Quick Start For Executives

Cisco Unified IP Phone 8941 and 8945

1 Dial
To dial, lift the handset and enter a number. Or:
- Press an unlit line button.
- Press the New Call softkey.
- Press the (unlit) headset button or speakerphone button.

Dial from Call History
1. Press the down arrow on the Navigation bar.
2. Scroll to the number and press the Select button in the Navigation pad or Call Softkey.

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2 Hang up
To end a call, replace the handset. Or:
- Press the End Call softkey.
- Press the (lit) headset button or speakerphone button.

3 Answer
To answer a ringing call, lift the handset. Or:
- Press the flashing amber line button.
- Press the (unlit) headset button or speakerphone button.
- Press the Select button in the Navigation pad.

4 Mute
- Press the Mute button to toggle Mute on and off. When Mute is on, the Mute button glows red.
- Press the Video Mute button to toggle Video Mute on and off. When Video Mute is on, the Video Mute button glows red.

5 Divert
Use Divert to redirect a ringing or active call to voicemail or to another phone number (set up in advance by your system administrator). You must resume a held call before you can use Divert. Divert affects the highlighted call only. If necessary, scroll to the call before pressing Divert.

6 Forward All
1. Press the Forward All softkey.
2. Enter a phone number, select a number from Call History, or press the Messages button (to forward to voicemail).
3. Look for Forward All icon on your screen.
4. To cancel call forwarding, press the Forward Off softkey.
Your system administrator can help you forward calls remotely from your User Options web pages.

7 Hold
1. Press the Hold button. The hold icon displays and the line button pulses green.
2. To resume the highlighted call, press the pulsing green button, the Resume softkey, or the Select button in the Navigation pad. (Note that pressing the Hold button again does not resume a call from hold.)
When your coworker has a call on the shared line, your shared line button is solid red and the call displays on your screen.

When your coworker puts a call on hold, the line button on your phone pulses red.

You or your coworker can resume the call.

Privacy & Barge
You or your coworker can use Privacy to block calls from displaying on the other person’s screen. If your coworker is not using Privacy, you can press the red line button on your phone to “barge” (add yourself to) a call on the shared line, creating a conference.

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View New Missed Calls
1. View your call history.
2. Press the Missed Calls softkey.

Listen to Messages
Press the Messages button and follow the voice prompts.

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