

## 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.
- 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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