

Cisco 7945 Review



How to Place a Call

1. Lift the handset
2. OR for speakerphone press the **New Call** softkey
3. Dial target number
4. You can also use the **Speakerphone** button during the call

Call Forwarding

1. Press the **CFwdALL** softkey
2. Dial target number to which all incoming calls will be forwarded
3. All incoming calls forwarded to 3rd party
4. To release, press **CFwdALL** again
5. To forward calls to voicemail use **795000** as target number

Consultative Transfer

1. Receive call
2. Press **Transfer** softkey
3. Dial target number
4. Announce desire to transfer call
5. Press **Transfer** again
6. Transfer complete
7. You can use the Corporate Directory & Calls Logs to select a 3rd party or Target

Conference Call 1+ 3

1. Place first call
2. Press **More** softkey
3. Press **Confrn** softkey
4. Place second call
5. Announce desire to conference
6. Press **Confrn** again
7. Press **More** & **ConfList** to view & remove conferees

Conference Call: Join Active Sessions

1. Place or receive first call
2. Place or receive second call
3. Press **More** softkey
4. Press **Select** softkey
5. Use **Navigation** button to hi-lite 2nd session
6. Press **More** then **Select** softkeys again
7. Press **Join** softkey

Directory Access

1. Press **Directory Access** button
2. Use **Navigation** button to select Corporate Directory
3. Enter 1st or last name
4. Press **Search** softkey
5. Use **Navigation** button to select name
6. Press **Dial** softkey to place the call

Directory: Missed Calls

1. Press **Directory Access** button
2. Select **Missed Calls**
3. Use **Navigation** button to select name
4. Press **Dial** softkey
5. To view call info press the **Details** softkey

Login to Voicemail from your desk

1. Press the **Envelope** Key
2. Enter your **password** + #
3. Temporary new user password is **12345**

Login to Voicemail from another desk

1. Press the **Envelope** key or dial **795000**
2. Press * + **PIN** (phone ext.) + #
3. Enter your **password** + #

Access your Voicemail from the outside

1. Dial **951-922-4099**
2. Press * + **PIN** + #
3. Enter your **password** + #