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Overview

This guide provides phone operating instructions and feature descriptions for the Cisco IP Phone multiline model 6945. The Cisco IP Phone 6945 has four lines.

- Physical Description of Cisco Unified IP Phone 6945, page 1

Physical Description of Cisco Unified IP Phone 6945
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Handset with indicator light</td>
<td>Functions as traditional handset and indicates an incoming call (flashing red) or new voice message (steady red).</td>
</tr>
<tr>
<td>2 LCD screen</td>
<td>Displays information such as incoming/outgoing call status, directories, line status, phone configuration options, and soft key tabs. Also, shows dedicated phone line labels.</td>
</tr>
</tbody>
</table>
| 3 Line buttons | Depending on configuration, programmable buttons provide access to:  
- Phone lines and intercom lines (line buttons)  
- Speed-dial numbers (speed-dial buttons, including the BLF speed-dial features)  
- Call features (for example, a Privacy button)  
Buttons light to indicate status:  
- Green, steady: Active call, answering call or two-way intercom call  
- Green, flashing: Held call  
- Amber, steady: Privacy in use, one-way intercom call, or DND active  
- Amber, flashing: Incoming call or reverting call  
- Red, steady: Remote line in use or parked  
- Red, flashing: Remote line on hold |
<p>| 4 Soft key buttons | Depending on how your system administrator sets up the phone, enable soft key options displayed on your phone screen. |
| 5 Transfer button | Transfers active calls to another extension. |
| 6 Conference button | Initiates a conference call. |
| 7 Hold button | Places the call on hold. |
| 8 Navigation Pad and Select (center) button | The navigation pad allows you to scroll up and down on the LCD screen. Allows you to scroll through menus, highlight items, and display speed dials list if you press down when the phone is on-hook. Display phone numbers from your Placed Calls if you press up when the phone is on-hook. |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Headset button</td>
<td>Toggles headset on and off. When the headset is on, the button is lit.</td>
</tr>
<tr>
<td>10 Speaker button</td>
<td>Toggles speaker on and off. When the speakerphone is on, the button is lit.</td>
</tr>
<tr>
<td>11 Dial pad</td>
<td>Functions as traditional telephone keypad.</td>
</tr>
<tr>
<td>12 Mute button</td>
<td>Toggles mute on and off.</td>
</tr>
<tr>
<td>13 Volume button</td>
<td>Increases or decreases handset, headset, ringer, or speakerphone volume.</td>
</tr>
<tr>
<td>14 Messages button</td>
<td>Provides access to message (voice mail) system.</td>
</tr>
<tr>
<td>15 Application button</td>
<td>Provides access to phone settings such as call history, user preferences, phone configuration (including administration settings, device configuration, network configuration, and other common configurations), and phone model information.</td>
</tr>
<tr>
<td>16 Contacts button</td>
<td>Provides access to phone directories.</td>
</tr>
<tr>
<td>17 Handset</td>
<td>Phone handset.</td>
</tr>
</tbody>
</table>

**Phone Screen**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Header</td>
</tr>
</tbody>
</table>
2 Line text label with icon
Displays text label and icon for phone or intercom line, speed-dial numbers, or services, depending on your configuration.

3 Primary line details and other phone information
During a call, displays details for the primary line. If not on a call, displays line text label and other information such as placed calls, speed dials, and phone menu listings.

4 Secondary line details and other phone information
Displays line label and call details for the secondary line and other phone information such as placed calls, speed dials, and phone menu listings.

5 Soft key labels
Displays soft keys for available features or actions.

**Phone Connections**

This section shows and describes the connectors on your Cisco Unified IP Phone 6945.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DC adapter port (DC48V) for phones not provided with inline power</td>
</tr>
<tr>
<td>5</td>
<td>Access port (10/100 PC) for connecting your phone to your computer</td>
</tr>
</tbody>
</table>
If your phone is placed on a table or desk, the footstand can be connected to the back of the phone for a higher or lower viewing angle, depending on your preference.

1 Footstand slots for a higher viewing angle
2 Footstand slots for a lower viewing angle
Higher Viewing Angle

Lower Viewing Angle
Adjusting the Handset Rest

You can adjust the handset rest of a wall-mounted phone so that the receiver does not slip out of the cradle.

