

## How to Use the Cisco 8691 IP Phone

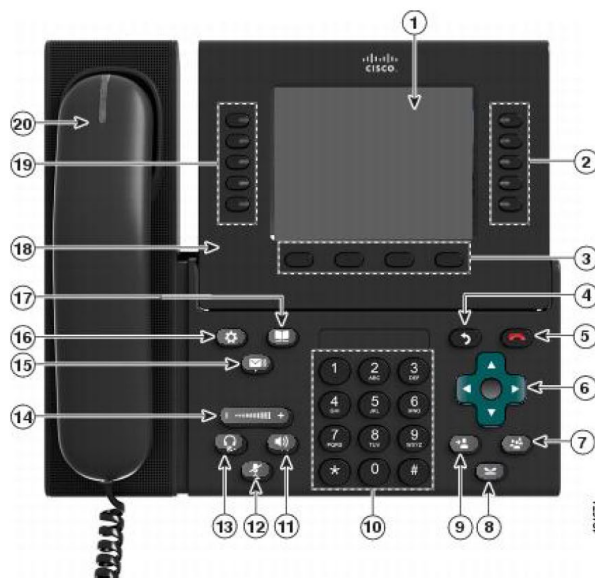
### GUIDE PURPOSE:







- How to use the Cisco 8691 IP Phone

### VERSION SUPPORTED: 8691








### How to Use the Cisco 8691 phone:

### Cisco IP Phone – Model 8691







1	Phone screen	Shows information about your phone, including directory number, call information (for example, caller ID, icons for an active call or call on hold) and available softkeys.
2	<p>Session buttons</p> 	<p>Each button corresponds with an active call or a call function. When you press the button, the action depends on the state of the phone:</p> <ul style="list-style-type: none"> <li>• Active calls: Causes the phone to take the default action for an active call. For example, if you press the session button for a ringing call, the call is answered and if you press the button on a held call, the call resumes. Session information, such as caller ID and call duration, appears on the phone screen next to the session button.</li> <li>• Call functions: When a session button is not being used for an active call, it can be used to initiate functions on the phone, as indicated by the adjacent phone screen icons. For example, press the session button to display missed calls, take the phone off hook, or dial your voicemail system (with a Voicemail icon).</li> </ul> <p>Color LEDs reflect the call state. LEDs can <i>flash</i> (blink on and off rapidly), <i>pulse</i> (alternately dim and brighten), or appear solid (glow without interruption).</p> <ul style="list-style-type: none"> <li>• Flashing amber : Ringing call. Press this button to answer the call.</li> <li>• Solid green : May be a connected call or an outgoing call that is not yet connected. If the call is connected, press this button to display the call details or the participants of a conference call. If the call is not yet connected, press this button to end the call.</li> <li>• Pulsing green : Held call. Press this button to resume the held call.</li> <li>• Solid red : Shared line is in use remotely. Press this button to barge into call (if Barge is enabled).</li> <li>• Pulsing red : Shared line call put on hold remotely. Press this button to resume the held call.</li> </ul> <p>The positions of the session buttons and feature buttons can be reversed on phones that use a locale with a right-to-left reading orientation, such as Hebrew and Arabic.</p>











3	<p>Softkey buttons</p> 	Allow you to access the softkey options (for the selected call or menu item) displayed on your phone screen.
4	<p>Back button</p> 	Returns to the previous screen or menu.
5	<p>Release button</p> 	Ends a connected call or session.
6	<p>Navigation pad and Select button</p> 	<p>The four-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field.</p> <p>The Select button (center of the Navigation pad) allows you to select a highlighted item.</p> <p>The Select button is lit (white) when the phone is in Power Save or Power Save Plus mode. Press the Select button to override Power Save and Power Save Plus mode.</p>
7	<p>Conference button</p> 	Creates a conference call.
8	<p>Hold button</p> 	Places a connected call on hold and toggles between an active and held call.
9	<p>Transfer button</p> 	Transfers a call.
10	<p>Keypad</p>	Allows you to dial phone numbers, enter letters, and choose menu items by entering the item number.



11	<p>Speakerphone button</p> 	<p>Selects the speakerphone as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.</p> <p>The speakerphone audio path does not change until you select a new default audio path (for example, by picking up the handset).</p> <p>If external speakers are connected, the Speakerphone button selects them as the default audio path.</p>
12	<p>Mute button</p> 	<p>Toggles the microphone on or off during a call. When the microphone is muted, the button is lit red. When muted, you can hear the other parties on the call, but they cannot hear you.</p>
13	<p>Headset button</p> 	<p>Selects the headset as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.</p> <p>A headset icon  in the phone screen header line indicates that the headset is the default audio path. This audio path does not change until you select a new default audio path (for example, by picking up the handset).</p>



