















The Hong Kong University of Science and Technology















Cisco Unified IP Phone 8945 User Quick Reference



Service Features	Access
Internal Call	Dial 4 digits extension no.
External Call	Dial 9 + tel. no.
Speakerphone (Handsfree Speaker)	
• On	Press (Green Light is on)
• Off	Press again
Audio Mute	
• On	During a call, press (Red Light is on)
• Off	Press again
Video Mute (Or you may slide the lens shutter to stop video transmission)	
• On	During a call, press (Red Light is on)
• Off	Press again
Redial (redial last dialed number)	Press
Call Hold	
• put a line on hold	Press (the 1 st line button flashes green)
• reconnect the call	Press { Resume } or
Call Transfer	
• transfer	+ Ext. No. / 9 + Tel No. + / { Transfer }
• reconnect (if the line is no answer / busy)	Press { Cancel } + { Resume }
Conference (8 Parties Audio/Video Calls)	
• set up	+ Ext. No. / 9 + Tel. No. + / { Conference }
• reconnect (if the line is no answer / busy)	Press { Cancel } + { Resume }
Call Pickup	
• group pickup	Dial *8
Call Park (Hold a call and retrieve it at another phone)	
• park a call	During a call, transfer the call to { 2755 }
• reconnect a parked call	(A voice prompts a 4-digit Park No.) Enter the Park No. at another phone

Service Features	Access		
Call Forward <ul style="list-style-type: none"> set up (<i>all calls</i>) cancel 	Press { Forward All } + Ext. No. <i>(Screen shows  & "Forwarded to XXXX")</i> Press { Forward Off }		
Access Voicemail System (Note: The new voicemail system number is 8181 instead of 8000) <ul style="list-style-type: none"> internal access external access 	When having voicemail, Message Waiting Indicator is on (Red). Press  or dial 8181 , enter pin no.# Dial 2358 8181 , enter 4-digit extension no. & pin no.#		
Call Log (<i>total stores up to 150 records</i>) <ul style="list-style-type: none"> dial from call log 	 Settings / Applications + (1. Call History) + select a call log record + Press { All Call } or { Missed Call } Received -  , Placed -  , Missed -  + { Edit Dial } to edit the displayed number if necessary + { Dial } / lift the handset to start calling		
Personal Directory (Personal Phonebook) <ul style="list-style-type: none"> sign in for Personal Phonebook search for an entry dial from entry 	 + (4. Personal Phonebook) + { Select } + (2. Phone Directory) + { Submit } Use the Navigation bar and button to scroll and select Open Personal Phonebook + { Search } + enter Search Criteria + { Submit } Search for an entry + { Select } + { Dial }		
Arrow Keys  <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Up</td> </tr> <tr> <td style="text-align: center;">Down</td> </tr> </table>	Up	Down	Press up arrow key to review the speed dial buttons, highlight the stored speed dial, then lift up handset to dial Press down arrow key to review call history. Select a number to edit and dial
Up			
Down			
Telephone Web Portal	Launch a web browser, & go to https://frsip.ust.hk/ Login using 4-digit telephone extension no. and telephone web portal password		
Brightness	Press  + (2. Preferences) + (3. Brightness) +  to adjust + { Save } to confirm		
Ring Tone	Press  + (2. Preferences) + (1. Ring Tone) +  to change + select Ring Tone + { Play } to listen / { Set } + { Apply } to use		
Volume <ul style="list-style-type: none"> adjust the handset, headset and speaker volume adjust the ringer volume 	When handset, headset or speaker is in use (off hook), press:  When handset, headset and speaker is not in use (on hook), press: 		

Buttons / Keys

													
Handsfree Speaker	Audio Mute	Video Mute	Redial	Hold	Transfer	Conference	Navigation (Up, Select, Down)	Voicemail	Settings / Application	Contacts	Volume Control	Forwarded icon	{ Softkey