Procedure

1. Set the handset aside and pull the square plastic tab from the handset rest.
2. Rotate the tab halfway (180 degrees).
3. Hold the tab between two fingers, with the small notches (in the corners) facing you.
4. Make sure the tab lines up evenly with the slot in the cradle.
5. Slide the tab back into the handset rest. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.
Operating Your Phone

This section describes how to operate your Cisco IP Phone and includes information on soft keys and phone features.

Note
In the Cisco Unified Communications Manager Express mode, Cisco IP Phone model 6945 only supports one call per button. It is recommended to configure the dn as dual-line dn and the huntstop channel under the dn. The second channel on the dn can only be used for call transfer or conference.

Note
Because there are differences in phone and site configurations, not all features described here might apply to your phone. Consult your system administrator for more information.

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- Access Services, page 12
- Adjust the Display Contrast, page 12
- Adjust the Ring Volume, page 12
- Answer a Call, page 12
- Call History, page 13
- Call Park, page 16
- Call Pickup, page 18
- End a Call, page 19
- Establish/End a Conference Call, page 19
- Hold/Resume a Call, page 19
- Forward All Calls, page 20
- Mute a Call, page 20
- Phone Applications, page 20
Soft Key Descriptions

Your Cisco IP Phone is equipped with soft keys for call features and options. Soft keys are displayed along the bottom of the LCD screen and activated using the corresponding buttons. Soft keys can change according to the state of the phone.

Note: Soft key availability depends on the system configuration and this is not the complete list of the soft keys.

<table>
<thead>
<tr>
<th>Soft Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>All calls</td>
<td>Lists all calls.</td>
</tr>
<tr>
<td>Answer</td>
<td>Answers an incoming call.</td>
</tr>
<tr>
<td>Backspace - &lt;&lt;X</td>
<td>Navigates to edit characters. Use the backspace soft key to erase digits that you entered incorrectly.</td>
</tr>
<tr>
<td>Call</td>
<td>Opens a new line on the speakerphone to place a call.</td>
</tr>
<tr>
<td>Callback</td>
<td>Notifies callers that the called line is free.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the last selection.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clears directory history.</td>
</tr>
<tr>
<td>Call History</td>
<td>Provides call history.</td>
</tr>
<tr>
<td>Conf</td>
<td>Connects callers to a conference call.</td>
</tr>
<tr>
<td>Soft Key</td>
<td>Function</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Details</td>
<td>Provides caller id details.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the selected number.</td>
</tr>
<tr>
<td>Dial</td>
<td>Dials the displayed number.</td>
</tr>
<tr>
<td>EditDial</td>
<td>Selects a number and activates the cursor for editing.</td>
</tr>
<tr>
<td>EndCall</td>
<td>Ends the current call.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exits from the current selection.</td>
</tr>
<tr>
<td>Fwd all</td>
<td>Forwards all calls.</td>
</tr>
<tr>
<td>Fwd Off</td>
<td>Sets call forwarding off.</td>
</tr>
<tr>
<td>Hold</td>
<td>Places an active call on hold. Resumes call on hold.</td>
</tr>
<tr>
<td>Ignore</td>
<td>Returns to main screen.</td>
</tr>
<tr>
<td>Meetme</td>
<td>Initiates a Meetme conference.</td>
</tr>
<tr>
<td>Missed</td>
<td>Lists all the missed calls.</td>
</tr>
<tr>
<td>More</td>
<td>Scrolls through additional soft key options (for example, use the More soft key to locate the DnD soft key).</td>
</tr>
<tr>
<td>New Call</td>
<td>Opens a new line on the speakerphone to place a call.</td>
</tr>
<tr>
<td>Ok</td>
<td>Confirms the selection.</td>
</tr>
<tr>
<td>Park</td>
<td>Forwards calls to a location from which calls can be retrieved by anyone in the system.</td>
</tr>
<tr>
<td>Redial</td>
<td>Redials last number dialed.</td>
</tr>
<tr>
<td>Remove</td>
<td>Removes last participant in a Meetme conference call.</td>
</tr>
<tr>
<td>Resume</td>
<td>Returns to active call.</td>
</tr>
<tr>
<td>Search</td>
<td>Initiates a search in local directory.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers the active call.</td>
</tr>
<tr>
<td>TrnsVM</td>
<td>Transfers a call to voice mail.</td>
</tr>
<tr>
<td>Update</td>
<td>Refreshes or updates the list.</td>
</tr>
</tbody>
</table>
Access Services

Procedure

Step 1 Press the Applications button.
Step 2 Select Services. (Use the Navigation bar and button to scroll and select.)
Step 3 Highlight the service you want to access.
Step 4 Press the Select soft key, or press the Exit soft key to return to the Applications screen.

