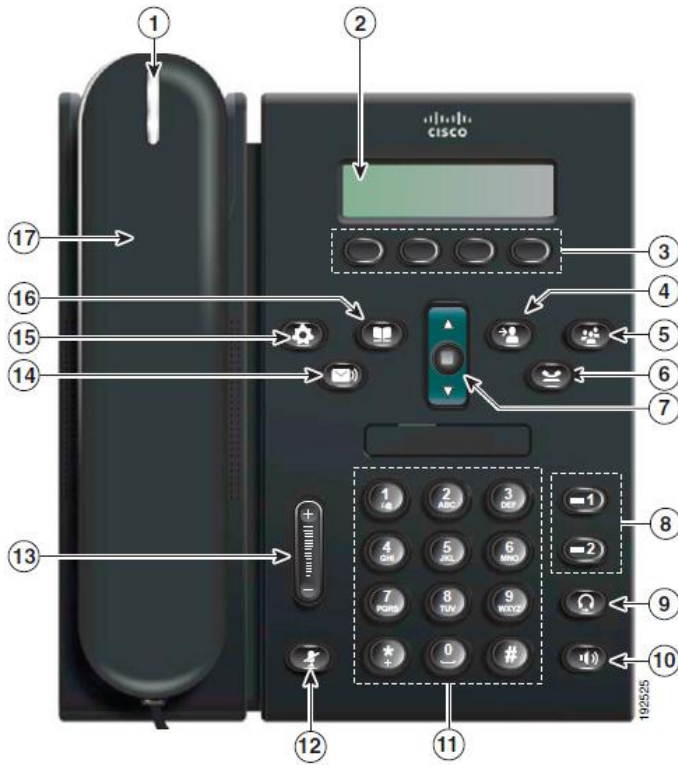




Quick Reference Guide: Cisco 6921 IP Phone







For UniSZA – Ver 1.0 11Jun2012



1 Handset light strip	10 Speakerphone button
2 Phone screen	11 Keypad
3 Softkey buttons	12 Mute button
4 Transfer button	13 Volume button
5 Conference button	14 Messages button
6 Hold button	15 Applications button
7 Navigation bar and Select button	16 Contacts button
8 Line 1 and Line 2 buttons	17 Handset
9 Headset button	










Remark: [] = Softkey buttons

FEATURE	ACTION	PROCEDURE
Login and Logout	<p>To Login</p> <p>Login is required before external call can be made.</p> <p>Login is not required to receive a call.</p>	<ul style="list-style-type: none"> •  Press Applications button (15) • Use Navigation keys to move up and down through the list to locate option “Log In” • Press Select button • Enter IC Number / Passport Number as User ID • Press [Navigation keys to move down] • Enter PIN number <ul style="list-style-type: none"> • Default Phone PIN is 6688888 • Users are advised to change PIN immediately after receiving IP Phone unit. Please refer to “<i>PIN Number Maintenance</i>” on how to change it. • Press [Submit]. • Once login is successful, the phone will restart and should take no longer than 10 seconds.
	<p>To Logout</p> <p>Logout is recommended every time user leaves their office.</p>	<ul style="list-style-type: none"> •  Press Applications button (15) • Use Navigation keys to move up and down through the list to locate option “Log Out” • Press Select button • When ask for Logout • Press [Yes] • The phone will log out and restart. The process should take no longer than 10 seconds.

<p>PIN Number Maintenance</p>	<p>To change Phone PIN number</p> <p>Users are highly recommended to change PIN number once IP Phone is received.</p>	<p>User has to login to perform this operation. Please refer to “Login and Logout” on how to Login.</p> <ul style="list-style-type: none"> •  Press Applications button (15) • Use Navigation keys to move up and down through the list to locate option “Log Out” • Select [Set PIN] from softkey button • Enter Current PIN. (Default PIN is 6688888). • Press [Navigation keys] to move down to option “New PIN”, enters new PIN. New pin should be minimum 5 digits • Press [Navigation keys] to move down to option “Confirm PIN”. Reenter new PIN to reconfirm. The new PIN and reconfirm PIN has to be exact match. • Press [Change] softkey to change the PIN. <p>PLEASE REMEMBER YOUR NEW PIN NUMBER.</p> <ul style="list-style-type: none"> • After PIN number change is successfully done, phone will prompt with Logout. If you wish to proceed with Log out, please push [Yes] button, otherwise push [No], then [Exit].
<p>Placing a call (handsfree / speakerphone)</p>	<p>To make a call</p>	<p>Any of the following method will make a call:-</p> <ul style="list-style-type: none"> • Press the number, then press speakerphone button (10) . <p>or</p> <ul style="list-style-type: none"> • Press the number, then press [Call] softkey <p>or</p> <ul style="list-style-type: none"> • Press the number, then press Line 1 button (8)  <p>Speaker will be activated and user can talk without pick up the handset.</p>
	<p>To end a call</p>	<p>Press Speakerphone button (10) </p>
	<p>To Redial Last Number</p>	<p>Press [Redial] softkey.</p>
	<p>During a call, user can switch conversation to handset by picking up handset (17). To end a call while using handset, just hang up the handset</p>	
<p>Placing a call using handset</p>	<p>To make a call</p>	<p>Press the number, and then pick up the handset (17). The phone will automatically dial once handset is pick up</p>
	<p>To end a call</p>	<p>Hang up the handset</p>
	<p>To Redial Last Number</p>	<p>Press [Redial] softkey.</p>
	<p>During a call, user can switch to speaker/handsfree mode by press Speakerphone button (10) . To end call during speakerphone mode, press again button (10) .</p>	
<p>To Call Operator</p>	<p>To call</p>	<p>Press 0</p>
<p>Call Internal Local call</p>	<p>To call</p>	<p>Press 4-Digit Extension (Login not required)</p>
<p>Call External call</p>	<p>To call</p>	<p>Press 9 + Telephone No.</p> <ul style="list-style-type: none"> - Login is required, and subject to eligibility to call. (Refer to “Login and Logout” below on how to Login). <p>If external call cannot be made due to eligibility, please make an operator-assisted call by press 0.</p>

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Pickup a call (handsfree / speakerphone)	To pick a call	Any of the following method will answer the an incoming call via handsfree/speakerphone mode and will activate speaker:- <ul style="list-style-type: none"> • Press Speaker button (10)  or • Press the Line 1 button (8)  or • Push [Answer] softkey button
	To end a call	To end the call just press Speaker button (10) 
Pickup a call using handset	To pick a call	To pick up the call, just pick up the handset
	To end a call	To end the call, just hang up the handset.
Mute	To turn off the Microphone	Press Mute button (12) (Red light)  . This will mute microphone.
	To turn on the Microphone	Press Mute button (12) (light turn off) 
Call Transfer	To transfer call to another extension	Press Transfer button (4)  + Extn No. + Press Transfer button (4) 
Hold	To Activate	Press Hold button (6) 
	To Reconnect	Press the flashing green Line button (8)  or [Resume] softkey to resume