












1 Overview

This guide provides phone operating instructions, and feature descriptions for the Cisco Unified IP Phone multiline models 7942G and 7962G. The 7942G has two lines and the 7962G has six lines.

Physical Description



Name	Description
1 Line or speed-dial button 	Opens new line, speed-dials phone number, or ends call. Buttons light to indicate status: Green, steady: Active call or two-way intercom call Green, flashing: Held call Amber, steady: Privacy in use, one-way intercom call, DnD active. Amber, flashing: Incoming call or reverting call Red, steady: Remote line in use (shared line or BLF status)
2 LCD screen	Displays information such as line/call status, phone number, and soft key tabs.
3 Footstand adjustment	Allows you to adjust angle of phone base.
4 Messages button 	Provides access to voice mail.
5 Directories button 	Provides access to phone directories.
6 Help button 	Activates the Help menu.
7 Settings button 	Provides access to phone settings such as display contrast and ring type.
8 Services button 	Provides access to phone services.

	Name (continued)	Description (continued)
9	Volume button 	Increases or decreases handset, headset, ringer, or speakerphone volume.
10	Speaker button 	Toggles speaker on and off.
11	Mute button 	Toggles mute on and off.
12	Headset button 	Toggles headset on and off.
13	Navigation button 	Scrolls through text and selects features that are displayed on the LCD screen.
14	Keypad	Functions as traditional telephone keypad.
15	Soft keys buttons	Engages functions visible on corresponding LCD tabs.
16	Handset with indicator light	Functions as traditional handset and provides message waiting indicator light and message-waiting (stutter) tone.