










## How to Use Cisco 7945G IP Phone








**GUIDE PURPOSE:** How to use Cisco 7945G IP Phone

**How to Use Cisco 7945G IP Phone:**



Name	Description
<b>1</b> Line or speed-dial button 	Opens new line, speed-dials phone number, or ends call. Buttons light to indicate status: Green, steady: Active call or two-way intercom call Green, flashing: Held call Amber, steady: Privacy in use, one-way intercom call, DnD active. Amber, flashing: Incoming call or reverting call Red, steady: Remote line in use (shared line or BLF status)
<b>2</b> Footstand adjustment 	Allows you to adjust angle of phone base.
<b>3</b> Display button 	Awakens the phone screen from sleep mode.
<b>4</b> Messages button 	Provides access to message (voice mail) system.
<b>5</b> Directories button 	Provides access to phone directories.
<b>6</b> Help button 	Activates Help menu.
<b>7</b> Settings button 	Provides access to phone settings such as display contrast and ring type.
<b>8</b> Services button 	Provides access to phone services.
<b>9</b> Volume button 	Increases or decreases handset, headset, ringer, or speakerphone volume.



	Name (continued)	Description (continued)
10	Speaker button 	Toggles speaker on and off.
11	Mute button 	Toggles mute on and off.
12	Headset button 	Toggles headset on and off.
13	4-way Navigation Pad and Select (center) button. 	<p>Allows you to scroll through menus and highlight items, displays phone numbers from your Placed Calls, when phone is on-hook. Use Select button to select an item that is highlighted on the screen.</p> <p>Navigation button:</p> <ul style="list-style-type: none"> <li>• Scroll up and down to see menus and highlight items.</li> <li>• Scroll left to open the Details view and see directory numbers and features assigned to each line button (when on call screen).</li> <li>• Scroll right to close the Details view.</li> </ul> <p>Select button: scroll to select a line using the Navigation button, then:</p> <p>If the button is mapped to a directory number, and:</p> <ul style="list-style-type: none"> <li>- The line is idle, press  to initiate a new call.</li> <li>- There is an on-hold call on the line, press  to resume the call.</li> <li>- There is an active call on the line, the Select button has no effect.</li> </ul> <p>If the button is mapped to a feature, press  to access the feature.</p>
14	Keypad	Functions as traditional telephone keypad.
15	Soft keys buttons	Engages functions visible on corresponding LCD tabs.
16	Handset with indicator light	Functions as traditional handset and provides message waiting indicator light and message-waiting (stutter) tone.
17	LCD screen	Displays information such as line/call status, phone number, and soft key tabs.



## Soft Key Descriptions

Your Cisco Unified 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.

Following is a comprehensive list of soft keys offered on these Cisco Unified IP Phones. Functions depends on your system configuration.

Soft Key	Function
<< or >>	Navigates to edit characters. Use the backspace soft key to erase digits that you entered incorrectly.
Answer	Answers an incoming call.
Callback	Notifies callers that the called line is free.
Cancel	Cancels the last selection.
CFwdALL	Forwards all calls.
Clear	Clears directory history.
Confrn	Connects callers to a conference call.
Delete	Deletes selected number.
Dial	Dials the displayed number.

Soft Key	Function
DnD	Enables the Do-Not-Disturb feature.
Down	Decreases the LCD screen contrast.
EditDial	Selects a number and activates the cursor for editing.
EndCall	Ends the current call.
Exit	Exits from current selection.
Flash	Provides hookflash functionality for three-way calling and call waiting services provided by the PSTN or Centrex service.
GPickUp	Selectively picks up calls coming into a phone number that is a member of a pickup group.
Hold	Places an active call on hold. Resumes call on hold.
LiveRcd	Enables the user to record a phone conversation.
Login	Provides PIN-controlled access to restricted phone features. Contact your administrator for instructions.
more	Scrolls through additional soft key options (for example, use <b>more</b> soft key to locate the DnD soft key).
NewCall	Opens a new line on the speakerphone to place a call.
Ok	Confirms the selection.
Park	Forwards calls to location from which calls can be retrieved by anyone in the system.



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# UIS SERVICE DESK

## PHONE

PickUp	Selectively picks up calls coming into another extension.
Play	Plays ring sound sample.
Redial	Redials last number dialed.
RmLstC	Removes Last Participant from the Conference Call.
Resume	Returns to active call.
Save	Saves last change.
Search	Initiates search in local directory.
Select	Selects highlighted option.
Trnsfer	Transfers active calls to another extension.
TrnsfVM	Transfers a call to voice mail.
Up	Increases LCD screen contrast.



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