

QUICK START



Cisco Unified IP Phone 6901

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Note For best results, print on 8.5 x 14" (legal-sized) paper.

1 Dial

To place a call, pick up the handset and dial a number.

Redial the last number

Go off-hook and press the Redial button .

2 Answer

When you get a new call, these indicators display on your phone:

- A flashing red light on your handset
- A flashing amber line button

To answer the call, lift the handset.

3 Voicemail


When you get a new message, your phone provides these indicators:

- A solid red light on your handset
- A stutter dial tone (if available)

Listen to messages

Dial the voice mail access number (provided by your system administrator), then follow the voice prompts to listen to your messages.

4 Hold

1. Press the Hold button .
2. To resume a call from hold, press the flashing green Line button or go off hook, if the handset is in the cradle.

5 Conference

1. From a connected call (not on hold), press and release the hookswitch to get a dial tone.
2. Make a new call.
3. Wait for the recipient to answer or for the phone to ring.

4. Press and release the hookswitch again.

A conference can have only three participants at a time.

Drop a participant from conference

When you are in a conference, press and release the hookswitch to drop the last person who joined the conference.

6 Transfer

1. From a connected call (not on hold), press and release the hookswitch to get a dial tone.
2. Enter the recipient's phone number.
3. Hang up and the transfer completes.

7 Forward Calls

1. To forward calls received on your primary line to another number, sign in to your User Options web pages.
2. Go to **Device > Line Settings**.
3. Enter the number you want to forward calls to.
4. Press **Save**. If Call Forward All is activated, the line button flashes amber and you can hear a stutter dial tone (if available).

8 Volume Settings

The Volume button is located to the right of the keypad.

- To adjust the handset volume, press the Volume button up or down when the phone is off-hook.
- To adjust the ringer volume, press the Volume button up or down when the phone is on-hook or when call is on hold.
- To silence the phone when ringing, press the Volume button down one time (pressing multiple times lowers the ringer volume.)

9 Tips

How do I use the hookswitch?

The hookswitch is located on the cradle rest of your phone. You can press and release the hookswitch button to activate features (hookflash) on your phone.

How can I keep track of multiple calls?

Line button colors indicate call states and can help you stay oriented when handling multiple calls:

- Connected call—Solid green
- Held call—Flashing green
- Shared line in-use remotely—Solid red
- Shared line on hold remotely—Flashing red
- Incoming call—Flashing amber
- Call Forward All—Solid amber

How can I access administrator settings?

Go off-hook and press the *, #, and 0 buttons simultaneously to access the IVR for phone administrator settings. The default PIN is 24726.

Where can I find a complete User Guide?

http://www.cisco.com/en/US/products/ps10326/products_user_guide_list.html

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