



## Quick Start Guide



### Cisco Unified SIP Phone 3905

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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.

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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