

## Basic instructions for the Cisco 8945 phone

### Placing a call:

- Lift handset & dial, OR:
- If you have multiple lines, press an unlit line button  & dial.

### To redial the last number you called:

- Lift handset & press the redial button 

### Answering an incoming call:

- Lift the handset.
- If you have multiple lines, press the flashing red line button .
- To put a call on speakerphone press the speakerphone button  (which turns green) & put handset back on the cradle. To take call off speakerphone, lift the handset (the  light goes out).

### Putting a call on hold:

- Press the hold button . The line on hold will pulse green.
- To resume the call, press the pulsing green line button.

### To mute a phone call so callers can't hear you, but you can still hear them:

- Press the mute button  (the button turns red).
- To take call off mute & resume conversation, press mute button again (light goes out).

### Transferring a call:

1. From a connected call, press the transfer button .
2. Call the transfer recipient.
3. Press the transfer button again & the transfer is complete.

Note: If you want to announce the call to the recipient before completing the transfer, wait for them to answer before pressing the transfer button the second time.

### Initiating a Conference Call

1. From a connected call, press the **Conference Button**  (call will be put on hold and you will hear dial tone).
2. Dial the next person; when they answer, press the **Conference Button**  to add them to your conference.
3. To add participants, press the **Conference Button**  again and repeat these steps (you can conference a maximum of 8). The conference call ends when **all** participants hang up.

### Voicemail - New message indicators:

- A solid red light on your handset.
- A voicemail icon  next to the line indicator button.

### Listen to messages:

Press the message button  & enter your password when prompted & follow the voice prompts.