

Cisco Unified
IP 8945G Phones
Quick Reference Guide



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 **Conference Button**

 **Hold Button**

 **Transfer Button**

 **Redial Button**

 **Speaker Phone Button**

 **Mute Button**

 **Headset Button**

 **Volume Control Button**

 **Message Button**

 **Applications button**

 **Directory Button**

 **Line Buttons**

 **Navigation Arrow Button**

 **Video Mute Button**

Place a Call

Use one of the following methods to place a call:

- Lift the handset and dial the number.
- Dial the number, and then lift the handset.
- Dial the number, and then press the **Call** soft key.
 - local off campus, dial 8 then 7 digit number
 - long distance, dial 8 +1 + 7 digit number
 - International, dial 8 + 011 + country code + city code + number

Redial a Number

- Lift handset
- Arrow down using **Navigation** Arrow button to desired number
- Press **Call** soft key to make the call

Hold a Call

To place a call on hold while on the call:

- Press the **Hold** button.

To retrieve a held call:

- Press the **Resume** soft key.
 - If multiple calls are on hold, use the **Navigation** button to select the desired call before you press **Resume** soft key.
 - If multiple calls on multiple lines are on hold, press the line button for the line that you want to pick up. The active call on the other line is automatically put on hold.

Mute a Call

- Press the **Mute** button to turn mute on. Visual confirmation displays.

- Press the **Mute** button again to turn mute off.

Mute Video

Press the **Video Mute** button to mute the camera video. Visual confirmation displays.

- Press the **Video Mute** button again to unmute the camera video.

Manage Call Waiting

If you are on a call when a second call comes in, you either hear a call-waiting tone or see a flashing indicator light on the handset rest.

To answer the new call on the same line:

- Use the **Navigation (up/down arrows)** button to select the call.
- Press the **Answer** soft key to answer the call. The call on the other line is automatically put on hold.

To return to the original call:

- Use the **Navigation** button to reselect the call.
- Press the **Resume** soft key to reconnect to the call.

For calls on a separate line:

- Press the **Line** button for the incoming call. The call on the other line is automatically put on hold.

To return to the original call:

- Press the **Line** button associated with the original call.

Retrieve Voice Messages

- Press the **Messages** button, and follow the voice instructions.

Transfer a Call

- During a call, press the **Transfer** button. The call is placed on hold.
- Dial the number to which you want to transfer the call.
- Wait for the call to be answered. Announce the call to the transfer recipient. Press the **Transfer** button then hang up the handset.

Forward All Calls

- On any idle line from which you want to forward your calls, press the **Forward All** soft key.
- Enter a phone number, or select an entry from the Call History list. Visual confirmation

displays for a few seconds to confirm the number to which your calls will be forwarded.

•To verify that your calls are forwarded, look for:

- A **Forward All** icon in the line label.
- The forwarding information in the header.

- Enter 6-9999 to forward to Voice Mail

- To cancel call forwarding, press the **Forward Off** soft key.

Conference Call

To create a three-party conference call:

- Dial the first party
- Press the **Conference** button to open a new line and put the first party on hold.
- Dial the second party. When the caller connects, press the **Conference** button again to add the new party to the call.

End Conference Call

- Hang up the handset, or press the **End Call** soft key.

Call Pick Up

Call Pickup allows you to answer a call that is ringing on a co-worker's phone by redirecting the call to your phone. You might use Call Pickup if you share call-handling tasks with co-workers.

Press **Pick Up** soft key.

Press **Answer** soft key

Adjust the Volume for the Current Call

- During a call, press the **Up** or **Down Volume** button.

Adjust the Ring Volume

- Press the **Up** or **Down Volume** button while the handset is in its cradle and the phone is idle.

Select the Ring Type

- Press **Applications** button.
- Using up and down arrows on the **Navigation** key Highlight **Preferences** option.

- Press **OPEN** soft key.
- Select **Ringtones** by pressing **1** on keypad.
- Use the **Navigation** button to scroll through the list of ring types. Press the **Play** soft key to hear samples.
- Highlight the ring you want, and then press the **Set** soft key.
- Press the back arrow soft key to go to the main directory menu.
- Press **Exit** soft key

Adjust the Display Contrast

- Press the **Applications** button.
- Using up and down arrows on the **Navigation** key Highlight **Preferences** option.
- Press **Open** soft key
- To select **Brightness**, press **3** on keypad
- Use Navigation arrows up or down for desired contrast
- Press **Save** soft key
- Press **Back arrow** soft key
- Press **Exit** soft key

Call History

- Press the **Applications** button.
- Select the **Call History**
- Press **OPEN** soft key
- Use the **Navigation** button to scroll Press the **Select** soft key, or:
 - To call a selected phone number, highlight that number on the call log, press **Call** soft key
 - Press the **Exit** soft key to return **Applications** screen

Clear Call History

To clear all numbers in the directory histories:

- Press **Applications** button
- Select desired call history log
- Highlight the desired directory log.
- Press **More** soft key
- Press **Delete** soft key to remove selected call from log
- Press the **Clear List** soft key to remove entire call log list
- Press **arrow back** soft key to exit to main screen.

VOICE MAIL SERVICES

Initial Set Up

- Press the **Message** button.
- Enter a password. (**Default password is 88003#**)
- Please follow system instructions for the following:
 - Record your name.
 - Set a new password.
 - Record your greeting.
- **Please wait until you hear “You Have Finished Enrollment” then hang up.**

To Check Messages from your telephone:

- Press the **Message** button and log on.
- New messages will start to play.
- Follow prompts to manage individual messages.

To Check Messages from outside the office:

- On-Campus Dial 6-9999
- Off-Campus Dial 575-646-9999
- When the greeting begins to play, press *
- Enter last 5 digits of your extension number (id), then press #
- Enter your pin then press #
- Follow prompts to listen and manage your messages

To Change Your Recorded Name:

- Press the **Message** button and log on.
- When greeting starts, Press **4 >3 >2**.
- At the tone, **record your name**, or press * to keep the current recording.

To Change Your Password:

- Press the **Message** button and log on.
- Press **4 >3 >1**.
- Enter a new password and press #.
- Enter the new password again to confirm it and press #.

To Record a Greeting:

- Press the **Message** button and log on.
- Press **4 > 1 > 1**.
- After your current greeting, press **1** to rerecord new greeting
- Press #
- Follow prompts

To Enable or Disable a Greeting:

- (You can enable or disable **only** your alternate greeting by phone.)
- Press the **Message** button and log on.

- Press **4 >1 >1**.
 - After your current greeting, press **2** to enable or disable your alternate greeting.
- Note: When your alternate greeting is enabled, it overrides all other greetings.***

To Reply to a Message:

- After listening to the message, press **4**. Record your reply.
 - Press **#** to send the reply, or press **1** for message options.
- Message Options are the same as above.***
- Follow the prompts to handle the original message.

To Forward a Message:

- After listening to the message, press **5**.
- Follow prompts to address the forwarded message.
- Press **#** to forward the message as is, or press **2** to record an introduction, or press **3** for message options.
- Press **#** to forward the message as is, or press **1** for message options.