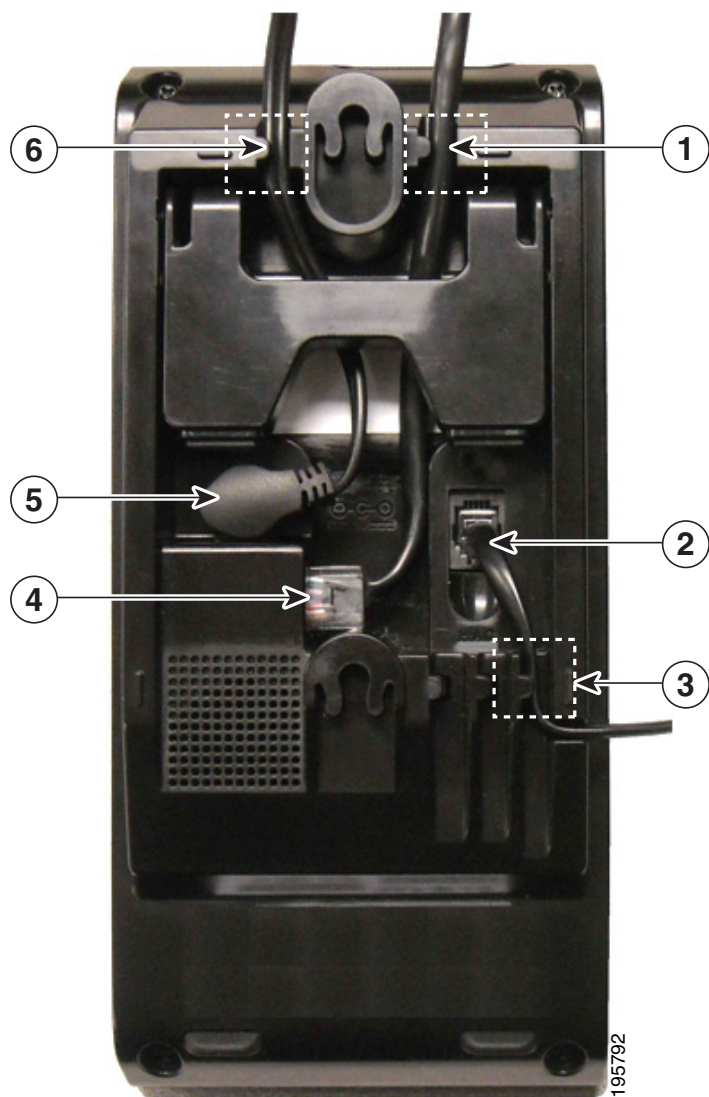# Your Phone

Cisco Unified IP Phone 6901

The Cisco Unified IP Phone 6901 provides these features:

- Phone connections
- Buttons and hardware
- Footstand
- Handset rest

Phone Connections

For your phone to work, it must be connected to the corporate IP telephony network. Your system administrator can help you connect your phone.

1	Slot for Ethernet cable.	4	Network port (10/100 SW) connection. IEEE 802.3af power enabled.
2	Handset connection.	5	DC adaptor port (DC48V).
3	Slot for handset cable.	6	Slot for DC adaptor cable.

