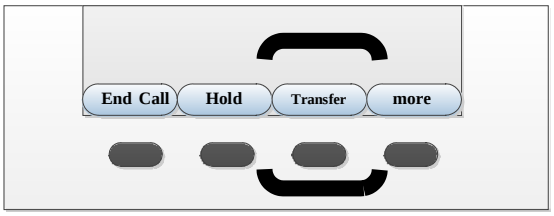


- Press the **CFwdALL** softkey.
- Enter the **four digit USQ phone number**. The phone will display "Forwarded to XXXX".

Removing Call Forwarding

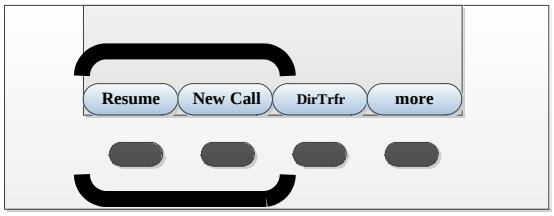
- Press the **CFwdALL** to remove call forwarding.

Transferring Received Calls



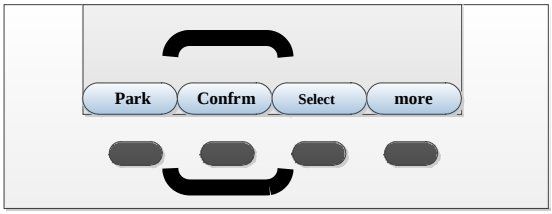
- Press the **Transfer** softkey.
- Enter the **phone number** (use dialing plan format above).
- (Optional) Announce the caller when line is picked up.
- Press the **Transfer** softkey.

Stop the transfer



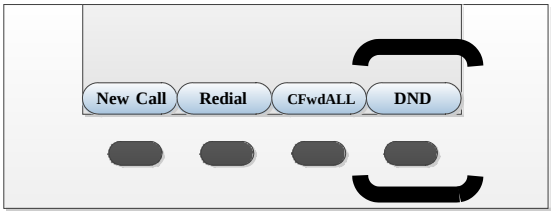
- Press **End Call**. Your caller will be on hold.
- To try another transfer, press **New Call** softkey.
- To return to the caller, press the **Resume** softkey.

Conference Calls



- While on line with first caller, press **Confrm** softkey
- If not displayed on the softkeys, press **more** first
- Enter new phone number
- When the call connects, press **Confrm** softkey again
- You can repeat these steps until 6 people are in the call

Do Not Disturb (DND)



- Press **DND** softkey to turn on or off the ringer on the phone.