Adjust the Display Contrast

The default contrast level setting is 50%.

Procedure

Step 1 Press the Applications button.
Step 2 Select Preferences. (Use the Navigation bar and button to scroll and select.)
Step 3 Select Contrast.
Step 4 To increase contrast, press the up arrow on the Navigation button. To decrease contrast, press the down arrow.
Step 5 Press the Save soft key to set the contrast level, or press the Cancel soft key to exit.

Adjust the Ring Volume

- During a call, press the + or - on the VOLUME button to respectively increase or decrease the volume.
- Press the + or - on the VOLUME button while the handset is in its cradle and the phone is idle.

Answer a Call

Procedure

Step 1 Lift the handset.
Step 2 If you are using a headset, press the Headset button.
Step 3 If you are using the speakerphone, press the Answer soft key or the Speaker button.
Step 4 If necessary, press the line button to select between incoming calls.
Auto Answer

Auto Answer prompts your phone to automatically answer incoming calls after one ring.
Your system administrator sets up Auto Answer to work either with your speakerphone or headset.

Procedure

**Step 1**  Keep the headset button illuminated when the phone is idle. Otherwise, calls ring normally and you must manually answer them.

**Step 2**  To keep the headset button illuminated, use a line button or soft keys (instead of the headset button) to go off-hook and on-hook and to place and end calls.

**Step 3**  Keep the handset in the cradle and the headset button unlit. Otherwise, calls ring normally and you must manually answer them.

Call History

This feature allows you to view call history information on your phone.

Clear Call History

Procedure

**Step 1**  Press the Applications button.
**Step 2**  Select Call History. (Use the Navigation bar and button to scroll and select.)
**Step 3**  Select All Lines or the line that you want to view.
**Step 4**  Press the Clear soft key. (You may need to press the More soft key first.)
**Step 5**  Press the Delete soft key to delete the Call History screen or press the Cancel soft key to go back to the Call History screen.
Delete a Call Record From Call History

**Procedure**

**Step 1** Press the **Applications** button 🔄.
**Step 2** Select **Call History**. (Use the Navigation bar and button to scroll and select.)
**Step 3** Select **All Lines** or the line that you want to view.
**Step 4** Highlight the call you want to delete.
**Step 5** Press the **Del Call** soft key. (You may need to press the **More** soft key first.)
**Step 6** Press the **Delete** soft key to delete the call or press the **Cancel** soft key to go back to the Call History screen.

Edit Number From Call History

**Procedure**

**Step 1** Press the **Applications** button 🔄.
**Step 2** Select **Call History**. (Use the Navigation bar and button to scroll and select.)
**Step 3** Select **All Lines** or the line that you want to view.
**Step 4** Highlight the call you want to edit.
**Step 5** Press the **EditDial** soft key. (You may need to press the **More** soft key first.)
**Step 6** Press the **Forward Arrow** soft key to move the cursor to the right and press the **Backward Arrow** soft key to move the cursor to the left.
**Step 7** Press the **Back Delete** soft key 🚫 to delete numbers.
**Step 8** Press the **Dial** soft key to dial the edited number.
**Step 9** Press the **Back** soft key 🌌 to return to the Call History screen.

Filter Call History

**Procedure**

**Step 1** Press the **Applications** button 🔄.
**Step 2** Select **Call History**. (Use the Navigation bar and button to scroll and select.)
**Step 3** To sort calls for a specific phone line, select **All Lines** or the line that you want to view.
**Step 4** To sort by missed calls for the selected line, select the **Missed** soft key.
   The Call History screen displays only the missed calls on the selected line.
**Place a Call from Call History**

**Procedure**

**Step 1** Press the **Applications** button.

**Step 2** Select **Call History**. (Use the Navigation bar and button to scroll and select.)

**Step 3** Select **All Lines** or the line that you want to view.

**Step 4** From the Call History screen, highlight the call you want to dial and perform one of the following:

- Press the **New Call** soft key.
- Press the **line** key.
- Pick up the handset.
- Press the **Speaker** or **Headset** button.

