# Cisco Telephone 8945 Feature Guide

**Dial:**
To dial, lift the handset and enter a number or press the SoftKey associated with *New Call* and enter the number.

**Transfer:**
To Transfer a connected call, press the *Transfer* button, dial the recipient's phone number, then press the SoftKey associated with *Transfer* and wait for the ring back tone, then hang up.

**Conference:**
From a connected call, press the *Conference* button. Dial the number of a new participant and then press the SoftKey associated with *Conference*. Hang up to leave a conference call.

**Forward All:**
To forward all calls to a different phone, press the SoftKey associated with *Forward All* and then dial the number that you want to receive your calls. To stop forwarding calls, press the SoftKey associated with *Forward Off*.

**Call Pickup:**
If your phone has the *PickUp* option displaying on your screen, that means your phone is a member of a pickup group. If a call rolls over to you, it will display the caller's information. Pick up the handset and press the SoftKey associated with *PickUp* to answer the call.

**Park Call:**
From a connected call, press the SoftKey associated with *More* and then press the SoftKey associated with *Park*. A four digit extension will display on the screen. Hang up and dial the four digit extension from another phone to pick up the parked call.

**Swap:**
The SoftKey associated with *Swap* alternates which camera is displayed in the large window and which is displayed in the small window during a call.

**Minimize:**
From a connected call, press the SoftKey associated with *Minimize* to minimize the video screen and show the caller ID. To return to the video screen, press the SoftKey associated with *Show Video*.

**Self-View:**
To view yourself via the camera, press the SoftKey associated with *Self-View*. To exit, press the SoftKey associated with *Exit*.

**Hold:**

From a connected call, press the ***Hold*** button to put the call on hold. To resume a call press the SoftKey associated with ***Resume***.

**Call Waiting:**

If you have an incoming call waiting, you can press the SoftKey button that is blinking to pick up the other line. Press the same button to return to the original caller.

**Re-dial:**

Press the ***Re-dial*** button to re-dial the last call placed.

**Mute:**

From a connected call, press the ***Mute*** button to mute yourself. Press it again to unmute yourself.

**Speaker:**

To use speaker phone, press the ***Speaker*** button. Press it again to turn speaker phone off.

**Call History:**

To check call history, press the down arrow button. Press the SoftKey associated with ***Back*** to return to the main screen.

**Voicemail:**

Press the ***Messages*** button to access voicemail.

**Volume:**

Press the plus or minus button to make the sound louder or quieter respectively.

**Turn off Video:**

To turn off video, press the ***Mute Video*** button. Press it again to turn video back on.

**Check Missed Calls:**

To check your missed calls, press on the down arrow button to go to call history. Scroll to the missed call and press on the SoftKey associated with ***View Details***.

**Divert:**

To divert and incoming call to voicemail, press the SoftKey associated with ***Divert***.