



## Overview




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This guide provides phone operating instructions and feature descriptions for the Cisco IP Phone model 6901 and 6911.

- [Physical Description of Cisco Unified IP Phone 6901, page 2](#)
- [Physical Description of Cisco Unified IP Phone 6911, page 6](#)

## Physical Description of Cisco Unified IP Phone 6901

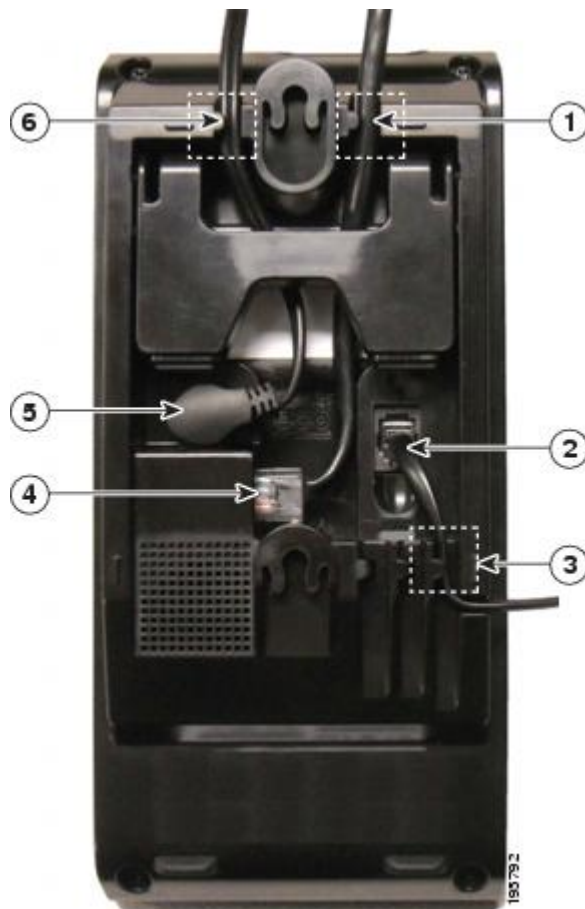


	Name	Description
1	Handset with indicator light	Functions as traditional handset and indicates an incoming call (flashing red) or new voice message (steady red).
2	Hold button 	Places the call on hold.
3	Redial button 	Dials the last dialed number.
4	Line button 	Allows you to pick up a second incoming 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.

		<p>You can also 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.</p> <p>Color LEDs indicate the line state:</p> <ul style="list-style-type: none"> <li>• Green, steady—Active call</li> <li>• Green, flashing—Held call</li> <li>• Red, steady—Remote line in use (shared line)</li> <li>• Red, flashing—Remote line on hold</li> </ul>
5	Volume button	Controls the handset and the ringer volume (on-hook).
6	Keypad	Allows you to dial phone numbers.
7	Handset	Phone handset.

## 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

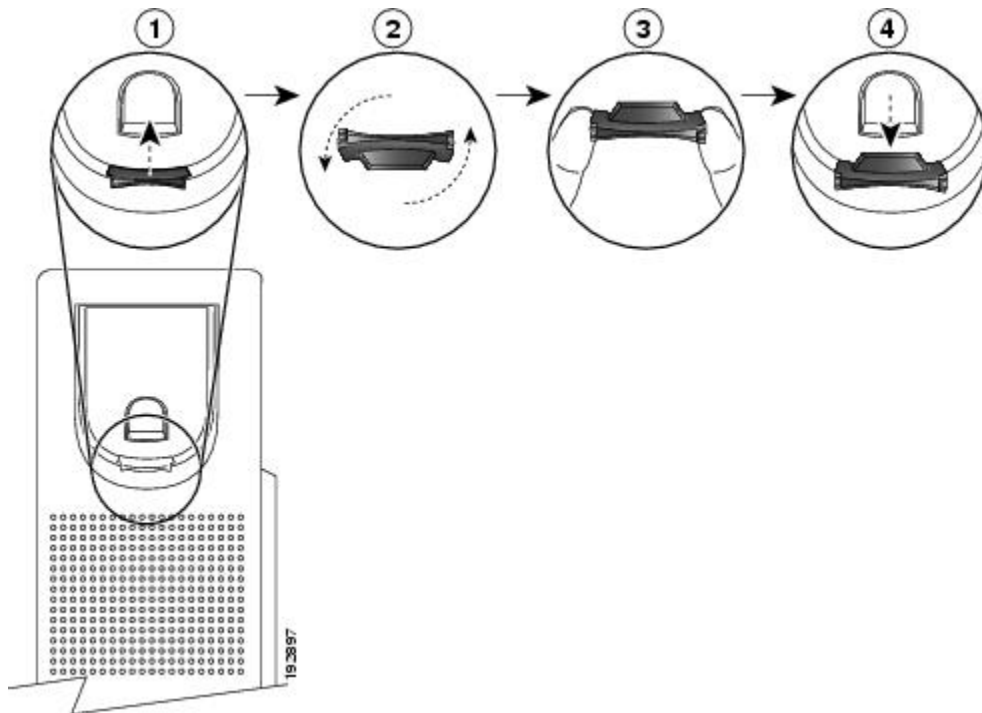
## Footstand

The Cisco Unified IP Phone 6901 and 6961 has a foldable footstand. When the footstand is unfolded, it gives the phone an elevated viewing angle.



