CISCO 8945 Basic Features

1. Phone screen	11. Speakerphone button
2. Video Camera	12. Video Mute button
3. Lens Cover button	13. Mute button
4. Softkey buttons	14. Headset button
5. Navigation pad and Select button	15. Volume button
6. Conference button	16. Messages button
7. Hold button	17. Applications button
8. Transfer button	18. Contacts button
9. Redial button	19. Phone Speaker
10. Keypad	20. Programmable feature or Line buttons
	21. Handset rest

1. Primary line label: The blue icon shows which line is selected.
2. Header: This displays the date and time and phone number of selected line.
3. Primary line details and other phone information: Displays status and duration of a connected call associated with the selected line.
4. Secondary line details and other phone information: Displays status and duration of a connected call associated with the selected line.
5. Softkeys: Softkeys provide the available options for the call you are on and will change based on the condition of your phone.

Flashing Amber: Incoming call
Solid Green: Your call
Flashing Green: Call on Hold
Solid Red: Line in use by another user
Flashing Red: Line on hold by another user

HANDSET, SPEAKERPHONE AND HEADSET VOLUME
1. To increase or decrease the volume of your handset, speakerphone or headset, press the + or - on the volume bar.
The volume bar adjusts the volume of the currently active condition.
ADJUSTING THE RINGER VOLUME
1. With the handset in the cradle, press the + or - on the volume bar.

CHANGING THE RINGER SOUND
1. Press the APPLICATIONS
button.
2. Select PREFERENCES.
3. Select RINGTONE and Press Select again.
4. Highlight a Ringtone and press SELECT button.
5. Press the PLAY softkey to hear Ringtone.
6. Press the SET softkey to save the ringtone.
7. Press the RETURN softkey to return to preferences screen.
You may select a different ringtone for each individual line by selecting a line after selecting PREFERENCES.
CHANGING THE BRIGHTNESS
1. Press the APPLICATIONS
button.
2. Select PREFERENCES
3. Select BRIGHTNESS from the menu.
4. Select Phone or Key Expansion Module from the menu.
5. Press the Up or Down navigation bar to set the desired BRIGHTNESS.
6. Press the SAVE softkey to accept your changes, or press Cancel to exit.

CAMERA SETTINGS

ENABLE AUTO TRANSMIT VIDEO transmits the video automatically when a call is initiated or accepted. If video is transmitting the LED turns green, and when it is on "video mute" it turns red. LED is turned off when the camera is not in use.
1. Press the APPLICATIONS
button.
2. Select PREFERENCES
3. Select CAMERA SETTINGS > AUTO TRANSMIT VIDEO option.
4. Select YES to enable automatic video transmission or NO to disable feature.
5. Press APPLY softkey to apply the feature, or the RETURN softkey to return to set-up.

CHANGING THE BRIGHTNESS

1. Press the APPLICATIONS
button.
2. Select PREFERENCES
3. Select CAMERA SETTINGS > BRIGHTNESS option.
4. Select BRIGHTNESS from the menu.
5. Press the Up or Down navigation bar to set the desired BRIGHTNESS.
6. Press the SAVE softkey to accept your changes, or press EXIT softkey.

TURNING BLUETOOTH ON OR OFF

1. Press the APPLICATIONS
button.
2. Select PREFERENCES.
3. Select BLUETOOTH.
4. Press either YES softkey to turn on, or NO softkey to turn off.

ADDING A BLUETOOTH ACCESSORY

1. Press the APPLICATIONS
button.
2. Select ACCESSORIES
3. Select ADD BLUETOOTH ACCESSARY.
4. Select the accessory and press the CONNECT softkey.
The phone searches for the discoverable accessories that are supported. When it is found it adds it to the list.
6. Select the accessory and press the CONNECT softkey.
The phone automatically attempts to connect the accessory using a Bluetooth device PIN of 0000. You may enter a different PIN if your accessory requires it. The ADDING PIN screen will display for you to enter a PIN. When the connection is complete, the Bluetooth icon will display on the phone screen header and a check will display next to the connected accessory.

CONNECTING OR DISCONNECTING TO BLUETOOTH

1. Press the APPLICATIONS
button.
2. Select ACCESSORIES button.
3. Select BLUETOOTH.
4. Select either CONNECT or DISCONNECT softkey.

