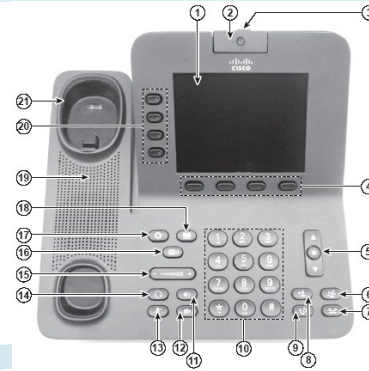




Cisco IP Phone 8945 User Guide



1 – Understanding Buttons & Hardware



1. Understanding Buttons & Hardware
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20. Programmable feature buttons (also called Line buttons)
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2 – Answer a call

Pick up the handset,
Press Answer soft key,
Press the speaker button or press the line button


3 – End a call

Return handset or Press **End Call** soft key

4 – Switch between multiple calls

Use the **Line buttons** to initiate, answer, or switch to a call on a particular line.

5 – Call history

1. Press the **Applications** button 
2. Select **Call History**. (Use the Navigation bar and button to scroll and select.)
3. Press the Exit softkey to return to the Applications screen.

6 – Volume control


Volume button controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).

7 – Ring tones


1. Press the **Applications** button 

2. Select **Preferences**. (Use the Navigation bar and button to scroll and select.)
3. Select **Ringtone**.
4. Press the **Play** soft key to play a sample
5. Press the **Set** soft key to select the ringtone.


8 – Brightness

1. Press the **Applications button**. 
2. Select **Preferences**. (Use the Navigation bar and button to scroll and select.)
3. Select **Brightness**
4. To increase brightness, press the up arrow on the Navigation bar. To decrease brightness, press the down arrow.
5. Press the **Save** soft key to set the contrast level, or press the **Cancel** soft key to exit.


9 – Mute your phone

1. Press the **Mute button** to turn Mute on. Visual confirmation displays.
2. Press the **Mute button** again to turn Mute off. 

10 – Hold and resume a call

Press **Hold button** to hold a call. 
Press **Resume** soft key to resume the held call.

11 – Transfer a call

1. Verify that you are on an active call (not on hold)
2. Press the **Transfer button**. 
3. Enter the transfer recipient's phone number.

4. Wait for the recipient to answer. (Or, skip to Step 5 while the call is ringing.)
5. Press the **Transfer** button again. The transfer is complete.


12 – Call forward

1. Press the **Forward All** soft key.
2. Enter the target phone number.
3. To cancel call forwarding, press **Forward Off**.

13 – Call Pick-Up

1. Press the **Pick Up** soft key to transfer a ringing call within your pickup group to your phone. If you have multiple lines and want to pick up the call on a non-primary line, first press the desired line button, then press **Pick Up**. If your phone supports auto-pickup, you are connected to the call
2. If the call rings, press the **Answer** soft key to connect to the call.

14 – Conference call

1. Verify that you are on an active call (not on hold).
2. Press the **Conference** button. 
3. Enter the phone number for the party you want to add (or press a speed-dial button).
4. Wait for the party to answer (or skip to step 5 while the call is ringing).
5. Press the **Conference** button again. The conference begins. Repeat these steps to add more parties, if desired.

15 – Check for voice messages

Check for voice messages in any of these ways:

- Look at the visual message indicator lamp on your handset. You can configure the visual message indicator lamp using your User Options web pages.
- Look for a text message.
- Listen for a stutter tone from your handset, headset, or speakerphone when you place a call. The stutter tone is line-specific. You hear it only when using the line that has a waiting message. You can configure the audible message indicator using your User Options web pages.

16 – Dialing NGHA and KSAU Territories

From KSAU:

Press **85** + extension number to dial NGHA

From NGHA:

Press **84** + extension number to dial KSAU-HS



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