Common Phone Tasks (Cisco Unified IP Phone 6911)

Place a call

Go off-hook before or after dialing a number.

Redial a number

Press .

Switch to handset during a call

Pick up the handset.

Mute and un-mute a call

Press .

Hold and resume a call

Press , to hold. Press the Line or Speaker button, or go off hook, if the handset is in the cradle to resume the held call.

Transfer a call to another number

Press , enter the number, then press it again.

Forward a call

Press . Enter the Call Forward feature code and listen for a tone. Then enter the number to which your calls will be forwarded.

Start a standard Conference call

Press . Dial the participant, then press it again.

Listen to Voice Messages

Press and follow the voice prompts.

Use Speed Dial

Press and enter the speed dial feature code.

Cisco Unified IP Phone 6901 and 6911 for Cisco Unified Communications Manager 8.0 (SCCP)

Common Phone Tasks (Cisco Unified IP Phone 6901)

Buttons (Cisco Unified IP Phone 6901)

Common Phone Tasks (Cisco Unified IP Phone 6911)

Buttons (Cisco Unified IP Phone 6911)

Quick Reference

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### Buttons (Cisco Unified IP Phone 6901)

- **Hold**
- **Redial**
- **Volume**

### Common Phone Tasks (Cisco Unified IP Phone 6901)

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place a call</td>
<td>Go off-hook and dial a number.</td>
</tr>
<tr>
<td>Redial a number</td>
<td>Press  to hold. Press the Line button to resume the held call.</td>
</tr>
<tr>
<td>Hold and resume a call</td>
<td>Press  to hold. Press the Line button to resume the held call.</td>
</tr>
<tr>
<td>Transfer a call to another number</td>
<td>Press and release the hookswitch and enter the number. Wait for the recipient to answer, then hang up, or hang up while the call is ringing.</td>
</tr>
<tr>
<td>Forward a call</td>
<td>Set up call forwarding on your User Options Web pages. See your system administrator for access to your User Options Web pages.</td>
</tr>
<tr>
<td>Start a standard Conference call</td>
<td>Press and release the hookswitch to get a dial tone. Dial the participant and press the hookswitch again.</td>
</tr>
<tr>
<td>Listen to voice messages</td>
<td>Go off-hook and dial the voicemail system number provided by your system administrator.</td>
</tr>
</tbody>
</table>

For the Cisco Unified IP Phone Quick Start Guides, go to this URL: http://www.cisco.com/en/US/products/ps10326/products_user_guide_list.html