







Cisco 6945

Quick reference guide



How to

Dial an external number	Press 0 (zero), then dial the number.
Transfer a Call	Press Transfer button  , enter the number, then press Transfer again. OR Press Cancel softkey, then Resume softkey, to return to the original call.
Hold/Resume a call	Press Hold button  /Press Resume softkey to return to call.
Pickup a call for someone else in my pickup group	Press PickUp softkey. (This is available only after the 2 nd unanswered ring)
Access Voicemail	Press the messages  button.
Forward my calls immediately to voicemail	Press Fwd All softkey, then Messages  button. Press Fwd OFF to cancel forwarding.
Change ring tone	<ol style="list-style-type: none"> 1. Press the Applications  button. 2. Select Preferences. 3. Select Ringtone. 4. Scroll through the list and press Play softkey to hear the ring. 5. Press Set softkey to select the ringtone. <p>Press Apply softkey to confirm selection.</p>
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.