

# Cisco 7945 IP Phone

## Training Guide



# The Cisco 7945 IP Phone @ Hostos





In this guide you will learn the buttons and features of your new Cisco 7945 IP Phone.

Voice Mail Indicator Light →--  
(Turns red when message is available)



← Phone Line/ Speed Dial Buttons

← Soft Keys

Alphanumeric Keypad

1. Voicemail
2. Call Log/Directory
3. Services
4. Settings
5. Help
6. Screen Navigation Keys
7. Volume
8. Headset
9. Mute
10. Speakerphone



## Menu Screen

Softkey buttons allow the user to interact with the corresponding on screen menu as shown above.

Use the “more” softkey to access more on screen options.

Use the Navigation buttons to scroll through and interact with menus on the screen.

Use the “check mark” key to select your choice

1. Voicemail
  - Press to access the Hostos voicemail system.
  - Follow automated instructions when prompted.

3. Optional Services  
(not implemented as of yet)

5. Volume
  - Use to adjust the volume of the phone's ringer, handset, headset or speakerphone.

6. Headset Button
  - Allows the use of a hands-free headset if one is available



7. Mute
  - Allows the user to mute the microphone on the handset, headset or speakerphone.

2. Directory/Recent Calls
  - Press to view missed, incoming and outgoing calls.
  - Also used to access the Hostos Phone Directory

4. Settings
  - Press to change phone options such as ringtones and screen adjustments.

8. Speakerphone
  - Allows the use of the phone's speaker during a call.

9. Help
  - Accesses the Cisco IP phone's on-screen help system

## Bottom-Right Button Features

# Phone Operations

## To make a call:

- Lift handset and dial a number **or**
- Dial number and then lift the handset **or**
- Press line button for your extension, dial the number, and then lift the handset **or**
- Press any available button, dial number and then lift handset **or**
- Press “**New Call**” soft key , dial number then lift handset **or**
- Press a speed dial button and then lift handset **or**
- If you have selected a number from the directory, press the “**Dial**” soft key and then lift handset

## To place a call on hold:

- During a conversation, Press the soft key under the word “**Hold**” on the phone’s display
- Press the soft key under the word “**Resume**” on the display to continue the call.

## To transfer a call:

- During a call press the softkey under the word “**Transfer**” to begin the transfer process.
- Dial the 4 digit extension of whom you’d like to transfer to and wait for the line to ring.
- After you hear the ring, you may now press the “**Transfer**” soft key to complete the process.

## To place a conference call:

- During a call, press the “**more**” soft key and then “**Confren**” to open a new line to put the first party on hold.
- Place a call to another number.
- When the call connects, press “**Confren**” again to add the 2<sup>nd</sup> party to the existing call.

For more information regarding your Cisco IP Phone,  
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