PLACING A PHONE CALL

Dial the 4 digit extension.
Dial 8 plus 7 or 10 Digits for local Calls (local dialing rules apply).
Dial 8 plus 1 and the Phone Number for Long Distance Call.
Dial 7 plus number for State calls
1. Lift handset to place a call. You may dial the number before lifting the handset. Lift the handset,

press the SPEAKER button, press a LINE button or press the CALL softkey to place the call.
To change from handset to speaker, press SPEAKER button and hang up the handset.
2. To place a call using the speakerphone, press SPEAKER or NEW CALL and dial.
To change to handset, lift handset.
3. To place a call using a headset, plug the approved headset into the back of the phone base and press HEADSET button before or after dialing number. If HEADSET button is lit green, press NEW CALL to place a call. Press ENDCALL when done to remain in headset mode.
*The volume and mute controls also adjust ear piece volume and mute the speech path of the headset.
911 calls
1. You may dial either 911 or 8911.

CALL BACK
Press CALL BACK when calling a number that does not answer. When party lifts handset it will notify you that the called party has returned and allow you to redial the number.

CALLING A MAILBOX DIRECTLY
1. Dial *# and extension number to go directly to a mailbox without calling a phone.

ANSWERING CALLS
1. Lift handset, or press ANSWER softkey, LINE key, SPEAKER key or HEADSET key.
If you have a second call, you will hear a call waiting tone during your conversation.
1. Press line of incoming call to answer second call, or press ANSWER.
First call will be placed on hold.
Press the flashing line key to return to original call.
If you have two calls on one key, use the navigation bar and highlight call to return to and press RESUME.

ENDING A CALL
1. Hang up handset, or press END CALL softkey for headset or speaker mode, or press SPEAKER button for speaker mode. Do not press the HEADSET key unless you wish to end headset mode.

MUTING A CALL
1. To mute, press MUTE. Press MUTE again to disengage.
MUTING A VIDEO CALL
1. To mute, press VIDEO MUTE. Press VIDEO MUTE again to disengage.

PLACING A CALL ON HOLD
1. Press the HOLD button.
2. Press RESUME softkey to return to a call. If multiple calls are on hold, press line button of desired call.
If you have two calls on one key, use the navigation bar and highlight call to return to and press RESUME.

PARKING A CALL (Optional)
1. Press PARK. The display shows the number where the call is parked. (____-____)
2. To retrieve the parked call from any phone, lift handset and dial number where call is parked.
3. To retrieve the parked call from the phone you parked it from, press the RESUME softkey.

TRANSFERRING A CALL
1. During a call, press the TRANSFER button. This places the call on hold.
2. Dial extension number of person you wish to transfer caller to.
3. When ringing begins, press TRANSFER again, or wait for party to answer then press TRANSFER.
If party refuses call, press END CALL, then RESUME softkey, or extension key where call is held.

TRANSFERRING A CALL TO VOICE MAIL USING Divert
1. Press Divert softkey while a call is ringing, on hold or active.
Transferring a caller directly to Voice mail
1. Press the TRANSFER button.
2. Press * #
3. Dial the 4 digit extension number, *QUICKLY* press the TRANSFER button.

MAKING A CONFERENCE CALL
1. While on a call, press the CONFERENCE button. This will put the first call on hold
and select a new line.
2. Place a call to another number. You May need to press the CALL softkey.
3. When a call connects, press CONFERENCE again to add this party to the conference.
If party refuses call, press END CALL, then RESUME softkey, or extension key where conference is held.
To view and remove conference Participants
1. While on a conference, press SHOW DETAILS softkey.
2. Highlight the participant and press REMOVE softkey. Only the person controlling the conference can remove participants.
MEET-ME CONFERENCE (Numbers are assigned by the system administrator) (Optional)
1. If you are the facilitator, lift handset, press Meet-Me key and dial the MEET-ME number.
To enter conference in progress, lift handset and dial conference number.
Avoid putting conference calls on hold because activating the hold feature generates music on hold.

LAST NUMBER REDIAL
1. Lift handset and press REDIAL softkey.

CALL FORWARD
1. Press the FORWARD ALL softkey. You hear two beeps.
2. Enter the number you wish to forward your calls to just as you would dial it.
(Or press voice mail key to send calls to voice mail.)
A forward all icon will appear in the line label as well as forwarding information in the header.
3. To cancel, press the FORWARD OFF softkey.

CALL PICKUP (optional)
1. Lift handset, press PICKUP softkey then press ANSWER softkey when your phone
begins to ring.

