Cisco Unified IP Phone 6941 and 6945

1 Dial
To place a call, lift the handset and dial a number. Or, try one of these alternatives.

Redial the last number
Press the Redial softkey. To redial on a secondary line, press the line button first.

Dial on-hook
1. Enter a number when the phone is idle.
2. Lift the handset or press one of these: a line button, the Call softkey, the headset button or the speakerphone button.

Speed dial
Do one of these:
- Enter a speed-dial item number and press the SpeedDial softkey.
- Press the down arrow on the Navigation bar when the phone is idle, then scroll to a speed-dial item and press the round Select button in the Navigation bar.
- Press a speed dial button (may be assigned to an available line button next to your screen).

2 Answer
New call indicators:
- A solid red light on your handset
- A stutter dial tone
- A message icon next to the phone line

Answer with multiple lines
If you are talking on the phone when you get a call on a different line, press the flashing amber line button to answer the second call and put the first call on hold automatically.

Your phone supports both one call per line or many calls per line. Ask your administrator about which option is right for you.

3 Mute
1. Press the Mute button .
   The button glows to indicate that Mute is on.
2. Press Mute again to turn Mute off.

4 Voicemail
New message indicators:
- A solid red light on your handset
- A stutter dial tone
- A message icon next to the phone line

Listen to messages
Press the Messages button and follow the voice prompts.
To check messages for a specific line, press the line button before pressing the Messages button.

5 Divert
Press the Divert softkey when the call is ringing, active, or on hold.
Divert redirects an individual call to voicemail (or to another number set up by your system administrator).
If you want to redirect all incoming calls to another number, use Forward All. To silence your ringer, see Tips.

6 Forward All
1. To forward all incoming calls to another number, press the Fwd All softkey.
2. Enter a phone number (enter it exactly as you would dial it), or press the Messages button to forward all calls to voicemail.
3. Look for confirmation on your phone screen.
4. To cancel call forwarding, press Fwd OFF.
To set up forwarding remotely or on a secondary line (if supported), access your User Options web pages. See your system administrator for details.

7 Hold
1. Press the Hold button .
   The hold icon appears and the line button flashes green.
2. To resume a call from hold, press the flashing green line button or the Resume softkey.

8 Conference
1. From a connected call (not on hold), press the Conference button .
2. Make a new call.
3. Press the Conference button or the Conference softkey (before or after the party answers).
   The conference begins and the phone displays “Conference.”
4. Repeat these steps to add more participants.
   The conference ends when all participants hang up.

Conference across lines
You can combine two calls on two lines into a conference (phones with multiple lines only).
1. From a connected call (not on hold), press the Conference button .
2. Press the line button for the other (held) call.
   The conference begins and the phone displays “Conference.”

View and remove participants
During a conference, press the Details softkey. To remove a participant from the conference, scroll to the participant and press the Remove softkey.

9 Transfer
1. From a connected call (not on hold), press the Transfer button .
2. Enter the transfer recipient’s phone number (and across lines).
3. Press the Transfer button or the Transfer softkey (before or after the recipient answers).
   The transfer completes.
10 Call History

View your call history
1. Press the Applications button ↪.
2. Select Call History. (Use the Navigation bar and round Select button to scroll and select.)
3. Select a line to view.
Your phone displays the last 150 missed, placed, and received calls.
4. To view details for a call, scroll to the call and press the more softkey, then press Details.
5. To return to your call history, press the Back softkey ↪. To exit the Applications menu, press the Applications button ↪.

View your missed calls only
1. View your call history.
2. Press the Missed softkey.

View your placed calls only
Press the up arrow on the Navigation bar when the phone is idle, with all menus closed.

Dial from your call history
1. View your call history, or navigate to your missed or placed calls.
2. Scroll to a listing and lift the handset, or press the one softkey.
3. Press the Applications button ↪.
4. Select Preferences. (Use the Navigation bar and round Select button to scroll and select.)
5. Select Ringtone.
6. If necessary, select a line.
7. Scroll through the list of ringtones and press Play to hear a sample.
8. Press Set and Apply to save a selection.

11 Directories

1. Press the Contacts button ☑️.
2. Select a directory. (Use the Navigation bar and round Select button to scroll and select.)
3. Use your keypad to enter search criteria.
4. Press the Submit softkey.
5. To dial, scroll to a listing and press the Dial softkey.

12 Shared Lines

If you share a line with a co-worker, the line button indicates call activity on the shared line:
- Flashing amber—Incoming call on the shared line. You or your co-worker can answer it.
- Solid red line button—Your co-worker is talking on the shared line.
- Flashing red line button—Your co-worker put a call on hold on the shared line. You or your co-worker can resume the call.

13 Settings

Volume
The Volume bar is located to the left of the keypad.
- To adjust the handset, headset, or speakerphone volume, press the Volume bar when the phone is in use.
- To adjust the ringer volume, press the Volume bar up or down.
- To silence the phone when ringing, press the Volume bar down one time (pressing multiple times lowers the ringer volume).

Ringtone
1. Press the Applications button ↪.
2. Select Preferences. (Use the Navigation bar and round Select button to scroll and select.)
3. Select Ringtone.
4. If necessary, select a line.
5. Scroll through the list of ringtones and press Play to hear a sample.
6. Press Set and Apply to save a selection.

14 Navigation

Where are my line buttons?
You have four line buttons: Two on the left side of the screen and two on the right side of the screen.
Line buttons that are not assigned to phone lines can be used for speed-dials and other features.

Where are my softkeys?
You have four softkeys buttons below the screen. Press the more softkey to see additional softkeys.

How do I scroll in a list or menu?
Press the up or down arrows on the Navigation bar.

A scroll bar on the screen indicates your relative position within in a list.

15 Tips

How can I keep track of multiple calls?
Line button colors indicate call states and can help you stay oriented when handling multiple calls:
- Ringing call—Flashing amber
- Connected call—Solid green
- Held call—Flashing green
- Shared line in-use remotely—Solid red
- Shared line on hold remotely—Flashing red

How can I silence my ringer?
Press the Volume bar down one time while the phone is ringing. Or ask your system administrator to set up the Do Not Disturb (DND) feature on your phone. DND silences the ringer and redirects calls to voicemail.

What does the Swap softkey do?
Swap allows you to toggle between calls and consult privately with each party before completing a transfer or conference.

How do I set up my speed dials?
To set up speed-dials and customize a variety of features and settings for your phone, use a web browser on your computer to access your Cisco Unified CM User Options web pages. Contact your system administrator for the URL and more information.

Where can I find a complete User Guide?