

Cisco Unified IP Phone 6921

The Cisco Unified IP Phone 6921 provides these features:

- Phone connections
- Buttons and hardware
- Phone screen
- Footstand
- Handset rest
- Audio and Sound Level Volume Control

Phone Connections

For your phone to work, it must be connected to the campus IP telephony network.

1

DC adaptor port (DC48V). (Not used)

5

Computer Connection Port (10/100 PC)

2

AC-to-DC power supply (optional). (Not Used)

6

Handset connection.

3

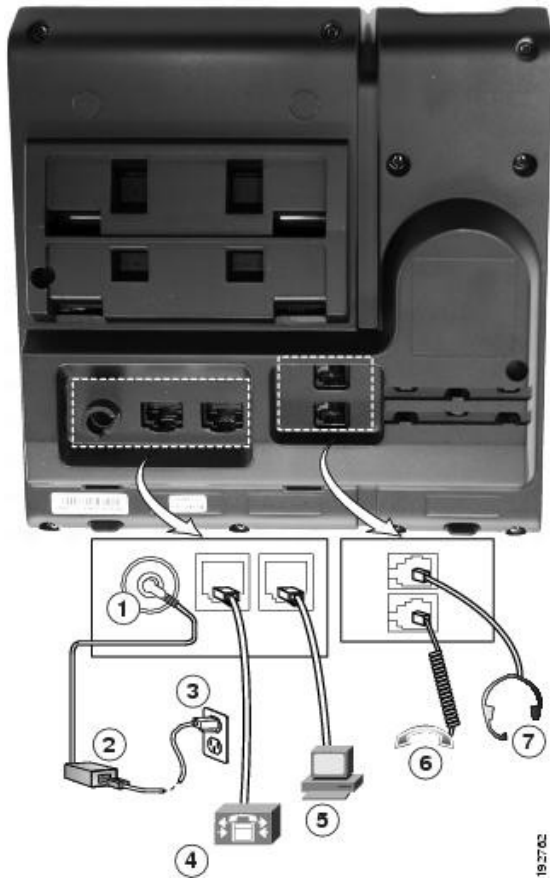
AC power wall plug (optional). (Not Used)

7

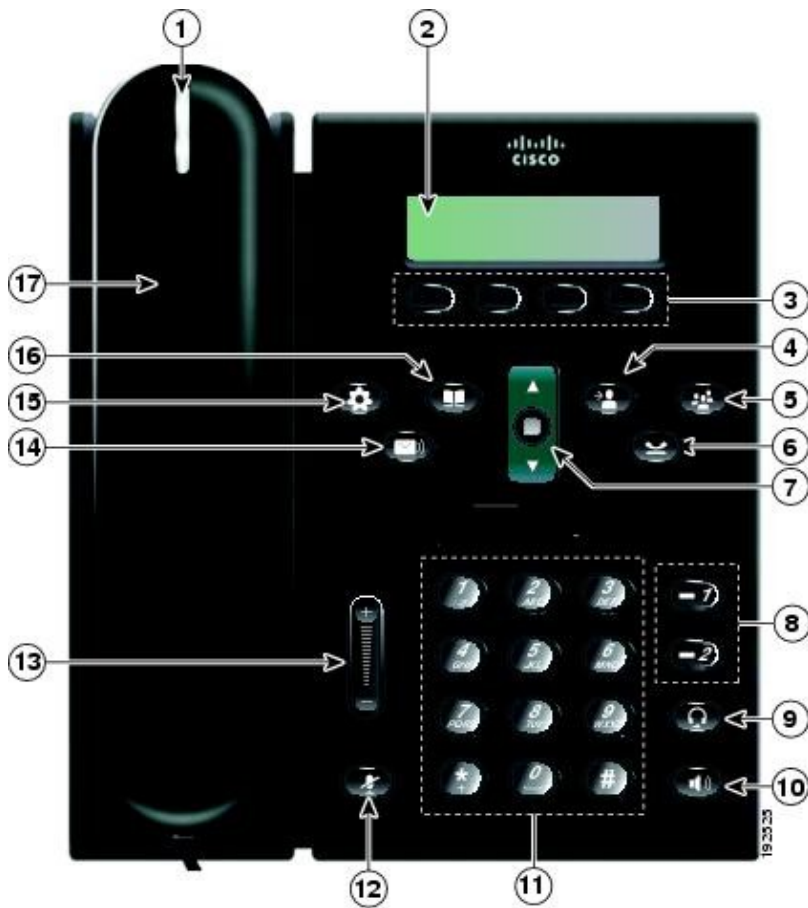
Analog headset connection (optional).

4

Network (Phone) Port (Wall connection) (10/100 SW) Power Enabled



Buttons and Hardware



1

Handset light strip

Indicates an incoming call (flashing red) or new voice message (steady red).