VIEWING CALL HISTORY
Call History allows you to view the last 150 calls
1. Press the APPLICATIONS button to select CALL HISTORY.
2. Select a call record or group and press DETAILS to view information.
3. Press RETURN softkey to return to CALL HISTORY screen.
4. Press Exit softkey to return to the APPLICATIONS screen.
Filter Call History
1. Press the APPLICATIONS button to select CALL HISTORY.
The default in CALL HISTORY is for ALL CALLS.
2. To sort calls for a specific line, select a phone line and view the individual calls
or call groups for that line.
3. To sort by MISSED CALLS for that line, press the MISSED CALLS softkey.
4. Press Exit softkey to return to the APPLICATIONS screen.
To Place a Call

1. Press the APPLICATIONS button to select CALL HISTORY.
2. Select a call record and do one of the following, press CALL softkey, lift handset, press the speakerphone or press headset button.

To Edit Call History

1. Press the APPLICATIONS button to select CALL HISTORY.
2. Highlight a call record you want to edit.
3. To edit a number, such as adding a 9, use the EditDial softkey.
4.Use the up or down arrow on the NAVIGATION bar to move the curser.
5.Press the DELETE (x) softkey to delete numbers to the left of the curser.
6. Press the CALL softkey to dial the edited number.

To Clear Call History

1. Press the APPLICATIONS button to select CALL HISTORY.
2. Press the CLEAR LIST softkey to clear the entire call history on the phone.
3. Press Exit softkey to return to the APPLICATIONS screen.

To Delete a Call Record From Call History

1. Press the APPLICATIONS button to select CALL HISTORY.
2. Highlight the individual call record or call group that you want to delete
3. Press the DELETE softkey.
4. Press the CANCEL softkey if desired.
5. Press the EXIT softkey to return to APPLICATIONS screen.

SIGNING IN AND OUT OF PERSONAL DIRECTORY

1. Press the CONTACTS button.
2. Use the NAVIGATION button to select PERSONAL DIRECTORY.
3. Log-in if necessary with your User ID (network user ID) and PIN/password (_____)
and press SUBMIT softkey.
4. To log-out, select LOG OUT and press SELECT softkey.
5. Press OK softkey to sign out.

ADDING A PERSONAL DIRECTORY ENTRY

1. Sign-in to Personal Directory.
2. Select PERSONAL ADDRESS BOOK, then press SUBMIT softkey
3. Press NEW softkey and nickname and additional information.
4. Press PHONES softkey and enter phone numbers. Include a "8" for outside calls.
5. Press the SUBMIT softkey to add the entry to your PERSONAL DIRECTORY.

DIALING A PERSONAL ADDRESS BOOK ENTRY

1. Sign-in to PERSONAL DIRECTORY.
2. Select PERSONAL ADDRESS BOOK and use the search criteria and SUBMIT to find the entry to dial.
3. Select the entry you wish to call, press the DIAL softkey.

ASSIGNING A FAST-DIAL CODE TO A PERSONAL DIRECTORY ENTRY

1. Sign-in to PERSONAL DIRECTORY and Select PERSONAL ADDRESS BOOK.
2. Enter the search criteria to find the entry to assign a code to and press SUBMIT.
3. Select an entry in your PERSONAL ADDRESS BOOK and press SELECT softkey, then FastDial softkey.
4. Select a number and press the SELECT softkey.
5. Scroll to an unassigned FAST-DIAL index. You may need to use the NEXT softkey to get more indexes.
Guidance will be provided in the status line of your set, use the appropriate softkeys to complete your tasks.
6. Press the SELECT softkey.

DIALING A PERSONAL FAST DIAL ENTRY

1. Sign-in to PERSONAL DIRECTORY.
2. Select PERSONAL FAST DIALS.
3. Select the entry you wish to call, and press the Dial softkey.

CORPORATE DIRECTORY
1. Press the CONTACTS button.
2. Select Corporate Directory.
3. Search for the name by entering letters on your keypad and pressing SUBMIT softkey.
4. Select the name and press DIAL softkey, SELECT button or SPEAKERPHONE button
to dial number
To dial from the CORPORATE DIRECTORY while on a call, select the number to dial and
press DIAL. The first call will automatically be placed on hold

SPEED DIALING
(There are two methods of speed dialing, one touch keys, and speed dialing)
ONE TOUCH KEYS
1. Press the preprogrammed one touch speed dial button and go off-hook.
(Extra line or extension keys can be used for one touch speed dialing)
SPEED DIALING
1. With handset down, Dial a preprogrammed index number 1-99 on the keypad and
press SpeedDial.
You may also lift handset, press SpeedDial softkey, press
the preprogrammed number and SpeedDial softkey again.