**View Call History**

**Procedure**

**Step 1** Press the **Applications** button.

**Step 2** Select **Call History**. (Use the Navigation bar and button to scroll and select.)

**Step 3** Select **All Lines** or the line that you want to view.

**Step 4** Press the **Exit** soft key to return to the Call History screen.
View Call Record Details

Procedure

Step 1  Press the Applications button.
Step 2  Select Call History. (Use the Navigation bar and button to scroll and select.)
Step 3  Select All Lines or the line that you want to view.
Step 4  Select a call record.
Step 5  Press the Details soft key. (You may need to press the More soft key first.)
Step 6  Press the Back soft key to return to the Call History screen.

Call Park

Call Park allows you to park (temporarily store) a call you receive on your phone, which you can then retrieve from another phone (for example, a phone at a co-worker’s desk or in a conference room).

There are two ways you can park a call:

1  Park—Allows you to park an active call that you answered on your phone, and retrieve it using another phone in the Cisco Unified Communications Manager Express system.

2  Directed Call Park—Allows you to park and retrieve an active call in two different ways:
   a  Assisted Directed Call Park—Allows you to park an active call by pressing a line button, which your system administrator sets up as a speed dial line.
      With this type of directed call, you can monitor the status of the line (in-use, idle, or in Do Not Disturb state) using Line Status indicators.
   b  Manual Directed Call Park—Allows you to park an active call by transferring it to a Directed Call number, which your system administrator sets up.
      You retrieve the call at another phone by dialing a park retrieval prefix number (provided by your system administrator), then dialing the Directed Call number you used to park the call.

Your system administrator sets up either the Directed Call Park or Park feature on your phone, but not both.

Park and Retrieve a Call Using Call Park

Call park allows you to place a call on hold at a designated parking slot from which the call can be retrieved by anyone on the system.

Note  Contact your system administrator for your call park slot number.
Procedure

Step 1 During a call, press the Park soft key, then hang up.
For the duration of the call, your phone displays the call park number where the system stored the call.

Step 2 Retrieve the call from any other Cisco Unified IP Phone in your network by entering the call park number.
If you do not retrieve the call within a certain amount of time (set by your system administrator), a reminder tone will sound on your phone, at which time you can resume the call by pressing the Resume soft key or by retrieving it from another phone.
If you do not retrieve or resume the call within a specified amount of time (set by your system administrator) after the reminder tone, the call will be directed to another destination (set up by your system administrator), such as voicemail.

Park and Retrieve a Call using Assisted Direct Call Park

Procedure

Step 1 During a call, press the Transfer button.
Step 2 Press the Directed Call Park line button.
Step 3 Press the Transfer button.
You have a limited time to retrieve the parked call before it reverts to ringing at the original number.
Step 4 Retrieve the call as follows:
  • Dial the retrieval park-slot extension.
  • Dial the Directed Call number.

Example:
If the park retrieval prefix is “77” and the Directed Call number is “6789”, enter 776789.

Park and Retrieve a Call Using Manual Directed Call Park

Procedure

Step 1 During a call, press the Transfer button.
Step 2 Enter the Directed Call number where you will park the call.
Step 3 Press Transfer to finish parking the call, then hang up.
You have a limited time to retrieve a parked call before it reverts to ringing at the original number.
Step 4 Retrieve the call from any other Cisco Unified IP Phone in your network as follows:

- Dial the retrieval park-slot extension.
- Dial the Directed Call number.

Example:
If the park retrieval prefix is "77" and the Directed Call number is "6789", enter 776789.

Call Pickup

Call Pickup allows you to answer a call that is ringing on a co-worker’s phone by redirecting the call to your phone.

1 Pickup—Allows you to answer a call that is ringing on another phone within your call pickup group.

   If multiple calls are available for pick up, your phone picks up the oldest call first (the call that has been ringing for the longest time).

2 Group Pickup—Allows you to answer a call on a phone that is outside your call pickup group by:
   - Using a group pickup number (provided by your system administrator)
   - Dialing the ringing phone’s number.

