









8945 IP Phone Button 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.
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2	<p>Video Camera</p> 	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	<p>Lens Cover button</p>	Integrated lens cover protects the camera lens.
4	<p>Softkey buttons</p> 	Allows you to access the softkey options (for the selected call or menu item) that displays on your phone screen.
5	<p>Navigation pad and Select button</p> 	<p>The two-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field.</p> <p>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.</p> <p>The Select button is lit (white) when the phone is in power-save mode.</p>
6	<p>Conference button</p> 	Creates a conference call.
7	<p>Hold button</p> 	Places a connected call on hold.
8	<p>Transfer button</p> 	Transfers a call.
9	<p>Redial button</p> 	Redials a call.
10	<p>Keypad</p>	Allows you to dial phone numbers, enter letters, and choose menu items (by entering the item number).
11	<p>Speakerphone button</p> 	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.

		<p>The speakerphone audio path does not change until a new default audio path is selected (for example, by picking up the handset).</p> <p>If external speakers are connected, the Speakerphone button selects them as the default audio path.</p>
12	<p>Video Mute button</p> 	<p>Mutes the video from the phone screen during a video call. When Video Mute is on, the Video Mute button is lit red.</p>
13	<p>Mute button</p> 	<p>Toggles the microphone on or off during a call. When the microphone is muted, the button is lit red.</p>
14	<p>Headset button</p> 	<p>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.</p> <p>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).</p>
15	<p>Volume button</p> 	<p>Controls the handset, headset, and speakerphone volume (off hook) and controls the ringer volume (on hook).</p> <p>Silences the ringer on the phone if an incoming call is ringing.</p>
16	<p>Messages button</p> 	<p>Autodials voicemail system.</p>
17	<p>Applications button</p> 	<p>Opens/closes the Applications menu. Use this button to access applications such as Call History, Preferences, and Phone Information.</p>
18	<p>Contacts button</p> 	<p>Opens/closes the Contacts menu. Use this button to access the BGSU Directory.</p>
19	<p>Phone Speaker</p>	<p>Speaker for the phone.</p>

20	Programmable feature buttons (also called Line buttons) 	<p>Each corresponds with a phone line, Speed Dial, and calling feature.</p> <p>Pressing a button for a phone line displays the active calls for that line.</p> <p>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.</p> <p>Color LEDs indicate the line state:</p> <ul style="list-style-type: none">• Amber  Ringing call on this line• Green  Active or held call on this line• Red  Shared line in-use remotely
21	Handset rest	<p>Provides a rest for the phone handset.</p> <p>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.</p>