

Making the most of your Heathrow Telephone Service







Cisco Unified IP Phone 6941

1. Dial
2. Answer
3. Mute
4. Hold
5. Conference
6. Transfer



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<h2>1. Dial</h2>	<p>To place a call, pick up the handset and dial a number. Or, try one of these alternatives.</p> <p>Redial the last number. Press the Redial softkey.</p> <p>Dial on-hook.</p> <ol style="list-style-type: none"> 1. Enter a number when the phone is idle. 2. Lift the handset or press one of these: a line button, the Call softkey, the headset  button, the speakerphone  button, or the round Select button in the Navigation bar. <p>Line buttons (labelled 1 and 2) are located to the right of the keypad.</p> <p>Speed dial. Do one of these:</p> <ul style="list-style-type: none"> • Enter a speed dial item number and press the SpeedDial softkey. • Press the down arrow on the Navigation bar when the phone is idle. Then scroll to a speed-dial item and press the round Select button in the Navigation bar. <p>The Navigation bar is located in the middle of the phone, above the keypad.</p>
<h2>2. Answer</h2>	<p>When you get a new call, these indicators display on your phone:</p> <ul style="list-style-type: none"> • A flashing red light on your handset. • A flashing amber line button. • An animated icon  and caller ID. <p>To answer the call, lift the handset. Or, press the flashing amber line button, the Answer softkey, or the unlit headset or speakerphone button.</p>
<h2>3. Mute</h2>	<ol style="list-style-type: none"> 1. While on a call, press the Mute button . The button glows to indicate that Mute is on. 2. Press Mute again to turn Mute off.
<h2>4. Hold</h2>	<ol style="list-style-type: none"> 1. Press the Hold button . The hold icon  appears and the line button flashes green. 2. To resume a call from hold, press the flashing green line button or the Resume softkey.




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5. Conference

1. From a connected call (not on hold), press the **Conference** button  .
2. Make a new call.
3. Press the **Conference** button or the **Conference** softkey (before or after the party answers).
The conference begins and the phone displays "Conference."
4. Repeat these steps to add more participants. The conference ends when all participants hang up.
The conference ends when all participants hang up.

6. Transfer

1. From a connected call (not on hold), press the **Transfer** button  .
2. Enter the transfer recipient's phone number.
3. Press the **Transfer** button or the **Transfer** softkey (before or after the recipient answers).
The transfer completes.

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Phone Overview



For further help please visit: www.heathrow.com/telecoms
or email heathrow@sita.aero

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