3 Other Pickup—Allows you to answer a call that is ringing on another phone within in your call pickup group or in an associated call pickup group.

Note
Your system administrator sets up the call pickup group you are in and the Pickup soft keys depending on your call-handling needs and work environment.

Your system administrator may also change the function of the Pickup key to operate as Directed Pickup of a specific extension instead of local group pickup. In this configuration, the calls from you local group can be picked up by pressing the GPickUp key followed by the Star key.

Answer a Call Using Pickup

Procedure

Step 1 Press the PickUp soft key to transfer a ringing call within your pickup group to your phone.

Step 2 Perform the following steps if you have multiple lines and want to pick up the call on a non-primary line.
   a) Press the desired line button.
   b) Press PickUp.
End a Call

- Hang up the handset.
- If you are using a headset, press the Headset button or the EndCall soft key.
- If you are using a speakerphone, press the Speaker button or the EndCall soft key.

Establish/End a Conference Call

Your system administrator must configure the system for a three-party or eight-party ad-hoc conference.

Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>During a call, press the Conference button to open a new line and put the first party on hold.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Place a call to another number.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Press Conference button again to add the new party to the call.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Perform any of the following steps to end a conference call:</td>
</tr>
<tr>
<td></td>
<td>• Hang up the handset, or press the Cancel soft key.</td>
</tr>
<tr>
<td></td>
<td>• Depending on the configuration, when the conference call initiator disconnects, the conference call terminates.</td>
</tr>
<tr>
<td></td>
<td>• To end the conference and remain connected to the most recent call, press the Conf soft key. The older call is placed on hold.</td>
</tr>
</tbody>
</table>

Hold/Resume a Call

Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Press the Hold button.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Press the Resume soft key or the flashing green line button to resume the call.</td>
</tr>
<tr>
<td>Step 3</td>
<td>If your phone supports multiple lines, you can use line buttons to swap between holding and active calls.</td>
</tr>
</tbody>
</table>

Example:
If you have a holding call on Line 1 and an active call on Line 2, pressing the **Line 1** button makes the Line 1 call active (resumes it from hold) and automatically puts the Line 2 call on hold.

---

### Forward All Calls

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Press the <strong>Fwd All</strong> soft key. You will hear a confirmation beep.</td>
</tr>
<tr>
<td>2</td>
<td>Dial the number to which you want to forward all your calls. Dial the number exactly as if you were placing a call to that number. Remember to include locally required prefix numbers. The phone display is updated to show that calls will be forwarded.</td>
</tr>
<tr>
<td>3</td>
<td>To cancel call forwarding, press the <strong>Fwd Off</strong> soft key.</td>
</tr>
</tbody>
</table>

---

### Mute a Call

To mute a call:

- While on a call, press the **Mute** button. The Mute button lights, indicating that the other party cannot hear you.

To deactivate the mute function, do one of the following:

1. Press the **Mute** button again.
2. Lift the handset if you are using mute with your speaker phone.

**Note**

The Mute feature does not generate music or a tone.

---

### Phone Applications

Phone applications allow you to access the following:

1. Administrator Settings (for system administrators only)
2. Call History
3. Phone Information
4. Preferences

---
Phone Directory

The Cisco Unified IP Phone 6900 series provide you with access to corporate and personal contacts.

Search for and Dial a Contact

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Press the Contacts button.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Press 1 to highlight Personal Directory or Press 2 to highlight Corporate Directory.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Press the Select button.</td>
</tr>
<tr>
<td>Step 4</td>
<td>For Personal Directory, enter the User ID and PIN.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Press the Submit soft key or press Cancel to exit.</td>
</tr>
<tr>
<td>Step 6</td>
<td>For Corporate Directory, use the Navigation bar to select any of the following criteria to search for a co-worker:</td>
</tr>
<tr>
<td></td>
<td>• First name</td>
</tr>
<tr>
<td></td>
<td>• Last name</td>
</tr>
<tr>
<td></td>
<td>• Number</td>
</tr>
<tr>
<td>Step 7</td>
<td>Enter the required information.</td>
</tr>
<tr>
<td>Step 8</td>
<td>Press the Search soft key.</td>
</tr>
<tr>
<td>Step 9</td>
<td>Perform any of the following tasks:</td>
</tr>
<tr>
<td></td>
<td>• Press the New Call soft key.</td>
</tr>
<tr>
<td></td>
<td>• Press the Select button on the Navigation bar.</td>
</tr>
<tr>
<td></td>
<td>• Press a line button.</td>
</tr>
<tr>
<td></td>
<td>• Press the Speaker button.</td>
</tr>
<tr>
<td></td>
<td>• Press the Headset button.</td>
</tr>
<tr>
<td></td>
<td>• Pick up the handset.</td>
</tr>
</tbody>
</table>
Search for and Dial a Contact while on a Call

