

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 }
• remove a party from conference	Press Show Details +  + select a party + { Remove }
Call Pickup	
• group pickup	Lift the handset and press { PickUp }
Call Park (Hold a call and retrieve it at another phone)	
• park a call	During a call, press { Park } (Screen shows a 4-digit Park No.)
• reconnect a parked call	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 }				
Immediate Divert (<i>send an incoming call to voicemail system</i>)	Press { Divert }				
Access Voicemail System (Note: The new voicemail system number is 5000 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 5000 , enter pin no.# Dial 2358 5000 , 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 Address Book) <ul style="list-style-type: none"> sign in for Personal Address Book (PAB) search for an entry dial from entry 	 + enter User ID & Phone PIN + { Submit } + (1. Personal Address Book) + { Submit } Use the Navigation bar and button to scroll and select Log into PAB + enter Search Criteria + { Find } Search for an entry + { Dial } + select a Phone No. + { OK } + { OK }				
Arrow Keys  <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 10px;">Up</td> <td style="border-left: 1px solid black; border-right: 1px solid black; height: 15px;"></td> </tr> <tr> <td>Down</td> <td style="border-left: 1px solid black; border-right: 1px solid black; height: 15px;"></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					
Phone Settings Web Portal (Cisco Unified CM End User Options) (On-campus access only)	Launch a web browser, & go to https://cm.uc.ust.hk/ccmuser Login using 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