Cisco 8941/8945

General Calling

To Place a Call:
1. Lift the handset
2. Or for speakerphone press the **New Call**
3. Dial target number
4. Hang up the handset or press **End Call**
5. You can also use the **Speakerphone** anytime
6. Dial "9" to call outside numbers
7. Dial extension number to reach that extension

Directory:
1. Press **Contacts** button
2. Use **Navigation** pad to select Corporate Directory
3. Enter first/last name or extension number
4. Press **Submit** softkey

Transfer Calls:
1. Receive call
2. Press **Transfer** button
3. Dial extension
4. Press **Transfer** to complete

Transfer Calls Directly to Voice Mail:
1. Receive call
2. Press **Transfer** button
3. Dial * in front of extension
4. Press **Transfer** to complete

Transfer Calls With Consultation:
1. Receive call
2. Press **Transfer** button
3. Dial extension
4. Announce desire to transfer call
5. Press **Transfer** button again to complete

Conference Call:
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

Voicemail

First Time Setup From Your Phone:
1. Press the **Message** button
2. Enter temporary PIN 12345
3. Follow setup instructions

Login to Voicemail From Your Phone:
1. Press the **Messages** button
2. Enter your PIN
3. Follow directions for options

Access Voicemail From Another Phone:
1. Press **Messages** button
2. Press * then your extension number
3. Enter your PIN

Access Voicemail From Outside:
1. Dial your direct line
2. Wait for voicemail to pick up
3. Hit * during the greeting
4. Enter your extension number
5. Enter your PIN

Useful Information

- **Applications button:**

  ✓ Call history- Keeps 150 most recent calls
  ✓ Preferences- 30 Ringtones, Contrast settings

- **Voicemail:**
  ✓ To bypass someone's greeting hit the # key, you'll be able to leave a message right away
  ✓ Speed up messages hit "6"
  ✓ Slow down messages hit "5"
  ✓ You can retrieve deleted messages up to 15 days after they were deleted
  ✓ The mail box can hold about 15 minutes
  ✓ You can have 2 voicemail greetings: Standard and alternate

- **Phone Tips:**
  ✓ You can silence the ring by hitting the **Volume** down button when someone is calling
  ✓ If someone doesn't pick up a call, use the **Call Back** soft key. It will alert you to redial when they become available
  ✓ When you put a caller on hold music will play