Common Phone Tasks (Cisco Unified IP Phone 6911)

- Place a call
  - Go off-hook before or after dialing a number.
- Redial a number
  - Press \( \text{Redial} \).
- Switch to handset during a call
  - Pick up the handset.
- Mute and un-mute a call
  - Press \( \text{Mute} \).
- Hold and resume a call
  - Press \( \text{Hold} \), 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 \( \text{Transfer} \), enter the number, then press it again.
- Forward a call
  - Press \( \text{Forward} \). 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 \( \text{Conference} \), dial the participant, then press it again.
- Listen to Voice Messages
  - Press \( \text{Messages} \) and follow the voice prompts.
- Use Speed Dial
  - Press \( \text{Speed Dial} \) and enter the speed dial feature code.

Common Phone Tasks (Cisco Unified IP Phone 6901)

- Place a call
  - Go off-hook before or after dialing a number.
- Redial a number
  - Press \( \text{Redial} \).
- Switch to handset during a call
  - Pick up the handset.
- Mute and un-mute a call
  - Press \( \text{Mute} \).
- Hold and resume a call
  - Press \( \text{Hold} \), 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 \( \text{Transfer} \), enter the number, then press it again.
- Forward a call
  - Press \( \text{Forward} \). 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 \( \text{Conference} \), dial the participant, then press it again.
- Listen to Voice Messages
  - Press \( \text{Messages} \) and follow the voice prompts.
- Use Speed Dial
  - Press \( \text{Speed Dial} \) and enter the speed dial feature code.
### Buttons (Cisco Unified IP Phone 6901)

<table>
<thead>
<tr>
<th>Button</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Hold" /></td>
<td>Hold</td>
</tr>
<tr>
<td><img src="image" alt="Redial" /></td>
<td>Redial</td>
</tr>
<tr>
<td><img src="image" alt="Volume" /></td>
<td>Volume</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</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 <img src="image" alt="Redial" />.</td>
</tr>
<tr>
<td>Hold and resume a call</td>
<td>Press <img src="image" alt="Hold" />, 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>