

## CISCO Unified IP Phone 6921 – Call Pick up

Call Pickup allows you to answer a call that is ringing on a co-worker's phone by redirecting the call to your phone. This person has to be set up in **your group** by the phone administrator (itav@sgul.ac.uk).

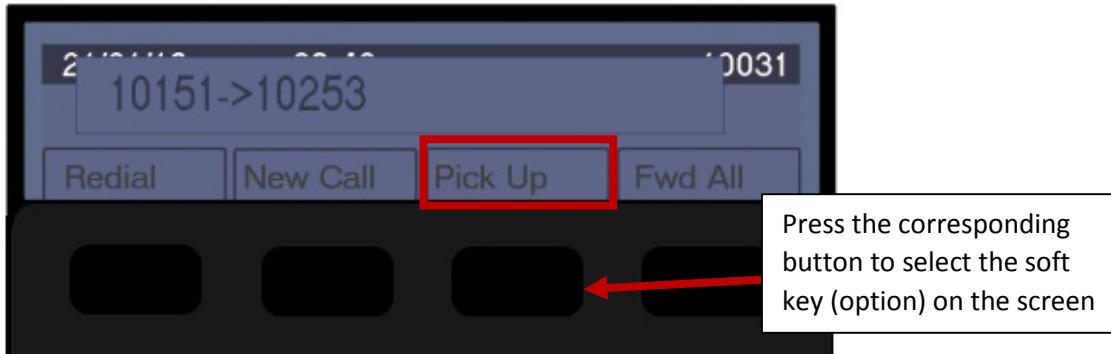
You can use *Pickup or Group Pickup*

### Pick Up - Answer a call from another phone within your pickup group

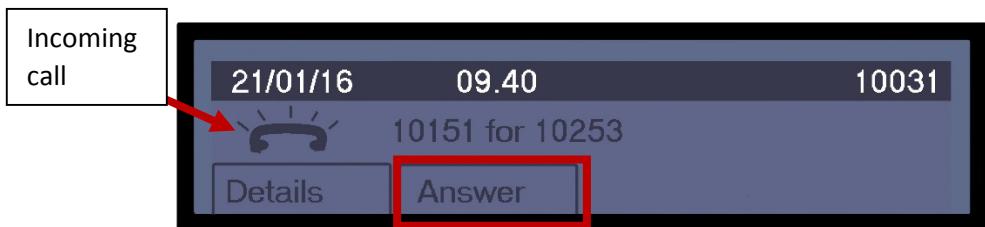
1. The **callers number and the number called** from within your group appears on your phone



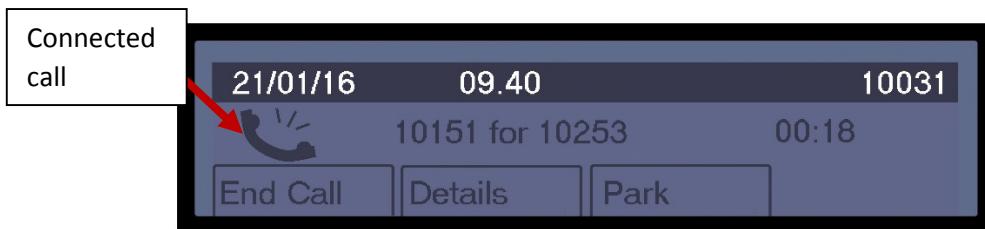
2. Select the **soft key Pick Up**



3. Select the **soft key Answer** to answer the call



4. You have picked up the call from your phone



## Group Pick Up – Pick up a call that has been made to a phone in another group.

1. Select the **soft key New Call**



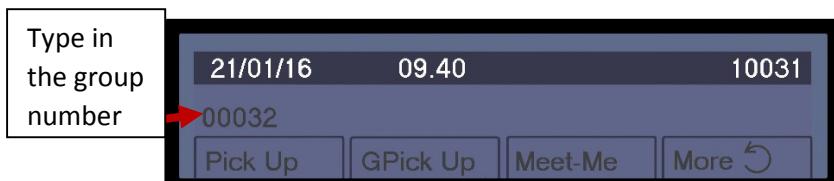
2. Select the **soft key More**



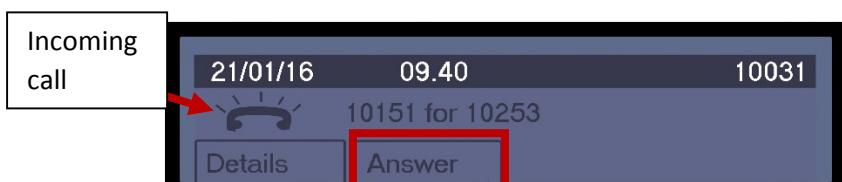
3. Select the soft key **GPick Up**



4. Type in the number of the group the ringing phone belongs to **e.g. 00032**



5. Select the **soft key Answer** to answer the call



6. You have picked up the call from your phone

