



# Cisco VOIP Phones 8945 Video Quick Reference Guide

Cisco 8945

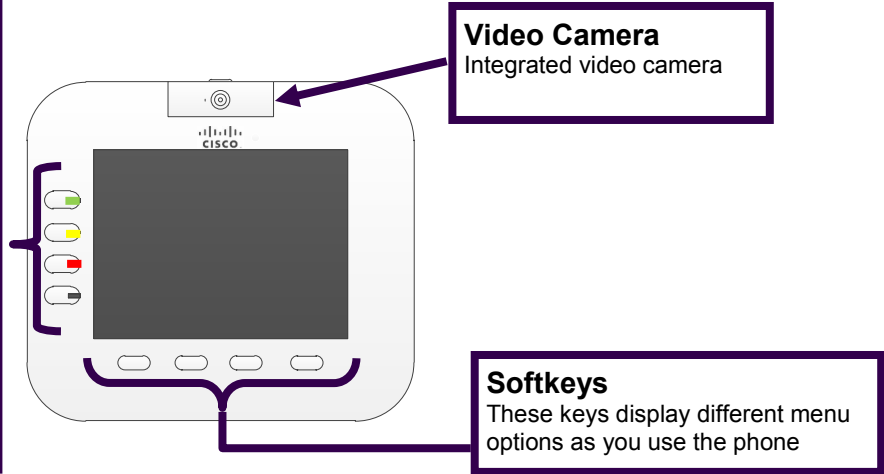
## About the Phone

### Line Keys

One line key is always the primary phone number. CS&T can program the other keys to be either speed dials (regular or busy notification) or line appearances\*\*.

### Call State by Color:

- Solid Green—Active Call
- Pulsing Green—Call on hold
- Flashing Amber—Incoming call
- Solid Red—Remote line in use (shared line)
- Pulsing Red—Remote call on hold

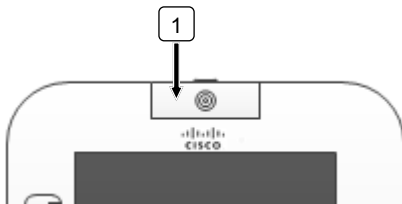


\*\*Line appearance is when another phone number rings on your phone (e.g. a second line). It will be a **device** line appearance (other people's phone numbers) or a **phantom** line appearance (number that isn't primary on any phone —e.g. department's main phone number).

## Basic Settings

Button Icon	Button Feature
	<b>Applications button</b> <ul style="list-style-type: none"> <li>• Call history</li> <li>• Change Ringtone</li> <li>• Preferences&gt;Ringtone</li> </ul>
	<b>Conference button</b>
	<b>Contacts button</b> <ul style="list-style-type: none"> <li>• UCF Directory</li> </ul>
	<b>Headset button</b>
	<b>Hold button</b>
	<b>Messages button</b> <ul style="list-style-type: none"> <li>• Automatically dials voicemail.</li> </ul>
	<b>Mute button</b> <ul style="list-style-type: none"> <li>• Lit red when on.</li> </ul>

Button Icon	Button Feature
	<b>Navigation pad and Select button</b> <ul style="list-style-type: none"> <li>• Select button is lit (white) when phone is in power save mode.</li> </ul>
	<b>Redial button</b>
	<b>Speakerphone button</b>
	<b>Transfer button</b>
	<b>Video Mute button</b> <ul style="list-style-type: none"> <li>• Turns off your camera feed. Lit red when on.</li> </ul>
	<b>VOLUME key</b> <ul style="list-style-type: none"> <li>• Controls the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook).</li> </ul>



### Cisco Unified Video Camera—Integrated

1. The built-in video camera on your Cisco Unified IP phone allows you to make a point-to-point video call with another Cisco Unified IP phone. The camera has a lens cover that protects the camera lens.

## Using the Phone

### Dialing Plan for UCF Numbers

**Main Campus:** 2-xxxx or 3-xxxx (2 or 3 and the last four digits)

**Lake Nona:** 6-xxxx (6 and the last four digits)

**Rosen College:** 3-8xxx (3, 8 and the last three digits)

**Brevard Regional Campus:** 50-xxxx (50 and the last four digits)

**UCF Downtown or Florida Interactive Entertainment Academy:** 5-xxxx (5 and the last four digits)

### Dialing plan for Non-UCF Numbers

**Local:** 9 plus the ten digit number; 9-407-xxx-xxxx or 9-321-xxx-xxxx

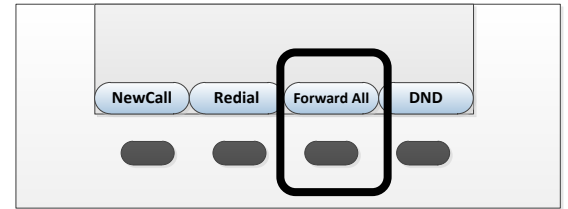
**Long Distance** (if added to plan): 9-1-Area Code-xxx-xxxx



### Forwarding Your Calls

- Press the **Forward All** softkey.
- Enter the **five digit UCF phone number**.

The phone will display “Forwarded to XXXXX” with the call forward icon .





### Removing Call Forwarding

- Press the **Forward Off** softkey to remove call forwarding.

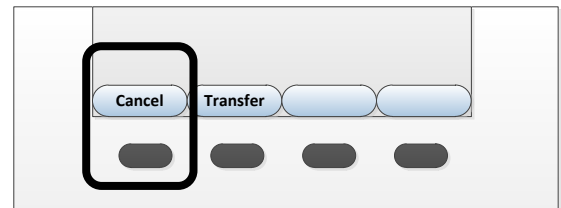


### Transferring Calls



- While on the line with the caller, press the **Transfer** button. 
- Enter the **phone number** (use dialing plan format above).
- (Optional) Announce the caller when line is picked up.
- Press the **Transfer** button. 

### Stop the transfer

- Press the **Cancel** softkey. Your caller will be on hold.
- You can then try another transfer or return to the caller.



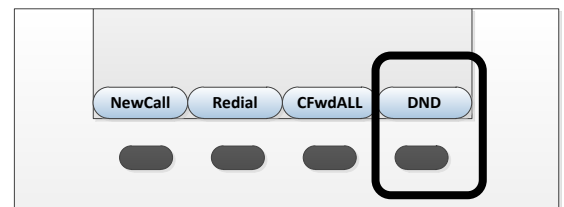
### Conference Calls

- While on the line with first caller, press **Conference** button. 
- Enter phone number, then press the **Call** softkey.
- When call to connects, press **Conference** button to connect the calls. 
- You can repeat these steps until 4 total are in the call.



### Do Not Disturb (DND)

- Press **DND** softkey to turn on or off the ringer on the phone.



Visit the Telecom Resources page on [www.cst.ucf.edu](http://www.cst.ucf.edu) for more advanced guides and videos

