Quick Start Guide
Cisco Unified IP Phone
8941 and 8945

1 Dial
To dial, lift the handset and enter a number. Or:
• Press an unlit line button.
• Press the New Call softkey.
• Press the (unlit) headset button or speakerphone button.

Dial from Call History
1. Press the down arrow on the Navigation bar.
2. Scroll to the number and press the Select button in the Navigation pad or Call Softkey.

14 Tips
*note this doesn’t mute the audio
8 Conference
1. From a connected call (not on hold), press the Conference button.
2. Make a new call.
3. Press the Conference button (before or after the party answers).
The conference begins and the phone displays “Conference” instead of caller ID.
4. Repeat these steps to add more participants.
The conference ends when all participants hang up.

9 Transfer
1. From a connected call (not on hold), press the Transfer button.
2. Call the transfer recipient.
3. Press the Transfer button (before or after the party answers).
The transfer is complete. Confirmation displays on your phone screen.

10 Call History
Press the Applications button and select Call History.
The last 150 calls display:
- Missed calls
- Placed calls
- Received calls
To dial, scroll to a call and press the Select button in the Navigation pad or the Dial softkey.
View new missed calls:
1. View your call history.
2. Press the Missed Calls softkey.

11 Directories
1. Press the Contacts button and select a directory.
2. Enter search criteria and press Search softkey.
3. To dial, scroll to a listing and press the Select button in the Navigation pad or the Dial softkey.

12 Shared Lines
If you share a line with a co-worker or an administrative assistant:
- Either you or your co-worker can answer a ringing call on the shared line.
- When your co-worker has a call on the shared line, your shared line button is solid red.
- When your co-worker puts a call on hold, the line button on your phone pulses red. You or your co-worker can resume the call.

13 Voicemail
New message indicators:
- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A voicemail icon next to the line button (may include message count).

14 Tips
What are the buttons next to my screen?
The buttons on the left side of your screen are line (and feature) buttons. Line buttons change line views but do not affect active calls.

Where are my softkeys?
You have four softkeys buttons below the screen. Press the More softkey to see additional softkeys.

How do I silence my ringing phone?
Press the left side of the volume button one time while the phone is ringing.

How do I change my ringtone?
1. Select Applications > Preferences > Ringtone, then select a line and press Open.
2. Select a ringtone and press Play, then press Set.

What does the Back button do?
Press the Back softkey to back out of applications and menus.

Where can I find a complete User Guide?

What is an End User?
An End User is an account that we build using your Link Blue ID (MC or AD account). The account allows you to log on to a web page called User Option Web Page. This webpage will allow you to edit speed dials, contacts, password, pins and some Call Forwarding.

https://cma01.voice.uky.edu/ccmuser

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