**Procedure**

**Step 1** Press the **Contacts** button.

**Step 2** Press the **Personal Directory** or **Corporate Directory** soft key.

**Step 3** Press the **Select** button.

**Step 4** For Personal Directory, enter the User ID and PIN.

**Step 5** Press the **Submit** soft key or press **Cancel** to exit.

**Step 6** For Corporate Directory, select any of the following criteria to search for a co-worker:

- First name
- Last name
- Number

**Step 7** Enter the required information.

**Step 8** Select **Search > Dial**.

---

**Place a Call**

Use one of the following methods to place a call:

- Lift the handset and dial the number.
- Dial the number, and then lift the handset.
- Dial the number, and then press the **Dial** soft key.
- Dial the number, and then press the **Speaker** button.
- Press the **line** button for your extension, and then dial the number.
- Press the **Speaker** button, and then dial the number.
- Press the **New Call** soft key, and then dial the number.
- If you are using a headset, press the **Headset** button, and then dial the number.
- Dial the number, and then press the **Headset** button.
- If you have established speed-dial numbers, press a **Speed-dial** button.
- If you have selected a number from a directory, press the **New Call** soft key.
- If you have selected a number from a directory, press the **Line / Headset / Speaker** button.
Place a MeetMe Conference Call

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Obtain a MeetMe conference number from your system administrator</td>
</tr>
<tr>
<td>Step 2</td>
<td>Distribute the MeetMe conference number to all the participants.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Go off-hook.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Press the MeetMe soft key.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Dial the MeetMe conference number.</td>
</tr>
<tr>
<td></td>
<td>All other participants can join the meeting by dialing into the MeetMe conference number.</td>
</tr>
<tr>
<td>Step 6</td>
<td>To end the MeetMe conference call, all participants must hang up the handset or press the Cancel soft key.</td>
</tr>
</tbody>
</table>

Redial a Number

To redial the most recently dialed number:

- Lift the handset and press the Redial soft key.
- Press the Redial soft key to make a call using a speakerphone or headset.
- To place the call on a particular phone line, get a dial tone on that line, then press the Redial softkey.

Select the Ringtone

Note

You can set separate ringtone for multiple lines by pressing the Line button. Also, you can set separate a ringtone for each number when there are multiple phone numbers on the phone.
**Set up a Call Back Notification**

**Procedure**

**Step 1** Press the **Callback** soft key while listening to the busy tone or ring sound.

**Step 2** A confirmation screen displays on the phone.

**Step 3** Press the **Exit** soft key to return to the main screen.

**Step 4** Your phone alerts you when the line is free.

**Step 5** Press the **Redial** soft key to place the call again.

**Shared Lines**

Shared lines allow you to use one phone number for multiple phones.

You might have a shared line if you have multiple phones and want one phone number, share call-handling tasks with co-workers, or handle calls on behalf of a manager.

You or your co-worker can join a call on the shared line using the Barge feature. Barge converts the call into a conference. To barge, press the **red session** button for the remote in-use call on the shared line.

For example, if you share a line with a co-worker,

- When a call comes in on the shared line:
  - Your phone rings and the line button flashes amber.
  - Your co-worker’s phone rings and the line button flashes amber and either you or your coworker can answer the call.
• When your co-worker has a call on the shared line:
  ◦ The Shared Line button on your phone appears solid red to indicate that the line is in-use remotely.
  ◦ Your co-worker’s call displays on your screen (unless your co-worker has Privacy enabled).

• If you answer the call:
  ◦ Your line button turns green.
  ◦ Your co-worker’s line button turns red.
    When button is red, that line cannot be used to barge in on the call or used to make another call.