Buttons and Hardware

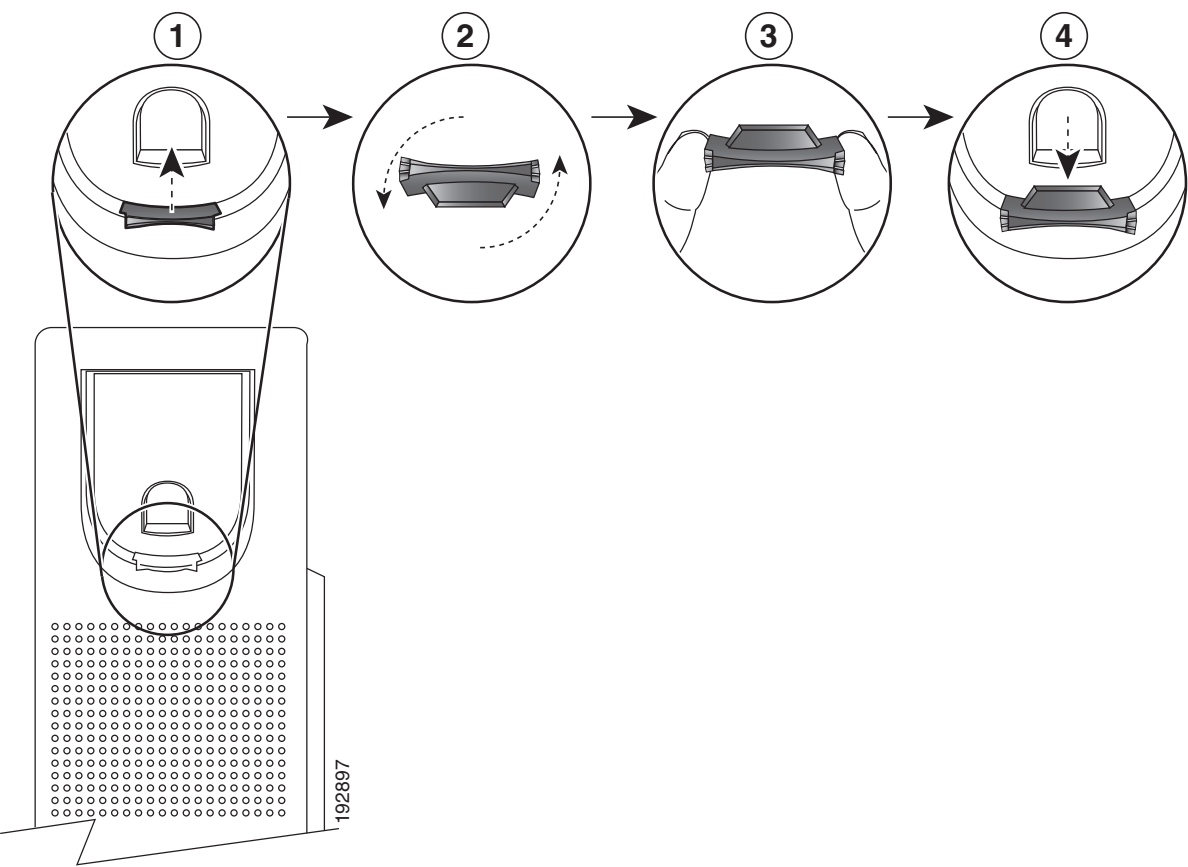| 1	Hookswitch	Activates the features (hookflash) on your phone.
2	Hold button	Places a connected call on hold.
3	Redial button	Dials the last dialed number.
4	Line button	Allows you to pick up a second incoming call. The Line button LED indicates the call status.
		Allows you to answer a ringing call and swap between two calls on the same line. Also, you can use the line button to create a new call when the phone is idle. The LED associated with the line button lights up to reflect the line status.
		Color LEDs indicate the line state:
		• Green, steady—Active call
		• Green, flashing—Held call
		• Amber, Flashing—Incoming call
		• Amber, steady—Call forward all activated
		• Red, steady—Remote line in use (shared line)
		• Red, flashing—Remote line on hold
5	Volume button	Controls the handset and the ringer volume (on hook).
6	Keypad	Allows you to dial phone numbers.
7	Handset with light strip	Lights up to indicate a ringing call (flashing red) or a new voice message (steady red).

Footstand

The Cisco Unified IP Phone 6901 has a foldable footstand. When the footstand is unfolded, it gives the phone an elevated viewing angle.

Handset Rest

Your system administrator may have mounted your phone on a wall. With a wall-mounted phone, you might need to adjust the handset rest to ensure that the receiver will not slip out of the cradle.

1	Remove the handset from the cradle and pull the plastic tab from the handset rest.
2	Rotate the tab 180 degrees.
3	Hold the tab between two fingers, with the corner notches facing you. Make sure the tab lines up evenly with the slot in the handset cradle.
4	Press the tab evenly into the slot. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.

