






## Common Phone Tasks

View online help on the phone	Press  .
Place a call	Lift the handset or press the speakerphone or headset.
Redial a number	Press <b>Redial</b> . 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 <b>EditDial</b> , << or >>.
Hold/resume a call	Press <b>Hold</b> or <b>Resume</b> .
Transfer a call to a new number	Press <b>Transfer</b> , enter the number, and then press <b>Transfer</b> 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 <b>more &gt; Confrn</b> , dial the participant, then press <b>Confrn</b> again.

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### QUICK REFERENCE



## Cisco Unified IP Phone Quick Reference for Cisco Unified Communications Manager 8.5(1) (SCCP and SIP)

**For Cisco Unified IP Phone 7962G, 7942G, 7961G, 7961G-GE, 7941G, and 7941G-GE**






















Softkey Definitions  
Phone Screen Icons  
Button Icons  
Common Phone Tasks











## Softkey Definitions

<b>AbbrDial</b>	Dial using a speed-dial index number
<b>Answer</b>	Answers a call
<b>Back</b>	Returns to previous Help topic
<b>Barge</b>	Adds you to a call on a shared line
<b>CallBack</b>	Receive notification when a busy extension becomes available
<b>Cancel</b>	Cancels an action or exit a screen without applying changes
<b>cBarge</b>	Adds you to a call on a shared line and establish a conference
<b>CFwdALL</b>	Sets up/cancels call forwarding
<b>Clear</b>	Deletes records or settings
<b>Close</b>	Closes the current window
<b>Conflist</b>	View conference participants
<b>Confrn</b>	Creates a conference call
<b>Delete</b>	Removes characters to the right of the cursor when using <b>EditDial</b>
<b>Details</b>	Opens the Details record for a multiparty call in the Missed Calls and Received Calls logs
<b>Dial</b>	Dials a phone number
<b>DND</b>	Turns on/off Do Not Disturb (DND)
<b>EditDial</b>	Edits a number in a call log
<b>EndCall</b>	Disconnects the current call or the current intercom call
<b>Erase</b>	Resets settings to their defaults
<b>Exit</b>	Returns to the previous screen
<b>GPickUp</b>	Answers a call that is ringing in another group or on another line










<b>iDivert</b>	Diverts or redirects a call to a voice-messaging system
<b>Join</b>	Combines existing calls to create a conference
<b>Links</b>	View related Help topics
<b>Main</b>	Displays the Help main menu
<b>MeetMe</b>	Hosts a Meet-Me conference call
<b>more</b>	Displays additional softkeys
<b>New Call</b>	Makes a new call
<b>OPickUp</b>	Answers a call that is ringing in an associated group
<b>Park</b>	Stores a call using Call Park
<b>PickUp</b>	Answers a call that is ringing on another phone in your group
<b>QRT</b>	Submits call problems to the system administrator
<b>Redial</b>	Redials the most recently dialed number
<b>Remove</b>	Removes a conference participant
<b>Resume</b>	Resumes a call on hold
<b>RmLstC</b>	Drops the last party added to a conference call
<b>Save</b>	Saves the chosen settings
<b>Search</b>	Searches for a directory listing
<b>Select</b>	Selects a menu item or call
<b>Transfer</b>	Transfers a call
<b>Update</b>	Refreshes content
<b>VidMode (SCCP only)</b>	Chooses a video display mode
<b>&lt;&lt;</b>	Deletes entered characters
<b>&gt;&gt;</b>	Moves through entered characters

## Phone Screen Icons

	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Incoming call
	Off hook
	On hook
	Shared line in use
	Message waiting
	Authenticated call
	Encrypted call
	BLF-monitored line is in-use
	BLF-monitored line is idle
	BLF-monitored line is ringing (BLF Pickup)
	Speed-dial, call log, or directory listing (line status unknown)
	Line in Do Not Disturb (BLF feature)
	Idle intercom line
	One-way intercom call
	Two-way intercom call
	Handset in use
	Headset in use
	Speakerphone in use

	Video enabled (SCCP only)
	Feature assigned to button
	Mobility assigned to button
	Hold assigned to button
	Conference assigned to button
	Transfer assigned to button
	Phone service URL assigned to button
	URL entry in a call log is ready to edit (SIP only)
	Option selected
	Feature enabled

## Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset