






## CISCO IP Phone – 8945

### 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.





### Hang Up

To end a call, replace the handset. Or:

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

### Answer a Call

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


- Press the flashing amber line button .
- Press the (unlit) headset button  or speakerphone button  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.




## Mute Voice and Video

- 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.

## 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 the **Forward All** icon  on your screen.
4. To cancel call forwarding, press the **Forward Off** softkey.

## Place a Call on Hold


1. Press the **Hold** button .
2. The hold icon  displays and the line button pulses green.
3. 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.)

## Do Not Disturb



Press the **DND** button to toggle DND on  or off .

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

## Phone Settings

- Press the **Applications Button** .
- Select **Preferences**
  - Select **Contrast** (arrows on **Navigation** pad) and **Save**.
  - Select **Ringtone** (Default ring, select and **Set**).

## Conference Call




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 call that is on hold

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**.




## Transfer a Call

1. From a connected call  (not on hold), press the **Transfer** button .
2. Dial the transfer recipient.
3. Press the **Transfer** button (before or after the party answers).
4. The transfer is complete. Confirmation will display on your phone screen.

## 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.

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

### View new missed calls


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

## Directories

1. Press the **Contacts** button  and select the **Corporate** 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.


## Voicemail

### To Set Up Mailbox

1. **Log In** to your phone.
2. Press the **Messages** button .
3. Enter **Default Pin: 147258** followed by the **#** key.
4. Next you'll be prompted to **Record** your **Name** followed by the **#** key.
5. Next you'll be asked to **Record** your **Message**, when finished press the **#** key (there may also be a **Keep and Continue** by pressing the **#** key again).
6. Next you'll be prompted to enter a new **Pin** number followed by the **#** key, repeat the new **Pin** number followed by the **#** key.


*(We recommend this number be the same as the Pin number you created for logging on to the phone.)*

### 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

1. Press the line button beside the VM you want to check, e.g. Main Office or T Milota.
2. Press the **Messages** button .
3. Enter **Pin number** and follow the voice prompts.

#### During Message

- 1 Restart
- 2 Save
- 3 Delete
- 4 Slow Playback
- 5 Change Volume
- 6 Fast Playback
- 7 Rewind (5 Sec increments)
- 8 Pause/Resume
- 9 Fast Forward (5 Sec incr.)

#### After Message

- 1 Replay
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward Message
- 6 Save as New
- 7 Rewind (5 Sec)
- 9 Play Summary

### To Leave a Message in Voicemail

- Press \*, dial **Extension**.
- To by-pass Greeting, **Press #**.

### To Skip a Message in Voicemail

- Press **#** to skip a message in your Voicemail.

### To Transfer a Caller Directly into Voicemail

- Press **Transfer** button.
- Dial \*, then **Extension** number.
- Press **Transfer** button or hang up.

### To Access Your Mailbox Remotely

- Dial the Main Number **319-558-3000**. When Auto Attendant greeting starts, **Press \*** and enter your **Extension** followed by **#** and **Pin** followed by **#**.

#### OR

- Dial your Direct Dial Number, when greeting starts, **Press \*** and enter your ID (**Extension** number) followed by **#** and **Pin** followed by **#**.

# CISCO 8945 / 9951 Phone Log In

1. Press the **Application Button** on the Phone (Located in the upper left corner of key pad).

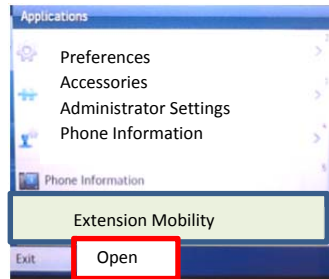


The phone screen will show the following options:

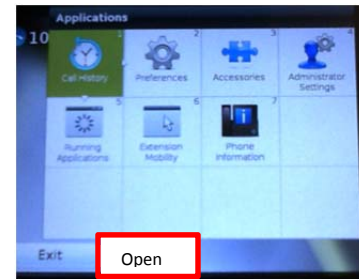
Applications (6 items)

- Call History
- Preferences
- Accessories
- Administrator Settings
- Phone Information
- Extension Mobility

Cisco 8945



Cisco 9951



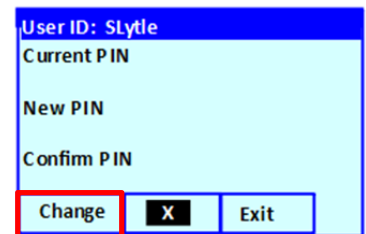
2. Select **Extension Mobility** (scroll down if needed with the Navigation button).
3. Press the **Open Softkey Button**.
4. A **Sign On** screen similar to the one on the right will appear.
  - a. For **UserID:** (enter your district sign on name)
  - b. For **Pin:** (enter **12345**)
5. Press **Submit**.



The first time you **Sign On** you will be prompted to **Create a New Pin**.

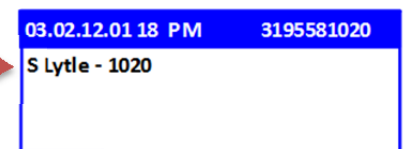
\*We recommend that you use the same pin for **Phone Log In** and **Voicemail**.

- Type in the **Current PIN (12345)**
- **Enter a new pin.**
- **Confirm Pin**
- Press the **Change Softkey Button**.
- **Sign On** again.



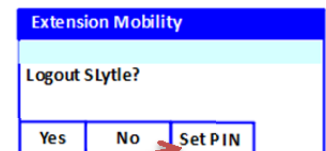
6. If you have logged in successfully you will receive the following message:  
**“Resetting please Wait....Login Successful.”**

A screen similar to the one on the right will show an active log in with username and extension displayed.



## How to Logout

1. Repeat steps 1 through 3 above.
2. You will be prompted to Select **Yes** or **No** to Logout.
3. When you successfully logoff the phone you will receive this message  
**“Resetting Please wait.... Logout Successful”**.
4. After a few seconds, your username will disappear off the phone screen.



## How to Change Pin

1. Repeat steps 1 through 3 at the top of the page.
2. Select **Set Pin Softkey Button** to enter a new pin.