



Quick Start Guide





Cisco Unified IP Phone Model 6945

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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 or the 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 | Call selection (previously 87) - is now a button | Call mobile phones 63xxxx






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.



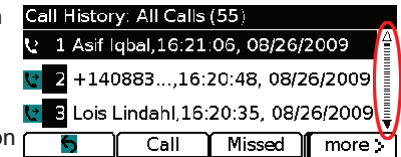
How do I scroll inside a list or menu?

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



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