Cisco Unified IP Phone 3905 Quick Reference Card

Quick reference is intended for Cisco Unified IP phone users who are already familiar with their phones. For details on your phones and phone features, see the user guide at the following URL:
http://www.etsu.edu/oit/facultystaffinfo/telephoneusage/voip.aspx

Answer a Call
• Lift the handset.
• If you are using the speakerphone, press the Speaker button.

Adjust the Volume
• During a call, press * or - on the Volume button to increase or decrease the volume respectively.
• Press the * or - on the Volume button while the handset is in its cradle and the phone is idle.

End a Call
• Hang up the handset.
• If you are using the speakerphone, press the Speaker button.

Call Forward All
Call Forward All allows you to forward calls on your phone to another number. You can set up Call Forward All directly on your phone. To access Call Forward All remotely, go to your User Options web pages.

To access Call Forward:
1. Press the center button of the Navigation Pad button.
2. Navigate for the “Call Forward All” option.

Your system administrator sets up the call pickup group you are in and the call pickup buttons depending on your call-handling needs and work environment.

Check for Voice Messages
• Look for a solid red light on your handset.

Conference
• Use hookflash to set up a conference call.

Hold a Call
Hold
• Press the Hold button . The line button flashes green.

Resume a call
• To resume the call, press the flashing green line button.

Mute
• Press the Mute button to turn Mute on.
• Press the Mute button again to turn Mute off.

Place a Call
• Lift the handset and dial the number.
• Dial the number, and then lift the handset.
• Dial the number, and then press the Speaker button.
• Press the Speaker button, and then dial the number.

Redial a Number
• Press the Redial button .
• To place the call, get a dial tone on the line, then press the Redial button.

Transfer a Call
• Press Transfer button to put the first call on hold and initiate a new call.
• Press the Transfer button the second time to finish the transfer.

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