Hookswitch

The hookswitch button is located on the cradle rest of your phone. You can press and quickly release the hookswitch button to activate features (hookflash) on your phone. Your administrator can set up the hookswitch timer.
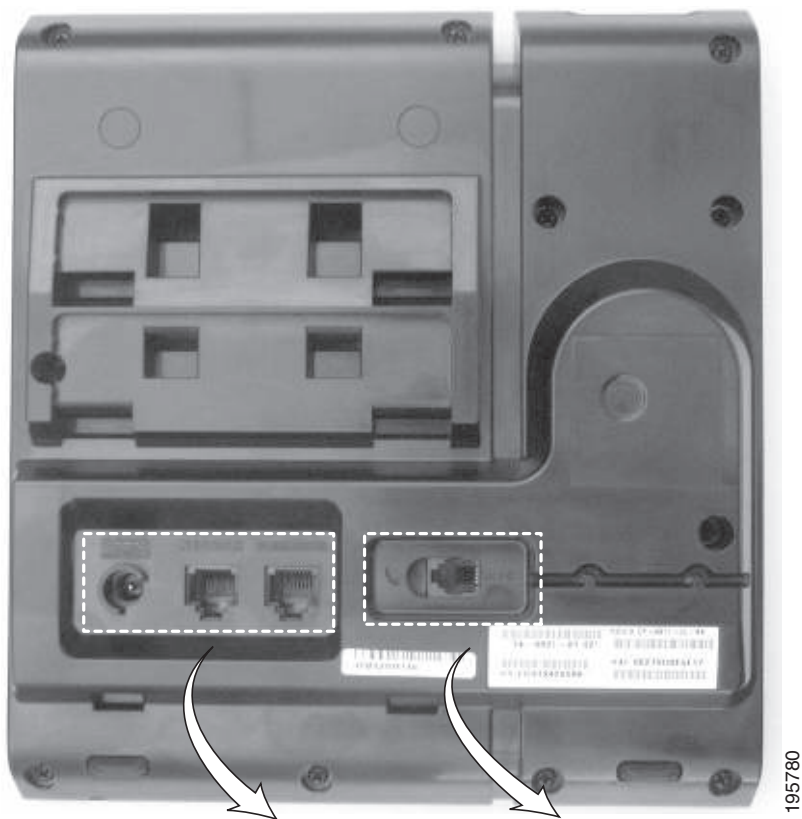
Cisco Unified IP Phone 6911

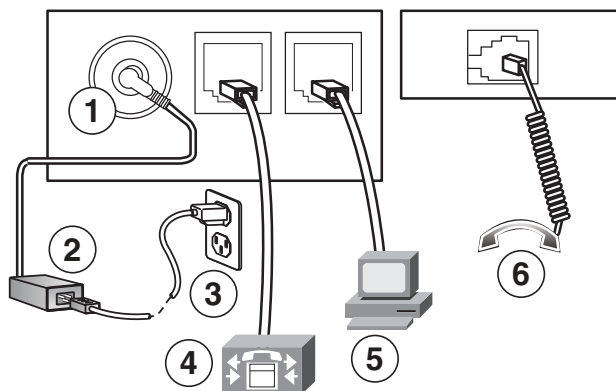The Cisco Unified IP Phone 6911 provides these features:

- Phone connections
- Buttons and hardware
- Phone template
- Footstand
- Handset rest

Phone Connections

For your phone to work, it must be connected to the corporate IP telephony network. Your system administrator can help you connect your phone.

1	DC adaptor port (DC48V).	**4**	Network port (10/100 SW) connection. IEEE 802.3af power enabled.
2	AC-to-DC power supply (optional).	**5**	Access port (10/100 PC) connection.
3	AC power wall plug (optional).	**6**	Handset connection.

