Cisco 7942
Quick Reference (Basic)
V 1.0

1. Phone Screen
2. Programmable Buttons
3. Footstand Button
4. Messages Button
5. Directory Button
6. Help Button
7. Settings Button
8. Services Button
9. Volume Control
10. Speaker Button
11. Mute Button
12. Headset Button
13. Navigation Button
14. Keypad
15. Softkey Buttons **
16. Handset Light Strip

** Softkey labels change with different phone states.

LAST NUMBER REDIAL

1. Get dial tone and press the Redial softkey, or simply press the Redial softkey to activate the speaker.

SPEED DIAL

1. Get dial tone and press a Speed Dial button (programmable button that displays the icon). Call is placed to the speed dial destination.

CALL HISTORY (MISSED, RECEIVED, PLACED)

1. Press the Directories button.
2. Use the Navigation button to highlight desired option (Missed Calls, Received Calls, or Placed Calls) and press the Select softkey.
3. Use the Navigation button to scroll through entries, press the Dial softkey or pickup the handset to dial the selected number. It may be necessary to use the EditDial softkey to edit a number to dial off property.

CORPORATE DIRECTORY

1. Press the Directories button.
2. Use the Navigation button to highlight Corporate Directory and press the Select softkey.
3. Use the Navigation button to move to either the First Name, Last Name, or Number field.
4. Use the keypad to enter the appropriate information and press the Search softkey.
5. Use the Navigation button to scroll through the search results and press the Dial softkey or pickup the handset to place the call.
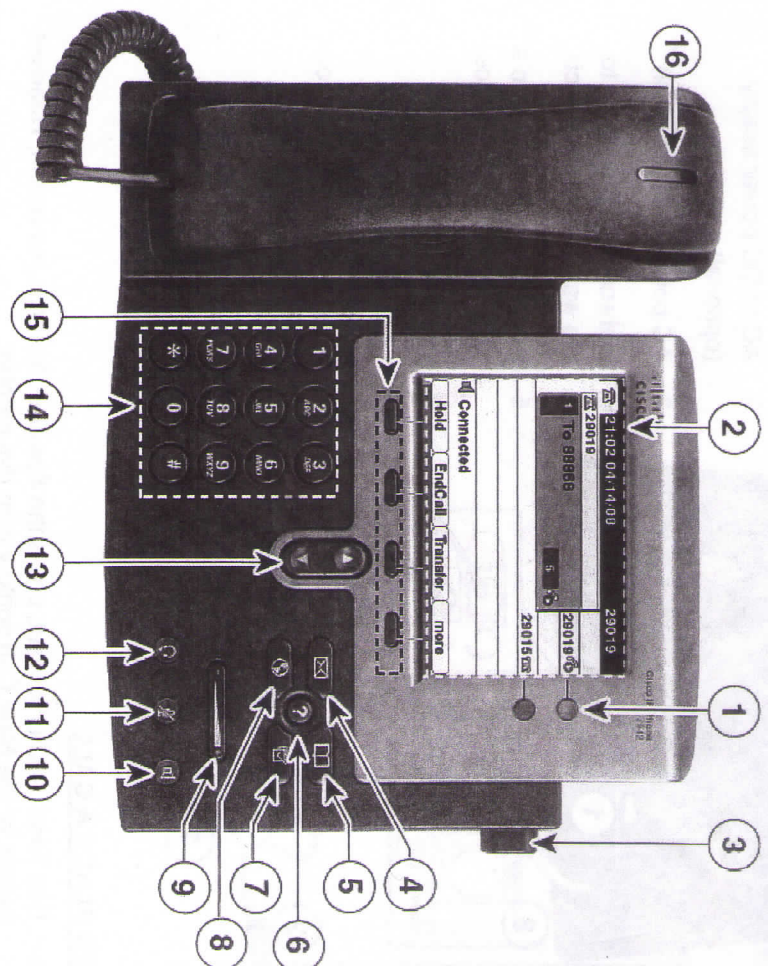
RING TYPE

1. Press the Settings button.
2. Press 1 on the dial pad, or scroll to User Preferences and select it.
3. Press 1 on the dial pad, or scroll to Rings and select it.
4. Select the Default Ring or select a specific extension / line.
5. Use the Navigation button to scroll through the various ring tones.
6. Press the Play softkey to hear the ring tone.
7. Press the Select softkey to select the ring tone.
8. Press the Save softkey to save the setting.

