CISCO™

Quick Start Guide

Cisco Unified IP Phone
Model 6945

Contents

1. Dial intercom/outside
2. Answer
3. Muter
4. Voicemail
5. Forward All – **Follow Me**
6. Hold
7. Conference
8. Transfer
9. Call History
10. Directories
11. Programming numbers and configuring quick dial settings
12. Settings
13. Parking on busy extension – repeat dialer
14. Tips

1. Dial

· To dial, lift the handset and enter a number.
  Or try one of the following options:
· Redial the last number
· Press the **Redial** softkey. To redial on a secondary line, press the line button first.
· Dial on-hook when handset in down
1. Enter a number when the phone is idle.
2. Lift the handset or press one of these: a line button, the
Call softkey, the headset button 🎧 or the speakerphone
button 🔊 .

To place an intercom call – 4 numerals (extension)
To place an outside call – 0XX
To call a mobile phone – 63XXXX

Speed-dial
  Choose one of the following options:
· Enter a speed-dial item number and press the
  Speed Dial softkey.
· Press the **down** arrow on the Navigation bar when the phone
  is idle, then scroll to a speed-dial item and press the round
  Select button in the Navigation bar.
· Press a speed dial button (may be assigned to an available
  line button next to your screen).

2. Answer

New call indicators:
· A flashing red light on your handset
· A flashing amber line button
· An animated icon 📞 and caller ID
· To answer the call, lift the handset. Or press the flashing
   amber line button, the Answer softkey, or the unit headset
   or speakerphone button.

Answer with multiple lines
If you are talking on the phone when you get a call on a
different line, press the flashing amber line button to answer
the second call and put the first call on hold automatically.

3. Mute

1. Press the **Mute** button 🔇 .
   The button glows to indicate that Mute is on.
2. Press **Mute** again to turn Mute off.

4. Voicemail

New message indicators:
· A solid red light on your handset.
· A stutter dial tone on the line (if enabled).
· A message icon 📨 appears next to the line label.

Listen to messages
Press the **Messages** button 📧 .
and follow the voice prompts.
To check **messages** for a specific line, press the
line button before pressing the Messages button.
* The 96 dial option exists ** Dial 96 according to
the instructions in order to enable this service

*** The default settings direct the call to your voicemail when
the line is busy/no answer. You can cancel the voicemail via
the personal portal. See the full guide for instructions.

5. Forward All – Follow Me

1. To forward all incoming calls to another number,
   press the **Fwd All** softkey.
2. Enter a phone number (enter it exactly as you would dial it),
   or press the **Messages** 📧 button to forward all calls to
   voicemail.
3. To cancel call forwarding, press **Fwd Off**.
   To set up forwarding remotely or on a secondary line
   (if supported), access your User Options web pages.
   See your system administrator for details.

6. Hold

1. Press the **Hold** button The hold icon ⬛ displays and the
   session button ❚❚ pulses green.
2. To resume the highlighted call, press the pulsing green
   button orthe Resumesoftkey

7. Conference

1. From a connected call (not on hold), press the
   Conference button 👥 .
2. Make a new call.
3. Press the **Conference** button or the **Conference** softkey
   before or after the party answers. The conference will begin
   and the phone will display "Conference."
4. Repeat these steps to add more participants. The conference
   ends when all participants hang up.
· Up to 4 participants.
   Conference across lines
You can combine two calls on two lines into a conference call
(phones with multiple lines only).
1. From a connected call (not on hold), press the
    Conference button 👥 .
2. Press the line button for the other (held) call. The
    conference will begin and the phone will display "Conference."

View and remove participants
During a conference, press the **Details** softkey. To remove
a participant from the conference, scroll to the participant
and press the **Remove** softkey.

Did you know?
Call the Switchboard 3800/88 ǀ Call selection
(previously 87) **– is now a button ǀ Call mobile
phones 63xxxx**

Call 4444
(4x4)

NEW!
Call by saying the name
6464

8. Transfer

1. From a connected call (not on hold), press the Conference button .
2. Call the transfer recipient.
3. Press the **Transfer** button or the Transfersoftkey (before or after the recipient answers).

