






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 Redial . 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 EditDial , << or >>.
Hold/resume a call	Press Hold or Resume .
Transfer a call to a new number	Press Transfer , enter the number, then press Transfer again.
Place an intercom call	Press intercom button , enter a number if necessary, and speak after you hear the tone.
Start a standard (ad hoc) conference call	Press more > Confn , dial the participant, then press Confn 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

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