

## Advanced Telephone Tasks

### Call transfer:

- During a call press the **Transfer** soft key. This places the call on hold.
- Dial the number or office extension to which you want to transfer the call.
- When it rings on the other end, press **Transfer** again. Or, when the party answers, announce the call and then press **Transfer**. If the answering party does not want the call press **End Call** then press **Resume** to return to the original caller.

### Forwarding Calls:

- Press the **CFwdAll** soft key. You should hear two beeps.
- Enter the number to which you want to forward all of your calls, exactly as you would if you were placing a call to that number. (After you enter the number, an animated phone icon with a flashing right arrow appears in the upper-right corner of the LCD screen. The LCD screen also displays a message confirming the number or extension to which your calls are being forwarded).
- To cancel call forwarding, press the **CFwdAll** soft key.

### Placing a Conference Call:

- During a call, press the **More** soft key and then the **Confrn** soft key. Doing so automatically activates a new line and puts the first party on hold.
- Place a call to another number or extension.
- When the call connects, press **Confrn** again to add the new party to the conference call.
- Repeat these steps to add parties to the conference call.



## Guide to the Cisco 7945 IP Telephone



## Basic Telephone Tasks

### To Place a call:

- Lift the handset and dial the number. (You **MUST** dial a **9** for an outside line), or
- Press a line button and dial the number, or
- Press the **SPEAKER** button and dial the number.

### To Answer a call:

- Lift the handset, or
- Press the line button associated with the call, or
- Press the **Answer** soft key, or
- Press the **SPEAKER** button.

### To End a call:

- Hang up the handset, or
- Press the **SPEAKER** button, or
- Press the **EndCall** soft key.

### To place a call on Hold:

- During an active call, press the **Hold** soft key.
- To return to the call press the **Resume** soft key.
- If you have multiple calls on hold, press the **NAVIGATION** button to select the desired call before you press **Resume**.

### To Redial the most recently dialed number:

- Lift the handset and press the **Redial** soft key, or simply press the **Redial** soft key to activate the speakerphone.

### To Mute a call:

- Press the **MUTE** button. The **MUTE** button automatically lights and a confirming tone sounds, indicating that the calling party cannot hear you or the tone.
- To turn off mute, press **MUTE** again and a tone sounds (or lift the handset) and the light goes off.

*Please note - the new telephones go into energy save mode. If the screen is dark, press any key or pickup the handset to turn it on.*



\* Feature not currently available.