The transfer is complete.

9. Call History

View your **call history**

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation bar and round Select button to scroll and select.)
3. Select a line to view.
   Your phone displays the last 150 missed, placed, and received calls.
4. To view details for a call, scroll to the call and press the **More** softkey, then press Details.
5. To return to your call history, press the **Back** softkey .To exit the Applications menu, press the Applications button .

View your missed calls only

1. View your call history.
2. Press the **Missed** softkey.

View your placed calls only

Press the **up arrow** on the Navigation bar when the phone is idle, with all menus closed.

Dial from your call history

1. View your call history, or navigate to your missed or placed calls.
2. Scroll to a listing and lift the handset, or press a line button, or Dial softkey, or the Select button.

To edit a number before dialing, press these softkeys:
More >Edit Dial

10. Directories

1. Press the **Contacts** button .
2. Select a directory. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Use your keypad to enter search criteria.
4. Press the **Submit** soft key.
5. To dial, scroll to a listing and press the **Dial** softkey.

Configure contacts and password via the personal portal.
See the full guide for instructions

11. programming numbers and configuring quick dial settings

Program and configure quick dial settings via the personal portal.

12. Settings Volume

The **Volume** bar is located to the left of the keypad.
· To adjust the handset, headset, or speakerphone volume, press the **Volume** bar when the phone is in use.
· To adjust the ringer volume, press the **Volume** bar up or down.
To silence the phone when ringing, press the **Volume** bar down one time (pressing multiple times lowers the ringer volume).

Ringtone

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Select **Ringtone**.
4. If necessary, select a line.
5. Scroll through the list of ringtones and press **Play** to hear a sample.
6. Press **Set** and **Apply** to save a selection.

Screen contrast

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation bar and round **Select** button to scroll and select.)
3. Select **Contrast**.
4. Press the Navigation bar up or down.
5. Press the **Save** softkey.

13. Remaining on busy extension – repeat dialer (previously signal + 9)

When calling a busy extension/no response press **Call Back** at the bottom of the screen and when the requested extension becomes available, you will receive a signal and you will then be able to press the **Dial** softkey.

Where are my softkeys?
You have four softkeys buttons below the screen.
Press the moresoftkey to see additional softkeys.

How do I scroll inside a list or menu?
Press the up or down arrows on the Navigation bar.
A scroll bar on the screen indicates your relative position within in a list.

How do I select an item in a list or menu?
With the item highlighted, press the **Select** button in the middle of the Navigation bar. Or, use your keypad to enter the corresponding item number.
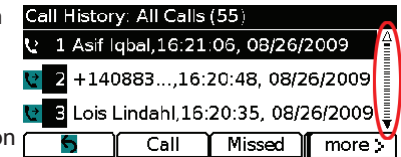
How do I exit a menu?
To close a menu from any level, press the corresponding feature button. To go back one level in a menu, press the Exit or Back softkey .

14. Tips

How can I keep track of multiple calls?
Line button colors indicate call states and can help you stay oriented when handling multiple calls:
Ringing call–Flashing amber
Connected call–Solid green
Held call–Flashing green
Shared line in-use remotely–Solid red
Shared line on hold remotely–Flashing red

How can I silence my ringer?
Press the Volume bar down one time while the phone is ringing. Or ask your system administrator to set up the Do Not Disturb (DND) feature on your phone. DND silences the ringer and redirects calls to voicemail.

What does the Swap softkey do?
Swap allows you to toggle between calls and consult privately with each party before completing a transfer or conference.

How can I personalize various features and phone settings?
You can personalize your setting via the personal portal.
See the full guide for instructions.
The personal portal's URL is: http://myiptel.
Mobility options and do not disturb
Unavailable options may be requested.

Where can I find a complete User Guide?
http://www.cisco.com/en/US/products/psl0326/products_user_guide_list.html