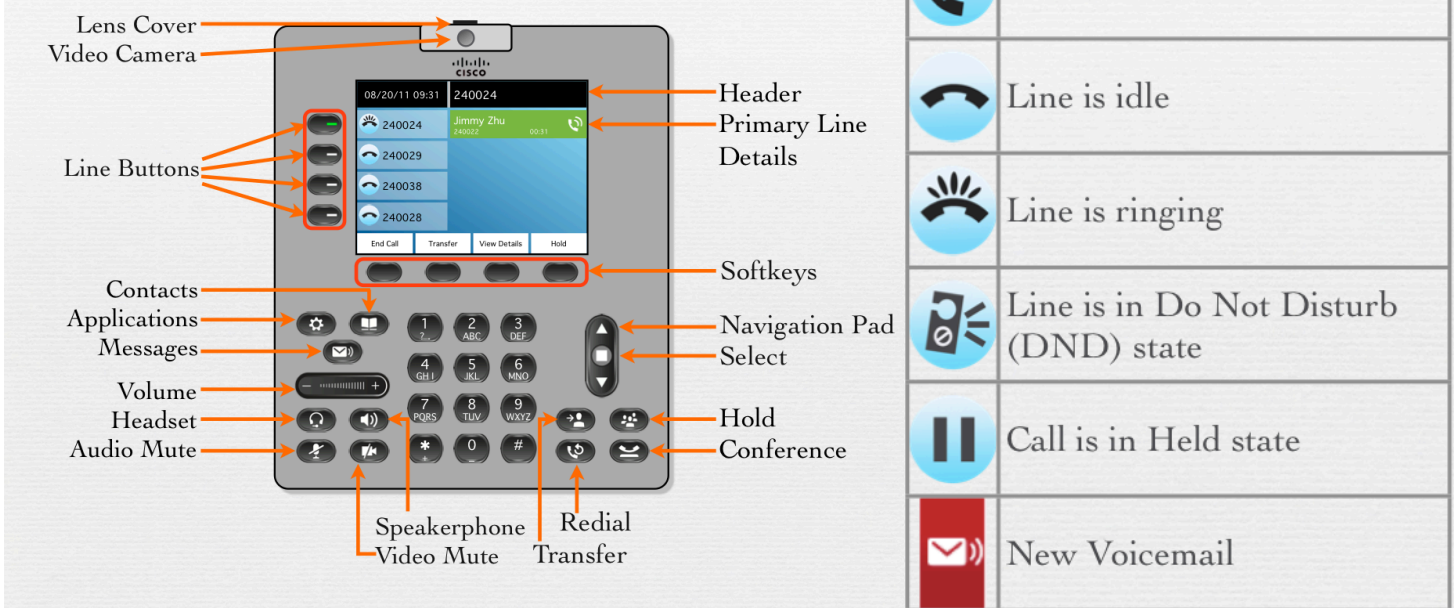


# Cisco 8945 Review



## To Place a Call

1. Lift the handset
2. OR for speakerphone press the **New Call** softkey button
3. Dial target number
4. Hang up the handset or press **End Call** softkey to disconnect
5. You can also use the **Speakerphone** button during the call

## Consultative Transfer

1. Receive call
2. Press **Transfer** button
3. Dial target number
4. Announce desire to transfer call
5. Press **Transfer** button again
6. Transfer complete

## Conference Call 1+ 3

1. Place first call
2. Press **Conference** button
3. Place second call
4. Wait for party to answer
5. Press **Conference** button again
6. To add more parties, repeat steps 3 to 5

## Conference Call: Join Active Sessions

1. Start with 2 connected calls
2. Make sure that one of the calls is active (not on hold)
3. Press **Conference** button
4. Press the line button for the held call
5. The conference begins

## 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

## Directory Access

1. Press **Contacts** button
2. Use **Navigation** pad to select Corporate Directory
3. Enter 1st or last name
4. Press **Submit** softkey
5. Use **Navigation** pad to select a contact
6. Press **Dial** softkey or the **Select** button to place the call

## Login to Voicemail from your desk

1. Press the **Messages** button
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** (phone ext.) + #
3. Enter your **password + #**