

# CISCO 6945 IP Telephone Quick Reference Guide



## Softkeys

### To Answer a Call

- Lift Handset, press Speaker or Line or Answer

### To Place a Call

- Lift Handset or press **Speaker Button**, Dial extension or "9" + Number for outside calls



### To Place Call on Hold

- While on a call, press **Hold** button
- To retrieve call, press the **Resume Softkey**



### To Transfer a Caller

- Press **Transfer** button
- Dial number (Announce the call)
- Press **Transfer** or Hang up.



### To Create a Conference Call (up to 8 participants)

- Press **Conference Button**
- Dial **Number** and announce Conference call
- Press **Conference Button (or Softkey)**  
Repeat for additional participants



### Call Forward

- Press **Fwd All Softkey**
- Press **Messages** (to voicemail) or enter **Number**
- To **Cancel**, press **Fwd Off Softkey**

### Do Not Disturb

- Press **More Softkey**
- Press **DND Button**
- To deactivate, press **More Softkey** and **DND** again

### Change Phone Settings


- Press the **Applications Button**
- Select **Preferences**
  - Select **Contrast** (arrows on **Navigation** pad) and **Save**
  - Select **Ringtone** (Default ring, select and **Set**)

### Send an incoming call to Voicemail

- Press **Divert Softkey** while call is ringing

## Unity Connection Voicemail

### To Set Up Mailbox

- **Log In** to your phone.
- Press the **Messages** button .
- Enter **Default Pin: 147258** followed by the # key.
- Next you'll be prompted to **Record** your **Name** followed by the # key.
- Next you'll be asked to **Record** your **Message**, when finished press the # key (there may also be a Keep and Continue by pressing the # key again).
- Next you'll be prompted to enter a new **Pin** number followed by the # key, repeat the new **Pin** number followed by the # key.

### To Access Voicemail

- Press **Messages Button**
- Enter **Pin**



### During Message

- 1 Restart
- 2 Save
- 3 Delete
- 4 Slow Playback
- 5 Change Volume
- 6 Fast Playback
- 7 Rewind (5 Sec increments)
- 8 Pause/Resume
- 9 Fast Forward (5 Sec increments)

### After Message

- 1 Replay
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward Message
- 6 Save as New
- 7 Rewind (5 Sec)
- 9 Play Summary

### To Leave a Message in Voicemail

- Press \*, dial **Extension**
- To by-pass Greeting, Press #

### To Skip a Message in Voicemail

- Press # to skip a message in your Voicemail

### To Transfer a Caller Directly into Voicemail

- Press **Transfer** button
- Dial \*, then **Extension** number
- Press **Transfer** button or hang up

### To Access Your Mailbox Remotely

- Dial the Main Number **319-558-3000**. When Auto Attendant greeting starts, press \* and enter your **Extension** followed by # and **Pin** followed by #

### OR

- Dial your Direct Dial Number, when greeting starts, Press \* and enter your ID (Extension number) followed by # and **Pin** followed by #