QUICK START

Cisco Unified IP Phone 6911

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.

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.

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?