

CISCO 7945 Telephone Info Sheet

Effective August 2012

To place an outside call:

- Press 9+ the number, then Dial.
- Screen will prompt you for your Access Code, type in 8+ your ALIO ID number and #.

To dial another extension:

- Press the 4 digit extension number
- HINT – Push the **Directories** button and use the Corporate Directory to find the user

To transfer an incoming call:

- Press **Transfer**
- Enter destination extension
- Announce the call when the person answers
- Press **Transfer** again to complete the transfer
- HINT – Push the transfer button the second time right after entering destination to perform a blind (unannounced) transfer

To transfer an incoming call directly to a person's voicemail:

- Press **Transfer**
- Enter *destination extension, then press **Transfer** again.

To call forward to voice mail (do not disturb):

- Press **CFwdALL**
- Then press the **Messages** softkey
- The screen will say “Forwarded to Voice Mail” and your extension number will show an animated icon

To cancel call forwarding:

- Press **CFwdALL** again

Voicemail – From your phone.

- Press **Messages** button
- Enter your pin, followed by # and follow the prompts.
- The first time you log in to voicemail, you will be prompted to setup your password, name and messages

Voicemail – From other district phones.

- Press **Messages** button (or dial 8900)
- Enter * and your extension, followed by #. Then enter your pin, followed by # and follow the prompts.

Voicemail – From any phone outside the district.

- Dial your number, 309-284-XXXX and wait for the voicemail to pick up.
Enter * and your extension, followed by #. Then enter your pin, followed by # and follow the prompts.