

# Cisco 7940/7942/7962 IP Telephone Quick Reference Guide



## Call Forward

- Press *CfwdAll* softkey
- Press Messages (to voicemail) or enter an extension or 9+ Number if allowed

## Send an incoming call to Voicemail

- Press *iDivert* while call is ringing

## Change Phone Settings

- Press the Setting Button
- Select User Preferences
  - Select Contrast (up or down and OK)
  - Select Ring Type (Default ring, select and OK)

## UNITY VOICE MAIL

### To Set Up Mailbox

- Press Messages Button
- Enter Default Password (112233) followed by #
- Follow voice prompts to record Name and Greeting
- Change Password

### To Access Voicemail

- Press Messages Button
- Enter Password

#### During Message

- |                                   |                   |
|-----------------------------------|-------------------|
| 1 Restart                         | After Message     |
| 2 Save                            | 1 Replay          |
| 3 Delete                          | 2 Save            |
| 4 Slow Playback                   | 3 Delete          |
| 5 Change Volume                   | 4 Reply           |
| 6 Fast Playback                   | 5 Forward Message |
| 7 Rewind (5 Sec increments)       | 6 Save as New     |
| 8 Pause/Resume                    | 7 Rewind (5 Sec)  |
| 9 Fast Forward (5 Sec increments) | 9 Play Summary    |

### To Leave a Message in Voicemail

- Press #, Dial extension
- To by-pass Greeting, Press #.

### To Skip a Message in Voicemail

- Press “#” to skip a message in your Voice-mail

### To transfer a caller directly into Voicemail

- Press *Transf* softkey
- Dial #, then extension number
- Press *Transf* softkey or hang up

### To Access Your Mailbox remotely

- Dial your Direct Dial Number, when greeting starts, press # then enter your ID (Extension number) followed by # and Password followed by #. Or Dial the Back Door Number (366-8590) and enter ID and Password.

### Additional Information:

[http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/cuipph/7962g\\_7942g/7\\_0/english/user/guide/62enu70.pdf](http://www.cisco.com/en/US/docs/voice_ip_comm/cuipph/7962g_7942g/7_0/english/user/guide/62enu70.pdf)

### To Answer a Call

- Lift Handset, Press Speaker or Line

### To Place a Call

- Lift Handset or Press Speaker Button, Dial extension or 9 + Number

### To Place Call on Hold

- While on a call, Press Hold (soft key) To retrieve call, press Resume

### To Transfer a Caller

- Press *Transf* softkey
- Dial number (Announce the call)
- Press *Transf* softkey or Hang up.

### To Create a Conference Call (up to 8 participants)

- Press *More* softkey to get to additional features
- Press *Confrn*
- Dial Number and announce conference call
- Press *Confrn*

### To Create a Meet Me Conference

- Press “Meet Me” Softkey and dial preestablished Meet-Me Codes (4100 – 4199)
- Users dial code at designated time.

### To Park a call (while on a call)

- Press *More* softkey to get to additional features
- Press *Park* Note Park number on display ( 4200 – 4299)

### To retrieve Parked call

- Lift handset and dial displayed Park Code

### Call Pickup

- Lift handset and Press *More* softkey to get to additional features
- Press *Pickup* Softkey
- Press *Answer*