Buttons (Cisco Unified IP Phone 6911)

	Messages
	Transfer
	Hold
	Conference
	Volume
	Feature
	Redial
	Speakerphone
	Mute

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QUICK REFERENCE

Cisco Unified IP Phone 6901 and 6911 for Cisco Unified Communications Manager 8.5 (SCCP and SIP)

Common Phone Tasks (Cisco Unified IP Phone 6911)

Buttons (Cisco Unified IP Phone 6911)

Common Phone Tasks (Cisco Unified IP Phone 6901)

Buttons (Cisco Unified IP Phone 6901)

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.

Buttons (Cisco Unified IP Phone 6901)

	Hold
	Redial
	Volume

Common Phone Tasks (Cisco Unified IP Phone 6901)

Place a call	Go off-hook and dial a number.
Redial a number	Press
Hold and resume a call	Press , to hold. Press the **Line** button to resume the held call.
Transfer a call to another number	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.
Forward a call	Set up call forwarding on your User Options Web pages. See your system administrator for access to your User Options Web pages.
Start a standard Conference call	Press and release the hookswitch to get a dial tone. Dial the participant and press the hookswitch again.
Listen to voice messages	Go off-hook and dial the voicemail system number provided by your system administrator.

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