Quick Start For Executives

Cisco Unified IP Phone 8941 and 8945

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Note For best results, print on 8.5 x 14" (legal-sized) paper.

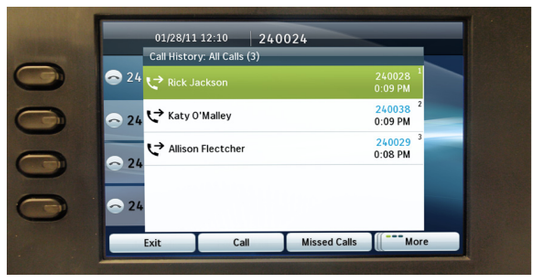
1 Dial

To dial, lift the handset and enter a number. Or:

- Press an unlit line button.
- Press the **New Call** softkey.
- Press the (unlit) headset button or speakerphone button.

Dial from Call History

1. Press the down arrow on the Navigation bar.
2. Scroll to the number and press the **Select** button in the Navigation pad or **Call** Softkey.



Redial the last number

Press the **Redial** softkey.

Speed dial

Enter a speed-dial code while on-hook (no dial tone), then press the **Speed Dial** softkey.

Your system administrator can help you set up speed dials from your User Options web pages.

2 Hang up

To end a call, replace the handset. Or:

- Press the **End Call** softkey.
- Press the (lit) headset button or speakerphone button.

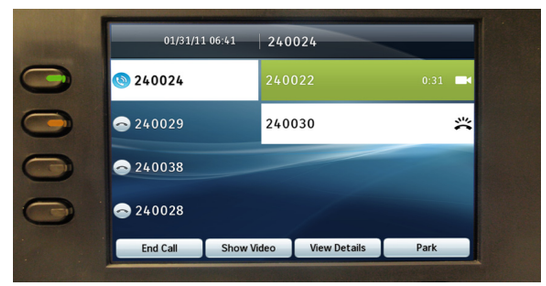
3 Answer

To answer a ringing call, lift the handset. Or:

- Press the flashing amber line button.
- Press the (unlit) headset or speakerphone button.
- Press the **Select** button in the Navigation pad.

Call Waiting

If you get a second call while the first call is active, the second line displays.



To connect the second call and put the first call on hold automatically, press the flashing amber line button.

Multiple lines

If you use multiple lines, press the **All Calls** softkey to see all calls on all lines (oldest first). Otherwise, your phone displays calls that are on the selected line only.

To see which line is selected, look for a blue icon on the line label (left side of screen) and the line extension in the header bar (top of screen).

All Calls uses your primary extension.

4 Mute

- Press the **Mute** button to toggle Mute on and off. When Mute is on, the Mute button glows red.
- Press the **Video Mute** button to toggle Video Mute on and off. When Video Mute is on, the Video Mute button glows red.

5 Divert

Use Divert to redirect a ringing or active call to voicemail or to another phone number (set up in advance by your system administrator). You must resume a held call before you can use Divert.

Divert affects the highlighted call only. If necessary, scroll to the call before pressing **Divert**.

6 Forward All

1. Press the **Forward All** softkey.
2. Enter a phone number, select a number from Call History, or press the **Messages** button (to forward to voicemail).
3. Look for Forward All icon on your screen.
4. To cancel call forwarding, press the **Forward Off** softkey.

Your system administrator can help you forward calls remotely from your User Options web pages.

7 Hold

1. Press the **Hold** button.

   The hold icon displays and the line button pulses green.
2. To resume the highlighted call, press the pulsing green button, the **Resume** softkey, or the **Select** button in the Navigation pad. (Note that pressing the **Hold** button again does not resume a call from hold.)

8 Do Not Disturb

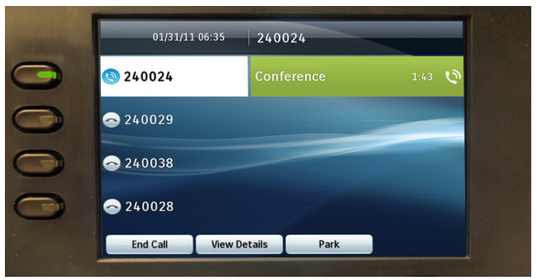
Press the **DND** button (if available) to toggle DND on or off .

When on, Do Not Disturb (DND) mutes the ringer and may block visual notification for new calls.

9 Conference

1. From a connected call (not on hold), press the **Conference** button .
2. Make a new call.
3. Press the **Conference** button (before or after the party answers).

   The conference begins and the phone displays "Conference" instead of caller ID.



4. Repeat these steps to add more participants.

The conference ends when all participants hang up.

"Conference in" a held call

1. From a connected call (not on hold), press the **Conference** button .
2. Press the pulsing green line button for the held call that you want to add.

   Or, if the held call is on another line, press the **Active Calls** softkey, choose a call from the list, and press the **Conference** button.

The conference ends when all participants hang up.

View & remove conference participants

During a conference, press the **View Details** softkey. To remove a participant from the conference, highlight a name and press **Remove**.

10 Transfer

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

   The transfer is complete. Confirmation displays on your phone screen.

11 Call History

Press the **Applications** button and select **Call History.**

The last 150 calls display:

- Missed calls
- Placed calls
- Received calls

To dial, scroll to a call and press the **Select** button in the Navigation pad or the **Call** softkey.

To view details for a call, highlight the call and press these softkeys: **More** > **Details**.

View new missed calls

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

12 Directories

1. Press the **Contacts** button and select a directory.
2. Enter search criteria and press **Submit**.
3. To dial, scroll to a listing and press the **Select** button in the Navigation pad or the **Dial** softkey.

13 Shared Lines

If you share a line with a co-worker or an administrative assistant:

- Either you or your co-worker can answer a ringing call on the shared line.
- When your co-worker has a call on the shared line, your shared line button is solid red and the call displays on your screen.
- When your co-worker puts a call on hold, the line button on your phone pulses red. You or your co-worker can resume the call.

Privacy & Barge

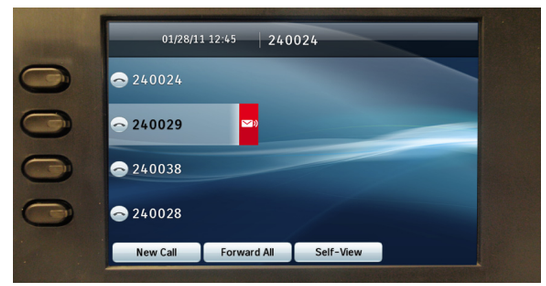
You or your co-worker can use Privacy to block calls from displaying on the other person's screen.

If your co-worker is not using Privacy, you can press the red line button on your phone to "barge" (add yourself to) a call on the shared line, creating a conference.

14 Voicemail

New message indicators:

- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A voicemail icon next to the line button (may include message count).



Listen to messages

Press the **Messages** button and follow the voice prompts.

15 Tips

What are the buttons next to my screen?

The buttons on the left side of your screen are line (and feature) buttons. Line buttons change line views but do not affect active calls.

Where are my softkeys?

You have four softkeys buttons below the screen. Press the **More** softkey to see additional softkeys.

How do I silence my ringing phone?

Press the left side of the volume button one time while the phone is ringing.

How do I change my ringtone?

1. Select **Applications** > **Preferences** > **Ringtone**, then select a line and press **Open**.
2. Select a ringtone and press **Play**, then press **Set**.

What does the Back button do?

Press the **Back** softkey to back out of applications and menus.

Where can I find a complete User Guide?

http://www.cisco.com/en/US/products/ps10451/products_user_guide_list.html

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