DISPLAY CONTRAST

1. Press the Settings button.
2. Press 1 on the dial pad, or scroll to User Preferences and select it.
3. Press 4 on the dial pad, or scroll to Contrast and select it.
4. Use the Down / Up soft keys to set the desired contrast.
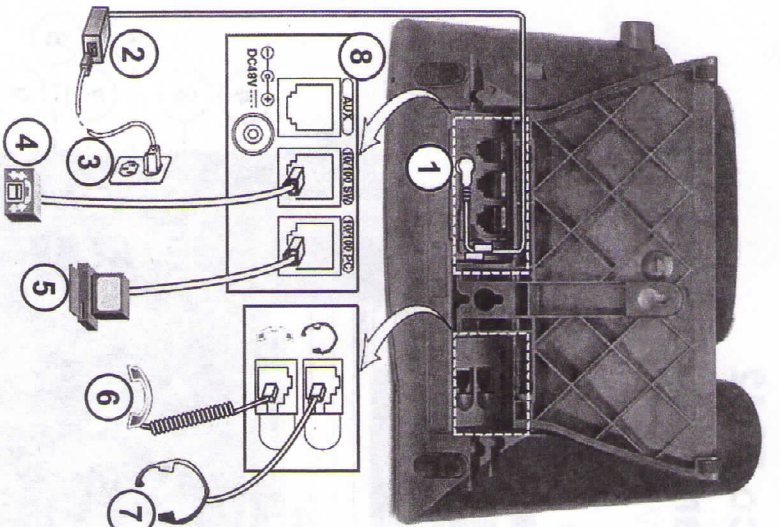5. Press the Save softkey to save the setting.

1. DC adaptor port (optional)
2. AC-to-DC power supply (optional)
3. AC power cord (optional)
4. Network port (connects to the wall or network switch
5. Access port (connects to a computer or laptop device
6. Handset port
7. Headset port
8. Auxiliary port (used to con-nect an add-on module

TO PLACE A CALL

- Dial Tone — Lift Handset, press the **Speaker** button, **Line** button, the **New Call** softkey then dial number.
- Pre-Dial — Dial number you wish to call then lift Handset, press the **Speaker** button, **Line** button, **Headset** button, or the **Dial** softkey.
- Internal Calls — Dial the **7**-digit extension number.
- External Calls — Dial **8** + telephone number
  - Local — **8** + 7-digit number
  - Inter-Island — **8** + 1 + 808 + 7-digit number
  - Long Distance — **8** + 1 + 10-digit number
- Emergency Calls — Dial 911 or 8 + 911
- To leave a message directly in a voicemail box (does not ring phone), dial
  - ***** + extension

ANSWER A CALL

1. While your phone is ringing, Lift Handset, press the **Speaker** button, **Line** button, **Headset** button, or the **Answer** softkey.

ANSWERING AN ADDITIONAL CALL

1. While on a call you will hear a call waiting beep indicating a new incoming call.
2. Press the **Answer** softkey to automatically put the first call on hold and answer the incoming call.

PLACE A CALL ON HOLD

1. During a call, press the **Hold** softkey.
2. To return to the held call, press the **Resume** softkey.
3. If multiple calls are on hold, use the **Navigation** button to select a call then press the **Resume** softkey to return to the held call.

ENDING A CALL

1. To disconnect from a call, place the Handset in the cradle, press the **Speaker** button, **Headset** button, or the **End Call** softkey.

CALL TRANSFER

1. With a call in progress, press the **Transfer** softkey. The current caller is placed on hold.
2. Dial the number/extension to which you want to transfer the call.
3. Then perform one of the following:
   - Blind Transfer — when you hear ringing press the **Transfer** softkey or disconnect from the call to complete the transfer.
   - Supervised Transfer — announce call to called party then press the **Transfer** softkey or disconnect from the call to complete the transfer.
   - Cancel the transfer — press the **End Call** softkey which will disconnect you from the called party. Press the **Resume** softkey to return to the held call.
4. To transfer a caller directly to a voicemail box, dial ***** + extension

CONFERENCE CALL

1. With a call in progress, press the **Confrm** softkey. The current caller(s) is/are placed on hold.
2. Dial the number/extension of the party you wish to add to the call.
3. When the party answers, press the **Confrm** softkey to add this party to the conference.
4. Repeat steps 1 - 3 to add more callers.

Notes:

- The maximum callers in a conference are 8.
- Only the initiator can add additional parties to the conference.
- The conference remains up if the initiator disconnects.
- There must be at least one internal party on the conference call or else the call will drop.