Buttons and Hardware

1	Handset with light strip	Lights up to indicate a ringing call (flashing red) or a new voice message (steady red).
2	Paper label	A paper strip used to enter name and contact numbers.
3	Transfer button	Transfers a call.
4	Conference button	Creates a conference call.
5	Hold button	Places an active call on hold.

| 6	Line button	Allows users to pick up a second incoming call and to resume a held call. The LED shows call status.
7	Speakerphone button	Selects the speakerphone as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green. The speakerphone audio path does not change until a new default audio path is selected (for example, by picking up the handset).
8	Keypad	Allows you to dial phone numbers.
9	Mute button	Toggles the microphone on or off. When the microphone is muted, the button is lit red.
10	Volume button	Controls the handset and speakerphone volume (off hook) and the ringer volume (on hook).
11	Messages button	Auto-dials your voice messaging system (varies by system).
12	Redial button	Dials the last dialed number.
13	Feature button	Depending on how your system administrator sets up the phone, the feature button provides you access to Speed dialing, Call Forward All, Pickup, Group Pickup and Meet Me features. Users can configure up to nine items on the feature button. You can access each of these features by pressing the feature button followed by the number associated with the feature. You must press the number within five seconds of pressing the feature button. The number can only be a single digit number from 1–9. You can access these features either off hook or on hook: • Call Forward All—Allows you to forward a call. • Pickup—Allows you to pickup a call on the third party phone. • Group Pickup—Allows you pick up a call within a group. • Meet Me—Allows you setup a conference.
14	Handset	Phone handset.

Paper Label

Cisco Unified IP Phone 6911 does not include an LCD display. A paper strip is provided and can be used to enter name and contact numbers.

Footstand

If the phone is placed on a table or desk, the footstand can be connected to the back of your phone for a higher or lower viewing angle, depending on your preference.
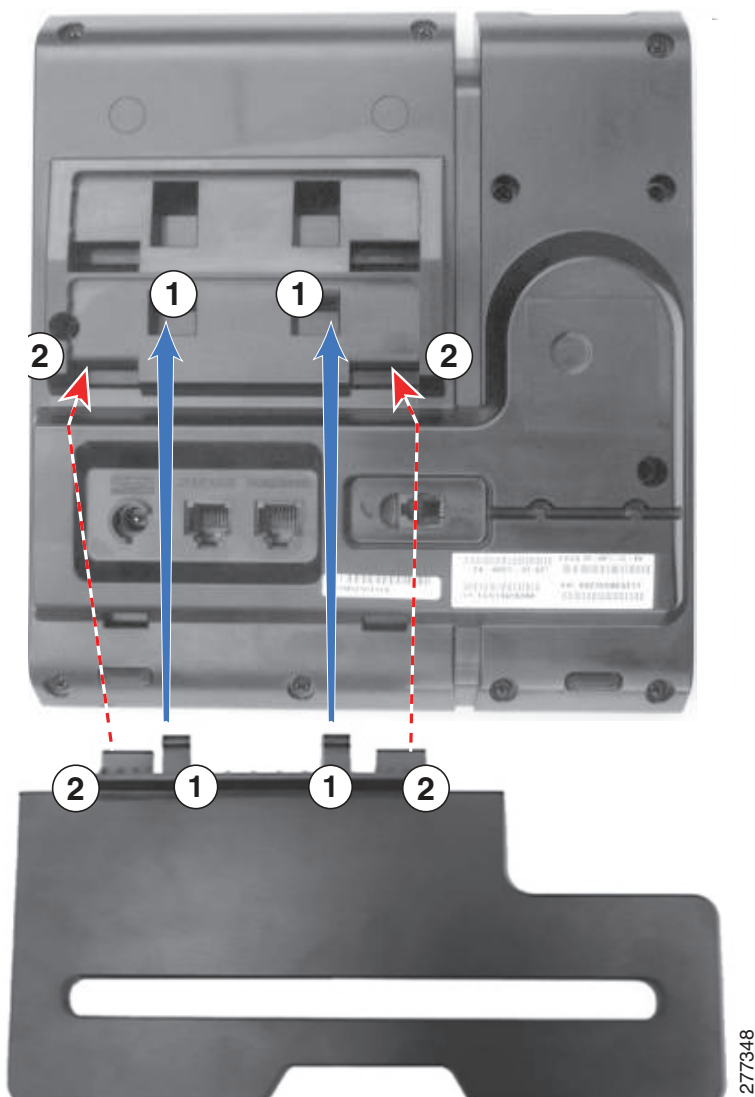
277348

