

## 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](http://www.cisco.com/en/US/products/ps10326/products_user_guide_list.html)

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