

DISPLAY FEATURES

LCD SCREEN - The LCD Screen displays the current date & time, extension number, line appearances & Soft keys.







PLACING CALLS - To place a call, lift the **Handset**, press the **Speaker** key or press the **Headset** key, dial the desired number or extension you wish to call.

For external calls, dial "9" and, if necessary, 1+ area code.

RECEIVING CALLS - Incoming calls will ring on the extension appearance key. To answer a call lift the **Handset**, press the **Speaker** key or press **Headset** key. To answer a second incoming call, press the **Answer** Soft key. This will put your first caller on hold.

LINE APPEARANCES - The LCD will show a phone icon when the phone is idle next to the extension number. The LCD will show a handset in an off-hook position icon when phone is in use. The LCD will show a bold "I" in a box III when a caller is placed on hold. The LCD will show an envelope icon when you have a message.

The buttons illuminate to indicate status:

-  Green, steady—Active call on this line (off-hook)
-  Green, blinking—Call on hold on this line
-  Amber, steady—Privacy feature enabled
-  Amber, blinking—Incoming call ringing on this line
-  Red—Shared line, currently in use
-  No color—No call activity on this line (on hook)

SOFT KEY FEATURES

REDIAL - Press **Redial** for last number dialed from that extension.

NEW CALL - Press **New Call** to obtain dial tone (Activates Speaker).

MORE - Press **More** to display more Soft key options.

HOLD - Press **Hold** to place current call on hold.

RESUME - Press **Resume** to return to a call on hold.


END CALL - Press **End Call** to end a call in progress.

ANSWER - Press **Answer** to answer an incoming call.

SOFT KEY FEATURES (Continued)


TO TRANSFER A CALL:

To transfer a call in progress, press the **Transfer** Soft key followed by the extension number to transfer to, followed by **Transfer** and hang up.

 *Press resume to return to caller.*

CONFERENCE [Maximum of 4 People]


With call in progress, press the **Conference** Soft key. Dial the extension number or telephone number of party to add (remember for external calls dial "9" first).

 *Wait for party to answer; if unanswered, press End Call and Resume to return to caller.*

Press the **Conference** Soft key to connect all parties. Repeat steps to add additional parties.

ConfLi (Conference List)

Press **ConfLi**, while on an active conference call to view conference participants. Use the **Scroll Key** to select the party you want to remove from the conference call and press **Remove**.


 *The originator of the conference call will have an * by their name/number/extension.*

TO PARK A CALL:

To place a call on hold that can be retrieved from any phone.

To activate: Press **Park** (park location (63020-63029) will show in display). Inform desired party of the park location number the caller has been placed on. Hang up.

To retrieve: From any phone *dial location number* (63020-63029) of parked call.

 *After 2 minutes, if the call is un-retrieved, the parked call will ring back to the phone where it was originally parked.*

TO FORWARD CALLS - CFwdAll

Sends all incoming calls to Voicemail.

To activate:

Press **CFwdAll**. Dial desired extension number. Wait for confirmation tone. (i.e. to forward to voicemail or your assistant).

To cancel:

Press **CFwdAll**. Wait for confirmation tone.


**Forwarding information will display on screen*


iDivert


Immediately diverts a call to a voicemail system. Stops that call from ringing the phone.

Press **iDivert** Soft key when you receive an incoming call that you cannot take at that moment and the call will go directly to voicemail. Otherwise voicemail will automatically pick up after four rings.


STANDARD KEYS


 **MESSAGES KEY**— Speed dials Voice mailbox.

 *On your handset a steady red light will appear and you will see an envelope next to your extension number when you have a message.*

 **DIRECTORIES KEY** - *To view Missed Calls, Received Calls, Placed Calls and also to access the Corporate Directory.* Press the **Directories** key, then use the **Scroll Key** to choose either *Missed, Received or Placed calls*, then press **Select**. To dial the number, press the **Dial** Soft key. To edit the number (i.e. add "9" for outside), press the **Edit** Soft key. When finished, press the **Exit** Soft key.


Corporate Directory - Look up subscribers by first name, last name or extension number. Enter info on key pad, then press **Search** Soft key. Use the **Scroll Key** to choose the party to be called, and then press the **Dial** Soft key.

 **SERVICES KEY** - *Used to access Ext Mobility if activated.*

 **SETTINGS** - *Used to change appearance of your LCD Screen.*


Press **Settings**, then highlight the setting you want to modify and press **Select**.


Use **DOWN & UP Keys** to change the Contrast.


 *You must press Save to store the changed settings.*


KEY (Help Key)


Press **? Key** followed by any other key to display information about that key or function.

 **SCROLL** - Use the **Blue Up/Down Arrow Key** to scroll through features or menus in the display.

 **VOLUME** - Controls the *ring* volume when phone is idle. Controls the *handset, headset and speakerphone volume* when in use.








 **HEADSET** - Plug your headset into the Headset Jack located at the bottom of the phone. Press **Headset** to place, answer or disconnect a call. Press **Headset** again to disconnect. Green LED will light when headset is active.

 **MUTE** - Press **Mute** to mute calls when using the handset, headset or speakerphone. Press **Mute** again to deactivate. Red LED will light when mute is active.



 **SPEAKER** - *Used for hands free conversation* Press **Speaker** to make or receive calls. Press **Speaker** again to disconnect. Green LED will light when speaker is active.

Phone Screen Icons

Line and Call State

	Call Forwarding enabled
	Call on hold
	Connected call
	Off-hook
	On-hook
	Incoming call
	Shared line in use

Other Features

	Speed Dial button configured
	Message waiting

Notes:



7942 and 7962 Telephone User Guide

