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1 2 3 4 5 6 7 8 Table Content 9 1 2 3 4 5 6 7 8 Table Contents 9 **BUTTONS ON YOUR PHONE LINE OR SPEED DIAL BUTTON** - Opens a new line or speed dial number on the LCD screen **DIRECTORIES** - Provides access to call history and **SETTINGS** directories - provides access to the phone's settings, such as LCD contrast, call, network configuration, and services status information - Provides access to any available **MESSAGE** phone services - Provides access to your voice messaging system **QUESTION MARK** - Displays help on your LCD screen for the phone button or **NAVIGATION** function - allows you to scroll through the text and select the functions displayed on the LCD speaker screen - Use to place or answer the call without picking up the phone **MUTE** - Use to disable the phone, headset, or headset speaker - Use for a place or answer to a call with a headset **VOLUME CONTROL BAR** - Use to increase or reduce the volume for the phone, headset or loudspeaker (depending on what is currently active) **Ringer Volume** Without lifting the phone, click on the volume control loudspeaker or volume speaker 1. While listening, click on the 2 volume control bar. Click on the **SOFT KEYS** soft key to keep the **SOFT KEYS** input - Enable you to engage any of the features displayed on the respective LCD screen tabs. The soft keys indicate the parameters displayed along the bottom of the ANGELO STATE UNIVERSITY CISCO 7962 TELEPHONE USER GUIDE or your LCD screen. Soft keys vary depending on the status of the phone.

**INDICATORS ON YOUR PHONE** Watch the indicators on the display that determine the state of the line. **DIALING INSTRUCTIONS** To place an external call 1. Lift your phone or click **SPEAKER** or press **NEWCALL** Soft Key 2. Dial 9 - phone number or 8 - phone number over long distances. Place an internal call 1. Lift your phone or click **SPEAKER** or press the new **CALL** soft key. 2. Dial an extension number to answer a call on your main phone lift line or click the **SPEAKER** button or click the **SPEAKER** button or click the **ANSWER** soft key to answer the call on the other line on your phone Tap the appropriate key line or click **ANSWER** a soft key to finish the call to hang up the phone or click **SPEAKER** OR press **ENDCALL** soft key to answer second call on your line 1. The second bell will appear on the display and you will hear the beep from the headset. 2. Click **ANSWER** soft key. The first call is automatically put on hold. 3. Use the **NAVIGATION** up/down key to highlight any challenge 4. Click **RESUME** soft key to connect to the subscriber to place the call on hold 1. Click **HOLD** Soft Key 2. Hang up 3. Click **RESUME** soft key or desired string button to return to Redial Last hand-dialed number call **REDIAL** Soft Key This website or its third-party tools use the cookies that are necessary for its functioning and are needed to achieve the goals illustrated in cookie policy. If you want to know more or withdraw your consent to all or some cookies, please refer to the cookie policy. Closing this banner, the banner, on this page, by clicking on the link or continuing to browse otherwise, you agree to use cookies. Single IP Phone for Cisco Unified Communications Manager 9.0 (SCCP and SIP) DeVault IP Phone User Guide IP Endpoint Phone VoIP Phone System IP Phone Phone 1 Table Content 2 3 4 5 6 7 Cisco 7962 Guide for users of THE IP phone cisco 7962, cisco 7942G / 7962G guide. This guide for PDF users demonstrates the basic functions of the Cisco Unified IP Phone call. The Cisco 7962 phone is used to connect directly to the corporate IP telephony network. The setup is likely to be done by the administrator of the corporate system. Cisco strongly recommends using high-quality external devices only with a phone device. Review Cisco 7962 IP phone Cisco 7962 Single IP phone is a phone with many functions providing communication through the computer network. This phone is used by businesses throughout the United States. There are many easy-to-use features that allow users to send incoming calls, place to keep on calls, rewind phone calls, access to voicemail and conference calls. How to pass calls 1. Click **Transmission**, the key that is under the screen. 2. Enter the extension number to which you are translating the call. 3. Wait for the recipient to answer the call. 4. Click the **Transmission** button to complete the transmission. How to put calls on hold 1. Click **Hold**, the key that is located under the screen. 2. Make sure the line you're translating is highlighted on your phone screen. 3. When you're ready to take up the challenge with hold, click **Resume**. This is the same key you used to place a call on Hold. How to use Call Regarding 1. Click on **CFwdAll**. The phone will signal twice. 2. Enter an extension or phone number to which you would like your calls to be redirected. The phone will signal once. The call is fast-forwarded. 3. To unwind the call rewind, click **CFwdAll** again. How to access voicemail 1. Click on the envelope icon button. It's a voicemail button. 2. You will hear a set of voicemail instructions that will guide you through the steps of setting up a voicemail greeting. 3. When you have voicemail, the red light will flash on your phone and the light will be in the right corner of the phone screen. 4. You can listen to voice messages by clicking on the evoking icon on the right side of the phone. 5. Follow the voicemail instructions. How to use Conference Call 1. Make your first call. 2. After this call answers, click **Confrn**. This button is located under the phone screen. 3. Make a second call. 4. Click **Confrn** again. 5. Repeat above to add more calls. Cisco IP Phone 7962/7942 Fast Handbook 1. Tube with Light 2. LCD screen 3. Cisco Type 4 IP phone model. Line dial button or speed 5. Foot 6 regulation. Catalogue button 7. Help button 8. Settings button 9. The speaker button is 10. Turn Off Disable 11. Headset button 12. Volume button 13. Service button 14. Message button 15. Navigation button 16. Dial pad 17. Soft Keys Cisco IP Phone 7962/7942 - Fast Handbook Basic Call Note: - New feature on IP phone 1. To place a call: (any of the following methods). Pick up the phone and dial the number. Click the line button and dial the number. Click the speed dial button (if your phone is set up with speed dial buttons). Click **THE SPEAKER** button and dial the number. Click on the soft **NewCall** key and dial the number. To answer call 2: - (any of the following methods). Pick up the phone. Click the line associated with the call. Click on the soft answer key. Click **SPEAKER**. 3. To finish the call: (any of the following methods). Hang up. Click **SPEAKER**. Click on the soft **EndCall** key. 4. To hold the call, click on the soft **Hold** key. To get back to the call, click on the **Soft Key** Summary. 5. To redial the latest dialed number - Lift the phone and press the redial soft key, or simply press the **Redial** soft key to activate the speaker phone. 6. To change between the phone and the loudspeaker during the call: - Phone for the loudspeaker: Press the **SPEAKER** button and hang up. - Phone loudspeaker: Lift the phone. 7. To disable the call: Click **MUTE**. The **MUTE** button automatically lights up, indicating that the caller can't hear you. To disable the mute, click **MUTE** again (or pick up the phone). 8. To pass the call: During an active call, click on the soft **Transfer** key. It's an abce of the challenge. Place the call to another person by dialing the number. When you hear the ringing tone, click the gear again and hang the **UO**. The call is transmitted. Or you can click the **Gear** and enter the target number. Consult with the recipient. Transfer the press again to connect the call. Otherwise, click the **Summary** button to get back to the original call. 1 2 3 4 5 6 7 8 Table Content 9 Cisco 7962 Guide for users of CISCO 7962 IP phones, cisco 7942G/ 7962G manual. This guide for PDF users demonstrates the basic functions of the Cisco Unified IP Phone call. The Cisco 7962 phone is used to connect directly to the corporate IP telephony network. The setup is likely to be done by the administrator of the corporate system. 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