

Cisco 8945 IP Phone Quick Reference Guide



To Answer a Call


- Lift Handset, Press Speaker or Line button

To Place a Call



Lift Handset or Press Speaker Button 

- Dial extension or 7 + Number for outside calls

To Place a Call on Hold



- While on a call, Press the Hold button 
- To retrieve the call, press the Resume soft key

To Transfer a Caller

- Press the **Transfer** button 
- Dial number to transfer to (Announce the call)
- Press the **Transfer** button  or Hang up.

To Create a Conference Call (up to 8 participants)

While on a call,

- press the **Conference** button 
- Dial 3rd party and announce the conference call
- press the **Conference** button 

To Park a call (while on a call)

- While on a call, Press the **Park** soft key
- Note the Park number on the display
- Park Range: 1000-1039


To retrieve a Parked call

- Lift the handset and dial the Park Code


To Redial a number

Press the **Redial** button 

Call Forward

- Press the **Forward All** soft key
- Press the Messages button 
- or enter an extension or 7 + Number

Change Phone Settings

- Press Applications Button 
- Select Preferences
- Select Brightness (up or down & Save)
- Select Ringtone (Choose a Ringtone, Set, Exit)

To dial by voice from the Corporate Directory


- Lift the Handset and Dial #0
- Speak the name of the person you wish to call

Send an incoming call to Voicemail

- Press **Divert** while call is ringing

Unity Connection Voice Mail

To Set Up Mailbox

- Press Messages Button 
- Enter Default PIN (**provided by HR**) followed by #
- Follow voice prompts to record Name and Greeting
- Change Password

To Access Voicemail

Press the Messages Button and enter your PIN

During Message

- 1 Restart
- 2 Save
- 3 Delete
- 4 Slow Playback
- 5 Change Volume

Message

- 6 Fast Playback
- 7 Rewind (5 Sec increments)
- 8 Pause/Resume
- 9 Fast Forward (5 Sec increments)



After Message

- 1 Replay
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward
- 6 Save as New
- 7 Rewind (5 Sec)
- 9 Play Summary

To Leave a Message in Voicemail

- Press *, Dial extension
- To by-pass Greeting, Press #.

To transfer a caller directly into Voicemail

- Press **Transfer** button 
- Dial * then the extension number
- Press **Transfer** button 

To Access Your Mailbox remotely

- Dial 605-331-6798, when greeting starts, Press * and enter your ID (Extension number) followed by # and then PIN followed by #.

For a detailed user guide, go to this URL:

http://www.cisco.com/en/US/docs/voice_ip_comm/cuipph/8941_8945/8_5/english/user-guide/8941_8945enu.html