





Cisco 7945

Quick reference guide



How to

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| Dial an external number | Press 0 (zero), then dial the number. |
| Transfer a Call | Press Transfer softkey, dial the number, then press Transfer again. OR Press End Call softkey, then Resume softkey, to return to the original call. |
| Hold/Resume a call | Press Hold/Resume softkey. |
| Pickup a call | Press more softkey, then Pickup softkey. |
| Access Voicemail | Press the messages  button. |
| Forward my calls immediately to voicemail | Press CFwdAll softkey , then messages  button. Press CFwdAll to cancel forwarding. |
| Change ring tone | <ol style="list-style-type: none"> 1. Press settings  button. 2. Press User Preferences 3. Press Rings 4. Press Default Ring 5. Press Select to display available rings 6. Scroll through the list and press Play to hear the ring. 7. To choose a ring, highlight it and press Select. 8. Press Save to confirm selection. |
| Change ring volume | While phone is on the hook, press Volume key  to adjust ringer volume. |
| Add a Speed Dial button | Request Speed Dial button via 17000 Helpdesk. |