

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.

- To reach an outside line, dial *9
- For internal calls to elementary schools or admin sites, dial the 4-digit extension
- To reach secondary schools, dial *9 and the 7-digit extension

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

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