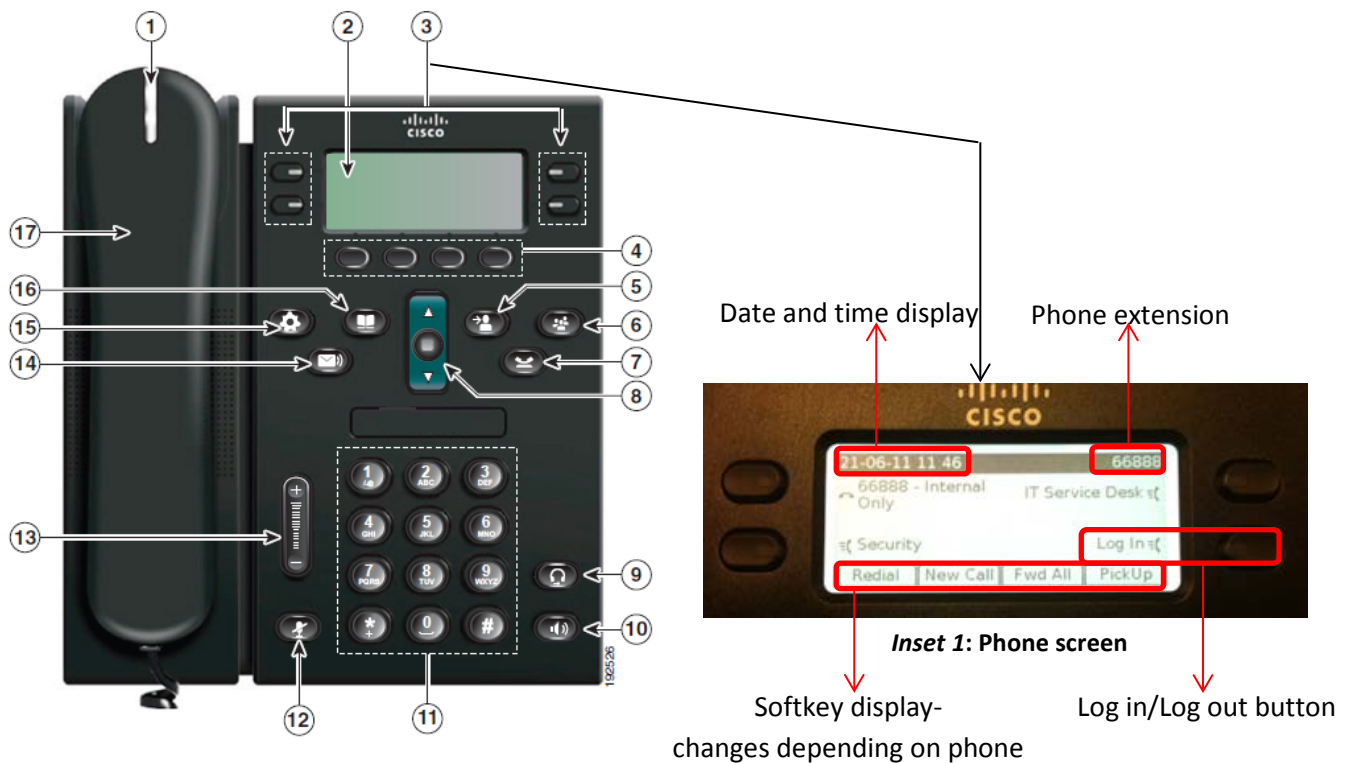











# Cisco 6945

## Phone layout



1	Handset light strip	Indicates an incoming call (flashing red) or new voice message (steady red).
2	Phone screen <i>See Inset 1</i>	Shows information about your phone such as directory number, active call and line status, softkey options, speed dials, placed calls, and phone menu listings.
3	Programmable feature buttons	These buttons display the pre-programmed features of your phone
4	Softkey buttons	These buttons provide different options depending on the phone function
5	Transfer button	Transfers a call. See instructions below
6	Conference button	Creates a conference call. See Instructions below

7		Hold button.	Places an active call on hold.
8		Navigation bar and Select button	The Navigation bar allows you to scroll through menus and highlight items. When phone is on-hook, displays phone numbers from your Placed Call listing (up arrow) or your speed dials (down arrow). The Select button (in the middle of the Navigation bar) allows you to select a highlighted item.
9		Headset button	Toggles the headset (optional) on or off. When the headset is on, the button is lit.
10		Speakerphone button	Toggles the speakerphone on or off. When the speakerphone is on, the button is lit.
11		Keypad	Allows you to dial phone numbers, enter letters, and select menu items (by entering the item number).
12		Mute button	Toggles the microphone on or off. When the microphone is muted, the button is lit.
13		Volume button	Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).
14		Messages/voicemail button	Connects to your voice messaging system.
15		Applications button	Opens/closes the Applications menu. Use it to access call history, user preferences, phone settings, and phone model information.
16		Contacts button	Opens/closes the Directories menu. Use it to access the Corporate (University) phone directory.
17		Handset	Phone handset.