1	Insert the connectors into the lower slots.	2	Lift the footstand until the connectors snap into the upper slots.

Higher Viewing Angle

Connect the footstand to the lower slots for a higher viewing angle.
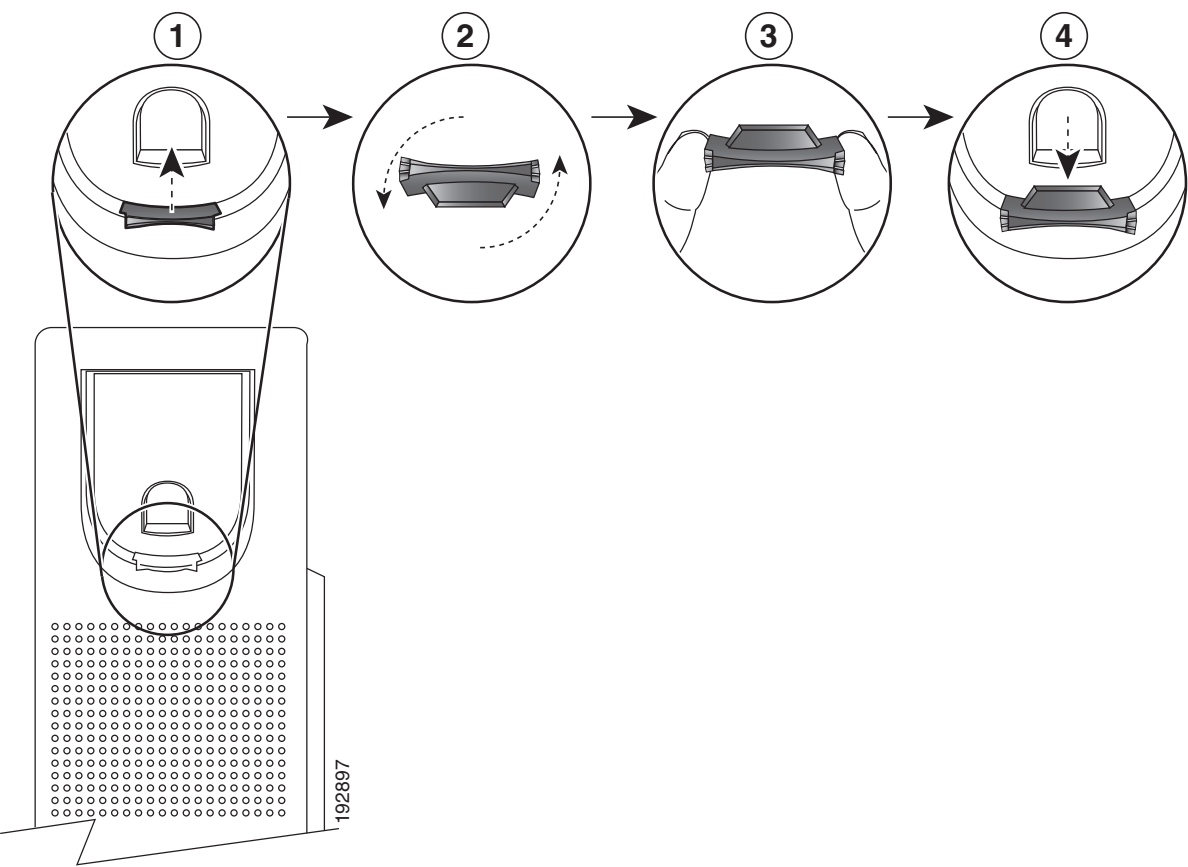

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Lower Viewing Angle

Connect the footstand to the upper slots for a lower viewing angle.

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Handset Rest

Your system administrator may have mounted your phone on a wall. With a wall-mounted phone, you might need to adjust the handset rest to ensure that the receiver does not slip out of the cradle.

1	Remove the handset from the cradle and pull the plastic tab from the handset rest.
2	Rotate the tab 180 degrees.
3	Hold the tab between two fingers, with the corner notches facing you. Make sure the tab lines up evenly with the slot in the handset cradle.
4	Press the tab evenly into the slot. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.