14	<p>Volume button</p> 	<p>Controls the handset, headset, and speakerphone volume (off hook) and the ringer volume (on hook).</p> <p>Silences the ringer on the phone if an incoming call is ringing.</p>
15	<p>Messages button </p>	<p>Autodials your voicemail system (varies by system).</p>
16	<p>Applications button</p> 	<p>Opens/closes the Applications menu. Depending on how your system administrator sets up the phone, use it to access applications such as call history, preferences, and phone information.</p>
17	<p>Contacts button</p> 	<p>Opens/closes the Contacts menu. Depending on how your system administrator sets up the phone, use it to access personal directory, corporate directory, or call history.</p>
18	<p>Phone display</p>	<p>Can be positioned to your preferred viewing angle.</p>
19	<p>Programmable feature buttons (also called feature buttons)</p> 	<p>Each button corresponds with a phone line, speed dial, or calling feature.</p> <p>Press a phone line button to display the active calls for that line.</p> <p>If you have multiple lines, you may have an All Calls button that displays a consolidated list of all calls from all lines (oldest at the top). If you do not see the All Calls button, your system administrator may have set up the primary line to automatically display all calls. For information on your set up, contact your system administrator.</p> <p>Color LEDs indicate the line state:</p> <ul style="list-style-type: none"> <li>• Amber : Ringing call on this line</li> <li>• Green : Active or held call on this line</li> <li>• Red : Shared line in use remotely</li> </ul> <p>The positions of the session buttons and feature buttons can be reversed on phones that use a locale with a right-to-left reading orientation, such as Hebrew and Arabic.</p>
20	<p>Handset with light strip</p>	<p>The handset light strip lights up to indicate a ringing call (flashing red) or a new voice message (steady red).</p>



## Phone with Single Line

The way that your system administrator set up your phone determines what is displayed on your phone screen.



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1	Line label	Displays the line phone information.
2	Header	<p>Displays the date, time, and other information (such as phone number) about the selected line.</p> <p>If you are on a call and highlight the header instead of a call, the displayed softkeys are the same as those that display when the phone is idle. This is useful, for example, if you want to access the Forward All or New Call softkeys while you are on a call.</p>
3	Session button label (for connected call)	<p>Displays information (such as phone number and duration) about a connected call on the line.</p> <p>The timer counts the call duration in minutes and seconds (MM:SS) until the call exceeds 60 minutes. Then the timer counts hours and minutes (HH:MM).</p>
4	Session button label (for held call)	<p>Displays information (such as phone number and duration) about a held call on the line.</p> <p>Press the corresponding session button to resume the held call.</p> <p>The timer counts the call duration in minutes and seconds (MM:SS) until the call exceeds 60 minutes. Then the timer counts hours and minutes (HH:MM).</p>
5	New Call icon	Indicates you can press the corresponding session button to make a new call.
6	Softkeys	<p>Softkey options for the selected (highlighted) call only.</p> <p>If you select a different call (for example, you press a feature button, press the Navigation pad, or answer a ringing call), the softkey options may change.</p>



## Phone with Multiple Lines

The way that your system administrator set up your phone determines what is displayed on your phone screen.

If you have multiple lines, you may find it useful to use All Calls to view all calls on all lines. Your system administrator can also set up your Primary Line key to automatically display all calls on all lines.

If you handle many calls at one time, use Answer to answer the oldest incoming call without having to scroll down the call list and select the call.

For more information, contact your system administrator.



1	Primary line label	Displays information about the primary phone line.  Look for the blue icon on the line label to see which line is selected. In this case, the primary line is selected, and the information displayed is for the primary line only.
2	Header	Displays the date, time, and other information (such as phone number) about the selected line.  If you are on a call and highlight the header instead of a call, the displayed softkeys are the same as those that display when the phone is idle. This is useful, for example, if you want to access the Forward All or New Call softkeys while you are on a call.)
3	Session label (with Connected Call icon)	Displays information (such as call status and duration) about a connected call associated with the selected line.
4	Session labels (with Held Call icons)	Display information (such as call status and duration) about held calls associated with the selected line.  Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest.  Press the session button next to a Held Call icon to resume the held call for that session.





5	Softkeys	<p>Softkey options for the selected call only.</p> <p>If you select a different call (for example, you press a feature button or the Navigation pad, or answer a ringing call), the softkey options may change.</p>
6	Answer label	<p>Displays if your system administrator has assigned the Answer feature to the programmable feature button.</p> <p>Press this label or the corresponding button to answer the oldest incoming call without having to scroll down the call list and select the call.</p>
7	Speed-dial label	<p>Displays if you or your system administrator assigned a speed dial to the programmable feature button. This is useful if you tend to have more than five active calls on your phone.</p>
8	Nonprimary line labels	<p>Display calls and information about nonprimary phone lines.</p>
9	All Calls label	<p>Displays if the All Calls feature is enabled. Press the corresponding button to display all calls on all lines.</p> <p>Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest.</p> <p>When you are on a call, press All Calls once to select the current call or the first call on the list; press All Calls twice to select the header. With the header selected, the displayed softkeys are the same as those that display when the phone is idle. This is useful, for example, if you have multiple calls on your phone and want to access the New Call softkey.</p> <p>Using the All Calls feature is recommended if you have multiple lines on your phone.</p> <p>Your system administrator can also set up your phone so that the primary line key displays the same list as All Calls. For more information, contact your system administrator.</p>

