



Cisco IP Phone 6901 User Quick Reference

For further enquiries, please

- call 3943 8877 or
- email ipt@itsc.cuhk.edu.hk



Feature	Description	Instructions
Internal Call	Place an internal call	Dial 4-digit* extension number <i>* Starting 2 Jan 2012, dial 5-digit extension number with leading "3".</i>
External Call	Place a local external call	Dial "9" + phone number
Answer Call	Answer a call	Lift the handset
Redial	Call the most recently dialed phone number	Press Redial Button []
Create a new call	Create a new call	Press Line Button []
Call Hold	Place a call on hold during a call	Press [] > When a call is on hold, green light on the Line button flashes > Press the flashing green Line Button [] again to resume the call
Volume	Adjust volume level for handset	 When the handset is in use, press [].

Prepared by: User Support Division, Information Technology Services Centre

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Information Technology Services Centre, The Chinese University of Hong Kong