

Cisco 8945 IP Handset

Quick Reference Guide



1) Place call on/off hold

- While in a call, you can place the call on hold. The caller will hear a beeping tone or music; do not use hold while on a conference call.
- To place a call on hold, press the 4) *Hold button*.
- To return to the call, press the Resume soft key button located beneath the display.

2) Transfer a Call

- During a call, press the 2) *Transfer button*. This places the call on hold.
- Dial the number to which you want to transfer the call.
- Press Transfer before or after the party answers.
- Press Resume to return to the original call if the party refuses or does not answer the call.
- Note: You can also transfer a call by pressing Transfer or hanging up when the phone begins to ring. In this case, the caller is transferred to the other phone without being announced, and you cannot return to this call

3) Create a conference call

- During a call, press the 3) *Conference button*.
- This automatically opens a new line and places the other party on hold.
- Place a call to another party.
- When the call connects, press Conference again to add this party to the conference call.

4) Review missed calls

- Press the 12) *Applications button*.
- Press the Open soft key button located beneath the display.
- Highlight the desired Line # by using the 1) *Navigation Pad* and press Open soft key button.

Please visit <http://www.albright.edu/itservices/happenings/PhoneUpgrade.html> for tutorials on how to use additional features of your new phone.