## Adjusting the Handset Rest

You can adjust the handset rest of a wall-mounted phone so that the receiver does not slip out of the cradle.



**Procedure**

- Step 1** Set the handset aside and pull the square plastic tab from the handset rest.
- Step 2** Rotate the tab halfway (180 degrees).
- Step 3** Hold the tab between two fingers, with the small notches (in the corners) facing you.
- Step 4** Make sure the tab lines up evenly with the slot in the cradle.
- Step 5** Slide the tab back into the handset rest. 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.

**Physical Description of Cisco Unified IP Phone 6911**



	Name	Description
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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 active calls to another extension.
4	Conference button 	Initiates the 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 several features like Speed dialing, Call Forward All, Call Park, Pickup, Group Pickup and MeetMe Conference. Users

can configure up to nine items on the feature button. To access these features, press the feature button followed by the number associated with the feature. You must press the feature button and the number within five seconds of each other. The number can only be a single digit number from 1–9.

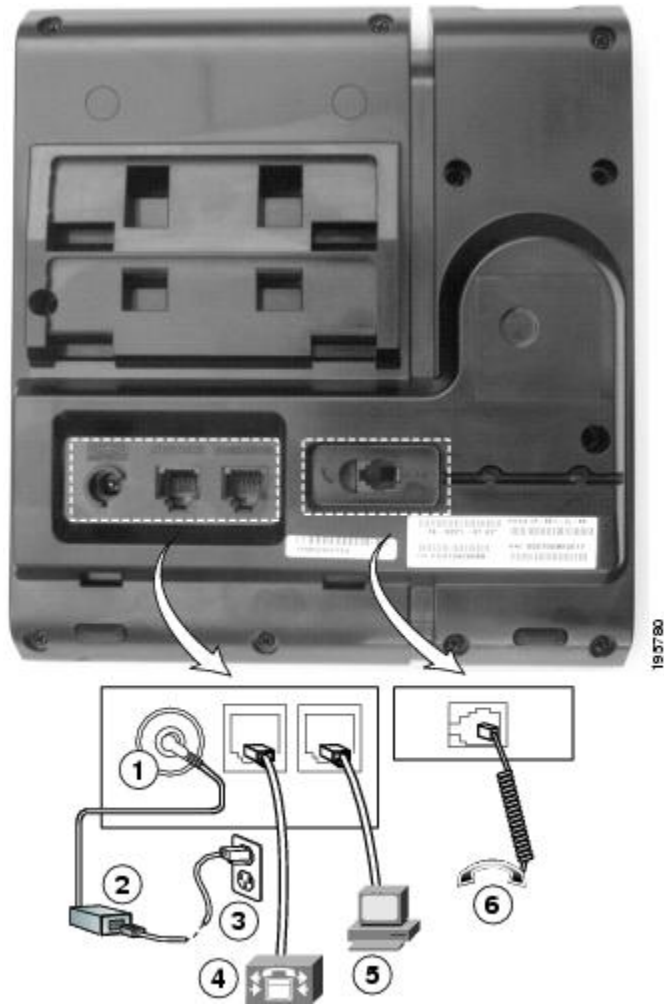
## Paper Label

The 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.

