Cisco 8945 Phone Layout Guide

Buttons and hardware

Your phone provides quick access to your phone lines, features, and call sessions. The Programmable Feature buttons (left side) are used to view calls on a line or access features such as Speed Dial or All Calls. These buttons are also called Line buttons.

1	Phone screen	Shows information about your phone, including directory number, call information (for example, caller ID, icons for an active call or call on hold) and available softkeys.
2	Video Camera	Connects to your Cisco Unified IP Phone and allows you to make a point-to-point video call with another Cisco Unified IP Phone.

3	Lens Cover button	Integrated lens cover protects the camera lens.
4	Softkey buttons	Allows you to access the softkey options (for the selected call or menu item) that displays on your phone screen.
5	Navigation pad and Select button	The two-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field. The Select button (center of the Navigation pad) allows you to select a highlighted item as well as wake up the phone from deep-sleep mode. The Select button is lit (white) when the phone is in power-save mode.
6	Conference button	Creates a conference call.
7	Hold button	Places a connected call on hold.
8	Transfer button	Transfers a call.
9	Redial button	Redials a call.
10	Keypad	Allows you to dial phone numbers, enter letters, and choose menu items (by entering the item number).
11	Speakerphone button	Selects the speakerphone as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green. The speakerphone audio path does not change until a new default audio path is selected (for example, by picking up the handset). If external speakers are connected, the Speakerphone button

		selects them as the default audio path.
12	Video Mute button	Mutes the video from the phone screen during a video call. When Video Mute is on, the Video Mute button is lit red.
13	Mute button	Toggles the microphone on or off during a call. When the microphone is muted, the button is lit red.
14	Headset button	Selects the headset as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green. A headset icon in the phone screen header line indicates that the headset is the default audio path. This audio path does not change until a new default audio path is selected (for example, by picking up the handset).
15	Volume button	Controls the handset, headset, and speakerphone volume (off hook) and controls the ringer volume (on hook). Silences the ringer on the phone if an incoming call is ringing.
16	Messages button	Autodials voicemail system (varies by system).
17	Applications button	Opens/closes the Applications menu. Depending on how the phone is set up, use this button to access applications such as Call History, Preferences, and Phone Information.
18	Contacts button	Opens/closes the Contacts menu. Depending on how the phone is set up, use this button to access Personal Directory, Corporate Directory, or Call History.
19	Phone Speaker	Speaker for the phone.
20	Programmable feature buttons (also called Line buttons)	Each corresponds with a phone line, Speed Dial, and calling feature. Pressing a button for a phone line displays the active calls for that line. If you have multiple lines, you may have an All Calls button that

		displays a consolidated list of all calls from all lines (oldest at the top). Cisco recommends that you keep your phone in the All Calls view.
		Color LEDs indicate the line state:
		• Amber Ringing call on this line
		• Green Active or held call on this line
		• Red Shared line in-use remotely
		The positions of the feature buttons can be reversed on phones that use a locale with a right-to-left reading orientation, such as Hebrew and Arabic.
21	Handset rest	Provides a rest for the phone handset.
		When the phone is ringing with an incoming call, the LED in the handset rest flashes red. If there is a new voice message, the LED is lit red.