

## Quick Start Guide



### Cisco Unified SIP Phone 3905

- 1 Dial
- 2 Answer
- 3 Mute
- 4 Voicemail
- 5 Call Forward All
- 6 Hold
- 7 Conference
- 8 Transfer
- 9 Volume Settings
- 10 Tips




**Note** For best results, print on 8.5 x 14" (legal-sized) paper.

## 1 Dial


To place a call, pick up the handset or press the **Speakerphone** button , and dial a number.

### Redial the last number


Press the **Redial** button .

## 2 Answer

When you get a new call, your phone light strip flashes red. To answer the call, do one of these:

- Lift the handset.
- Press the **Speakerphone** button .

## 3 Mute

**Step 1** While on a call, press the **Mute** button .

**Step 2** Press **Mute** again to turn Mute off.

## 4 Voicemail

When you get a new message, your phone provides these indicators:

- A solid red light on your phone light strip.
- An audible message waiting indicator (if available).

### Listen to messages

**Step 1** In the center of the Navigation bar, press the **Feature** button.



**Step 2** Select **Voice Mail** (use the Navigation pad to scroll).

**Step 3** Press the **Feature** button, and then follow the voice prompts.

## 5 Call Forward All

**Step 1** In the center of the Navigation bar, press the **Feature** button.


**Step 2** Select **Call Forward All** (use the Navigation pad to scroll) and press the **Feature** button.

**Step 3** Listen for the confirmation tone, then enter the phone number to forward calls.

**Step 4** To cancel call forwarding, repeat Steps 1-2.

When you lift the handset, you will hear a confirmation tone until you cancel call forwarding.

## 6 Hold

**Step 1** Press the **Hold/Resume** button .

**Step 2** To resume a call, press the **Hold/Resume** button again.


## 7 Conference

**Step 1** From a connected call (not on hold), press and release the hookswitch to get a dial tone.

**Step 2** Enter the phone number of the party to add to the conference.

**Step 3** Press and release the hookswitch again (before or after the recipient answers). The conference begins.

## 8 Transfer

**Step 1** From a connected call (not on hold), press the **Transfer** button .

**Step 2** Enter the transfer recipient's phone number.

**Step 3** Press the **Transfer** button again or hang up (before or after the recipient answers).

The transfer completes.

## 9 Volume Settings

The Volume button is located below the keypad.



- To adjust the handset volume, press the Volume button up or down when the phone is off-hook.
- To adjust the ringer volume, press the Volume button up or down when the phone is on-hook.

## 10 Tips

### How do I use the Feature button?

The **Feature** button enables you to access features such as Call Forward All, Pickup, and Group Pickup. You can press the **Feature** button and use the Navigation pad to scroll through the available features.

### Where can I find a complete User Guide?

[http://www.cisco.com/en/US/products/ps7193/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/ps7193/products_user_guide_list.html)

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