• If you put the call on hold:
  ◦ Your line button flashes green
  ◦ Your co-worker’s line button flashes red.

• When the line flashes red, your co-worker can pick up the call.

## Sign In and Out of a Hunt Group

### Procedure

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Press the <strong>Hunt Group</strong> line button to sign in. Visual confirmation displays briefly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Press the button again to sign out. Signing out of a hunt group does not prevent non-hunt group calls from ringing your phone.</td>
</tr>
</tbody>
</table>

## Speed Dial

Speed dialing allows you to enter an index number, press a button, or select a phone screen item to place a call. Depending on your setup, your phone can support the following speed-dial features:

• Speed-Dial Buttons—Allows you to quickly dial a phone number from one or more line buttons set up for speed dialing.

• Speed-Dial Codes—Allows you to dial a phone number from a code (sometimes referred to as abbreviated dialing).

• Fast Dials—Allows you to enter a Fast Dial code to place a call. Fast Dial codes can be assigned to phone numbers or Personal Address Book entries.
Set up Speed-Dial Buttons

Speed dial allows you to place a call by pressing a line button or selecting a phone display item.

**Procedure**

**Step 1** Sign in to your User Options Web pages.
**Step 2** Select User Options > Device.
**Step 3** Select a phone from the Name drop-down menu.
**Step 4** Click Speed Dials.
**Step 5** In the Speed Dial Settings area, enter a number and label for a speed-dial button (programmable button) on your phone.
**Step 6** Click Save.

Speed-Dial Button

To place a call when your phone is on-hook:

- Enter the pre-configured speed-dial code and press the SpeedDial soft key.

To place a call when your phone is off-hook:

**Procedure**

**Step 1** Press the SpeedDial soft key.
**Step 2** Enter the pre-configured speed-dial code.
**Step 3** Press the SpeedDial soft key.

Transfer a Call

You can use consultative transfer or direct transfer to transfer a selected call to another number.

Blind Transfer

Blind Transfer immediately redirects the call without allowing you to speak to the transfer recipient (the person to whom you are transferring the call).
### Procedure

**Step 1**  
During a call, press the Transfer button.  
The call is placed on hold.

**Step 2**  
Dial the number to which you want to transfer the call.

**Step 3**  
Press the Transfer button again.

### Consultative Transfer

Redirects the call after first allowing you to speak to the transfer recipient.

**Procedure**

**Step 1**  
During a call, press the Transfer button.  
The call is placed on hold.

**Step 2**  
Dial the number to which you want to transfer the call.

**Step 3**  
Wait for the call to be answered.

**Step 4**  
Press the Transfer button or hang up the handset.

**Step 5**  
If the transfer fails, press the Resume soft key to return to the original call.

### Cancel Transfer

**Note**  
In the Cisco Unified Communications Manager Express mode, Cisco IP Phone 6945 only supports one call per button. It is recommended to configure the dn as dual-line dn and the huntstop channel under the dn. The second channel on the dn can only be used for call transfer or conference.

**Procedure**

Press the Cancel soft key.
View Phone Information

Procedure

Step 1 Press the Applications button 📞.
Step 2 Select Phone Information. (Use the Navigation bar and button to scroll and select.)
Step 3 Press the Exit soft key to return to the Applications screen.

Voice Messages

Voice messages are stored on your voicemail system. Your company determines the voicemail system your phone uses.

Check for Voice Messages

Note You can configure the visual message indicator lamp and audible message indicator using your User Options Web pages.

Procedure

Step 1 Look at the visual message indicator lamp on your handset.
Step 2 Look for the following:
  • (For Cisco Unified IP Phone 6941 only.) A message waiting icon.
  • (For Cisco Unified IP Phone 6921 and 6941 only.) A text message.

Step 3 Listen for a stutter tone from your handset, headset, or speakerphone when you place a call. The stutter tone is line-specific. You hear it only when using the line that has a waiting message.

Listen to Voice Messages

• Press the Messages button 📧 to listen to voice messages left on any line.
• Press a line button, then press Messages to hear only the voice messages for that line.
Personalize Your Voicemail

Procedure

Step 1  Press the Messages button.
Step 2  Follow the voice prompts.

Transfer Call to Voice Mail

Procedure

Press TrnsVM.