2

Phone screen

Shows information about your phone such as directory number, active call and line status, softkey options, speed dials, placed calls, and phone menu listings.

3

Softkey buttons



Enables softkey options displayed on your phone screen.

4

Transfer button



Transfers a call.

5

Conference button



Creates a conference call.

6

Hold button



Places an active call on hold.

7

Navigation bar and Select button



Navigation bar allows you to scroll through menus and highlight items. When phone is on-hook, displays phone numbers from your Placed Call listing (up arrow) or your speed dials (down arrow).

The Select button (in the middle of the Navigation bar) allows you to select a highlighted item.

8

Line 1 and Line 2 buttons



Line 1 selects the primary phone line.

Line 2 may provide access to:

- Secondary phone line
- Speed-dial number (speed-dial button)
- Web-based service (for example, a Personal Address Book button)

Buttons illuminate to indicate status:

- Green, steady—Active call
- Green, flashing—Held call
- Amber, flashing—Incoming call or reverting call
- Red, steady—Remote line in use (shared line)
- Red, flashing—Remote line on hold

9

Headset button



Toggles the headset on or off. When the headset is on, the button is lit.

10

Speakerphone button



Toggles the speakerphone on or off. When the 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). Standard 123-456-789-*0# layout.

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

Messages button



Auto-dials your voicemail system (varies by 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



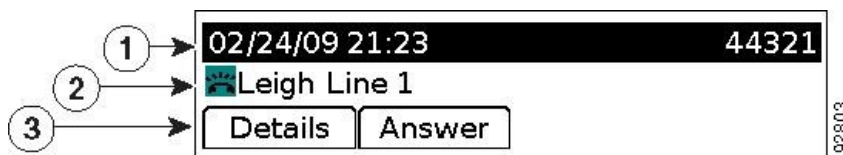
Opens/closes the Directories menu. Use it to access personal and corporate directories.

17

Handset

Phone handset.

Phone Screen



1

Header

Displays date, time, and directory number.

2

Line details and other phone information

During a call, displays details for the active line. If not on a call, displays line text label and other information such as placed calls, speed dials, and phone menu listings.

3

Softkey labels

Display softkey descriptions for available features or actions.

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



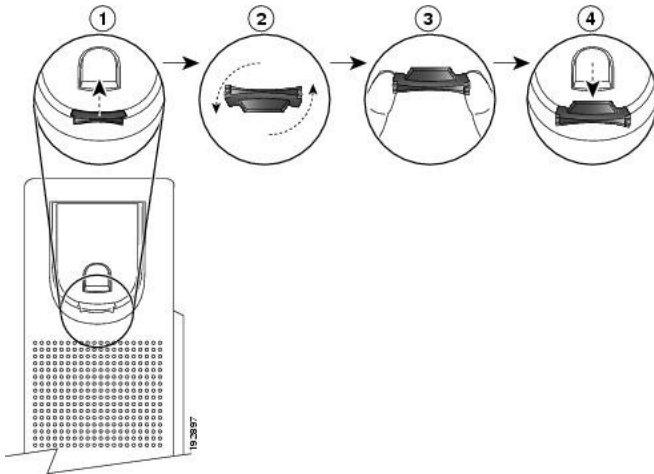
**Higher Viewing Angle (Lower Slots)
(Higher Slots)**



Lower Viewing Angle

Handset Rest

With a wall-mounted phone or high-angle phone, you might need to adjust the handset rest to ensure that the receiver will not slip out of the cradle.



1

Remove the handset from the cradle and pull the plastic tab from the handset rest.

2

Rotate the tab 180 degrees (around the Z axis or 'Roll' axis)

3

Hold the tab between two fingers, with the corner notches facing you. Make sure the tab lines up evenly with the slot in the handset cradle.

4

Press the tab evenly into the slot. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.

Adjusting Sound Volume

You can adjust the sound level of the following using the Volume bar to the left of the keypad. This is a rocker switch – press to top part to increase volume, press the lower part to decrease it

-
- Ringer Volume
- Handset Volume
- Speaker Volume
- Headset Volume



To adjust the Ringer Volume level:

- While the handset is in the cradle (on-hook), press the **Volume** bar up or down

To adjust the sound volume for the Handset, Speakerphone, or Headset go off-hook with either the Handset (lift Handset), Speakerphone (hit Speakerphone button) or Headset (hit Headset button), whichever device you wish to set:

- While off-hook, press the **Volume** bar up or down after invoking dial tone (or during a call)

To silence the phone when ringing:

- Press the **Volume Down** (lower end of the bar) **ONCE** only (pressing multiple times lowers the ringer volume)