## 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.

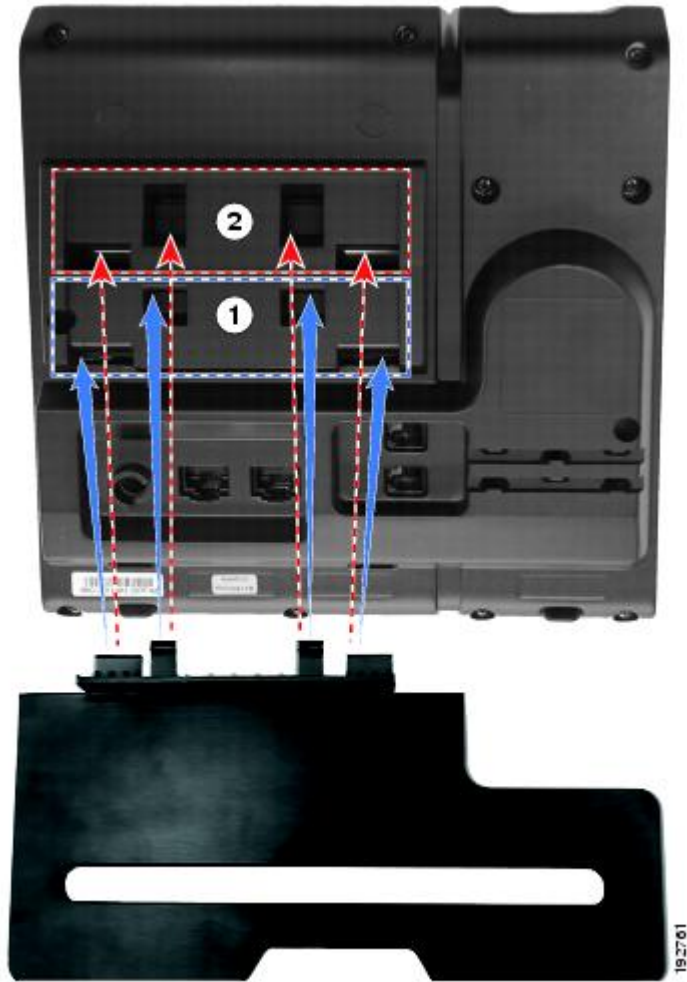




1	DC adaptor port (DC48V)	4	Network port (10/100 SW) connection. IEEE 802.3af power enabled.
2	AC-to-DC power supply (optional)	5	Access port (10/100 PC) connection
3	AC power wall plug (optional)	6	Handset connection

## Footstand

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



1	Footstand slots for a higher viewing angle	2	Footstand slots for a lower viewing angle
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## Higher Viewing Angle

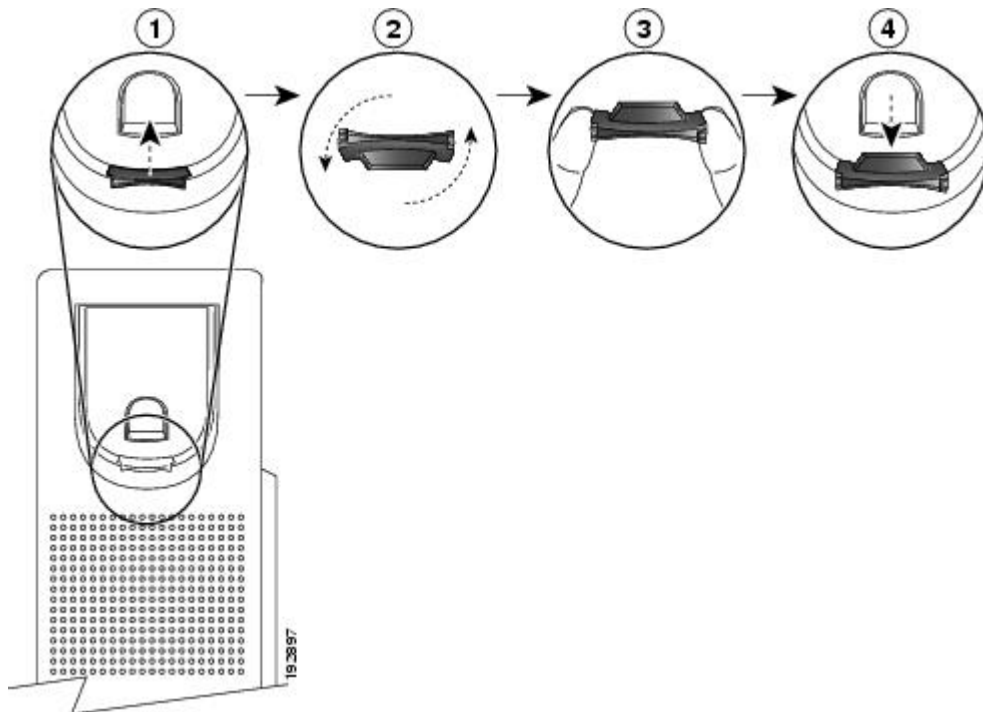


## Lower Viewing Angle



## Adjusting the Handset Rest

You can adjust the handset rest of a wall-mounted phone so that the receiver does not slip out of the cradle.



## Procedure

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- Step 1** Set the handset aside and pull the square plastic tab from the handset rest.
  - Step 2** Rotate the tab halfway (180 degrees).
  - Step 3** Hold the tab between two fingers, with the small notches (in the corners) facing you.
  - Step 4** Make sure the tab lines up evenly with the slot in the cradle.
  - Step 5** Slide the tab back into the handset rest. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.
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