

## 6921 Phone Layout and Key Descriptions



02/24/09 21:23 44321  
Leigh Line 1  
Details Answer

Screen displays time and date, extension, line details and other phone information as well as soft keys for available features or actions

### ① Line Button Status

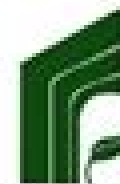
- Green, steady - Active call on this line (off hook)
- Green, blinking - Call on hold on this line
- Amber, blinking - Incoming call ringing on this line
- Red, steady - Shared line, currently in use
- Red, blinking - Remote line on hold
- No color - No call activity on this line (on hook)

## 6921 Cisco IP Phone Quick Reference Guide



1	Indicator Light	Flashes red light for incoming calls. Steady red light for new voice messages
2	Phone Screen	Shows information like caller ID, time and date, line status, soft keys, menu and directories.
3	Soft key	Enables displayed options on your phone screen
4	Transfer Button	Transfers a call
5	Conference Button	Creates a conference call
6	Hold Button	Places and active call on hold
7	Navigation/Select Button	Allows you to scroll through menus and highlight items.  The center button is "Select" and allows you to select a highlighted item
8	Line 1 and Line 2 Buttons	Lines programmed and primary line, optional secondary line, or speed dial
9	Headset Button	Toggles headset on or off. When headset is on, the button is lit.

10	Speakerphone Button	Toggles speakerphone on or off. When speakerphone is on, the button is lit.
11	Keypad	Allows you to dial phone numbers, enter letters, and select menu items (by entering the item number).
12	Mute Button	Toggles the microphone on or off. When the microphone is muted, the button is lit.
13	Volume Button	Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).
14	VoiceMail Button	Auto-dials your voicemail system.
15	Applications Button	Opens/closes the Applications menu. Use it to access call history, user preferences, phone settings, and phone model information.
16	Contacts Button	Opens/closes the Directories menu. Use it to access personal and corporate directories.
17	Handset	Phone handset



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University, Pomona

# Cp 6921 User Guide

**R Pring**



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