Cisco Unified IP Phone 6911

1 Dial
2 Answer
3 Mute
4 Voicemail
5 Forward All
6 Hold
7 Conference
8 Transfer
9 Volume Settings
10 Tips

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

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, do one of these:

- Lift the handset.
- Press the flashing amber line button.
- Press the unlit **Speakerphone** button.

3 Mute

1. While on a call, press the **Mute** button.

    The button glows to indicate that Mute is on.

2. Press **Mute** again to turn Mute off.

4 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

Press the **Messages** button and follow the voice prompts.

5 Forward All

1. Press the **Feature** button and enter the predetermined number set by your system administrator for Call Forward.

2. Enter the phone number to forward calls. A solid amber light is displayed on the **Line** button and you can hear a stutter dial tone.

3. To cancel call forwarding, repeat Step 1.

6 Hold

1. Press the **Hold** button.

    The line button flashes green.

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

7 Conference

1. From a connected call (not on hold), press the **Conference** button.

2. Enter the phone number of the party to add to the conference.

3. Press the **Conference** button again (before or after the party answers) to start the conference.

    Repeat these steps to add more participants.

8 Transfer

1. From a connected call (not on hold), press the **Transfer** button.

2. Enter the recipient's phone number.

3. Press the **Transfer** button (before or after the recipient answers) or hang up to complete the transfer.

9 Volume Settings

The Volume button is located to the left 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 once (pressing multiple times lowers the ringer volume).

10 Tips

How do I set up my speed dials?

To set up speed dials and customize a variety of features and settings for your phone, access your Cisco Unified CM User Options web pages.

How do I use the Feature button?

The **Feature** button enables you to access features such as Speed dialing, Call Forward All, Pickup, Group Pickup and Meet Me. You can press the Feature button followed by the number associated with the feature.

How can I access administrator settings?

Go off-hook and press the *, #, and 0 buttons simultaneously to access the IVR for phone administrator settings. Alternatively, you can toggle the speaker button and press the *, #, and 0 buttons simultaneously. 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

Published March 31, 2010, OL-20633-01