Quick Reference Sheet
Cisco Unified IP Phone
Model 7942G

UAS UNIVERSITY OF ALASKA **SOUTHEAST**
learn · engage · change

TELEPHONE FUNCTION

INTERNAL CAMPUS CALLS
1. Lift handset
2. Dial 4-digit extension for a campus line.
3. Converse

*Note***:** You may also press **Speaker**, your extension button, *New Call* soft key, **Headset** button, Speed dial keys, Dial soft keys if using one of the directories, or the Redial soft key.

DIALING OFF-CAMPUS CALLS
1. Lift handset
2. Dial 8 + 1 + Area Code + 7-digit number for an outside line.
3. Converse

INTERNATIONAL DIALING
- 8 + 011 + Country Code + City Code + 7-digit Phone number + # + Access Code + #

ANSWER A CALL
- Lift handset
- If using a headset, press **Headset** button.
- To use speaker, press Answer soft key or **Speake**r button.

END A CALL
- Hang up handset
- Press **Headset** button if using a headset.
- Press *End Call* soft key
- If using Speaker, press **Speaker** button or *End Call* soft key.

MUTING A CALL
- Press **Mute** button, button will turn red.
- To disengage Mute, press **Mute** button and the red light will go off.

Note: Mute temporarily disables your microphone. Mute prevents the party from hearing you, but does not interfere with your ability to hear them.

PUTTING A CALL ON HOLD
- Press *Hold* soft key
- Press *Resume* soft key to return to call on hold.

TRANSFER A CALL
1. When ready to transfer a call, press *Transfer* soft key.
2. Dial 4-digit extension to transfer to.
3. When line rings and party answers, press *Transfer* soft key again to complete the transfer.

TRANSFER A CALL TO VOICEMAIL
1. When ready to transfer a call, press *Transfer* soft key.
2. Dial * plus the 4-digit extension to transfer to. (ex: *6400)
3. Press the *Transfer* soft key again to complete the transfer.

CALL FORWARD ALL CALLS
1. Press *CfwdAll* soft key
2. Enter the extension for where your calls will forward to: 4-digits for on-campus, or 8+1+10-digits for off-campus
- To CANCEL a forward: press *CfwdAll* soft key.
- You can also update this in the Self Care Portal

Note: If forwarding to voicemail, press *CfwdAll* soft key, then your **Messages** button.

LAST NUMBER REDIAL
- Press *Redial* soft key

CONFERENCE CALL
1. During a call, press *More* soft key, then press *Confrn* soft key.
2. You will get dial tone, so you can dial an additional party.
3. Press *Confrn* again to add new party.
- Repeat to add more

IDIVERT
1. Call rings on your phone
2. Press *iDivert* soft key during ringing.
3. Call then forwards directly to your voice mailbox.

Quick Reference Sheet
Cisco Unified IP Phone
Model 7942G

UNIVERSITY OF ALASKA SOUTHEAST
learn · engage · change

UNITY VOICEMAIL

Please note: messages are only retained in the inbox for 2 weeks. A permanent archive of all voicemails is available in the email notification sent to your UA address.

ACCESSING VOICEMAIL

**Your default PIN is: 135790#

Logging into voicemail from your phone:
1. Press *Message* button
2. Enter your PIN followed by #.
3. Follow prompts to setup your mailbox.

Calling voice mailfrom outside the system:
1. Dial **907-796-5555**
2. Once the system answers, press *
3. The system will then ask you for your ID number. Your ID number is your 4-digit extension followed by #.
4. Then you will enter your password, followed by #.

MAIN MENU PROMPTS
- 0 Help
- * Cancel/back up
- # Skip/Move Ahead
- 1 Play New Messages
- 2 Send Messages to other extensions on this voicemail system.
- 3 Check Saved Messages
- 4 Change Set Up Options

UAS EMERGENCY ALERT SYSTEM
See instructions on the Health & Safety website

DURING A MESSAGE YOU MAY PRESS:
- 1 = Repeat
- 2 = Save
- 3 = Delete
- 4 = Slower
- 5 = Change Volume
- 6 = Faster
- 7 = Rewind 3 sec
- 8 = Pause/Resume
- 9 = Fast Forward
- # = Fast Forward to end of message
- ## = Save as New

AFTER LISTENING TO A MESSAGE:
- 1 = Repeat
- 2 = Save
- 3 = Delete
- 4 = Reply
- 5 = Forward
- 6 = Mark as New
- 7 = Skip Back
- 9 = Play message properties

Voicemail access via website:
1. Go to Cisco Web Inbox
2. Log in with your UA credentials
3. Select a voicemail
4. Click the Play button (▶)

You can also:
- Click the Forward button to send this message as an email to another inbox
- Click the Delete button to remove the message