### Cisco® 7942

#### PHONE FEATURES

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#### LINE BUTTON STATUS LIGHTS

- Green Steady—Active or Two-Way Call
- Amber Steady—Privacy or Intercom
- Red Steady—Remote Line in Use
- Green Flashing—Held Call
- Amber Flashing—Incoming Call
- Red Flashing—Remote Call on Hold

#### CALL HANDLING

**Internal Calls**
- Dial 5-digit extension

**External Calls**
- Local/Domestic: 9+1 Area Code + Number
- Int'l: 9+011+Country Code + Number
- Emergency: 9+911 or 911

**Placing a Call**
- Lift handset and dial
- Press **New Call/Redial/Speed Dial** softkey
- Press **Speaker** or **Headset** button

**Answering a Call**
- Lift handset or press **Answer** softkey
- Press **Speaker** or **Headset** button

**Placing a Call on Hold**
- Press **Hold** button

**Returning to Call on Hold**
- Press **Resume** softkey

**If Multiple Calls are on Hold**
- Press **Navigation** button to select call, then press **Resume** softkey
CALL TRANSFER
To transfer while on an active call:
- Press the Transfer softkey
- Dial the intended party
- (Optional) Announce the call when the line is picked up
- Press Transfer again to complete

Note: If dialed party does not wish to take the call press End Call, then resume original call.

CALL FORWARD
- Press the CFwdALL softkey
- Dial 5-digit extension for internal or dial 9+1+Area Code+Number if forwarding to external number or press Voicemail button
- When you return, press FwdOff

CONFERENCEING
Ad Hoc Conference (MAX #4)
While on an active call:
- Press the More key, then the Conf softkey
- Dial the intended party
- Press Conf again when call is answered
- Repeat to add additional parties

Rejoin conference if party is not available:
- Press EndCall softkey
- Press Resume softkey and you are connected with conference in progress

View Conference Participants
- Press the Show detail soft key
- To refresh the screen, press Update

Remove Conference Participants
- Press Show Detail soft key
- Highlight the party you wish to remove using the Navigation button
- Press the Remove soft key

JOIN
Joining Conferences to Each Other
To create a conference call by joining two or more existing calls on a single line:
- While one call is active, highlight the other call on hold
- Press Join until all parties are together

MEET-ME CONFERENCE
(# RANGE)
Meet-Me conference allows others to dial into conference call.

Initiating a Conference
- Get a dial tone
- Press More key to display Meet-Me key
- Press Meet-Me
- Dial the conference number

Joining Users for Meet-Me Conference
- Dial Meet-Me conference number provided by conference initiator
- Once Initiator dials in you are connected.

DO NOT DISTURB (DND)
- Press DND softkey to turn on or off the ringer on the phone.

CALL HISTORY
Call Log Directories
Access Missed, Placed, or Received Calls:
- Press the Directories button and scroll through Missed Calls, Placed Calls, or Received Calls
To view additional information for the call (time stamp):
- Press More softkey, then press Details

DIRECTORIES
Corporate Directory
To access the corporate directory:
- Press Directories button
- Select Corporate Directory
Perform a search by name or extension:
- Press Dial softkey to call entry or press the EditDial softkey to modify the entry prior to dialing