# Cisco IP Phone 3905

# Navigating Your Phone

## Display

The display at the top of the phone will provide useful information such as the current date and time, message waiting notification, line details like Caller ID, and menu items.

## Scrolling

To scroll though a menu or list, press up or down on the Navigation buttons then Select using the center button.



A scroll bar on the screen indicates your relative position within a list.

## Features

When your phone is off-hook, the center Select button on the navigation bar acts as a feature button. Use this button to access additional features on your phone, such as voicemail and call forward.

# Dialing

To place a call, pick up the handset and enter a number. Or, try one of these alternatives.

### **Redial the last number**

Press the Redial button to redial the last number entered on your phone.

### **Dial on-hook**

1. Enter a number when the phone is idle.
2. Lift the handset or press the Speakerphone button to complete the call.

# Answer a Call

New call indicators:

* A flashing amber line button
* An animated icon and caller ID
* A flashing red light on your handset

To answer the call, lift the handset, or press the Speakerphone  button.

## Call Waiting

If you are talking on the phone when you get another call, a message appears briefly on the phone screen. Press the Hold button to place your current call on hold and answer the incoming call. Use Hold and the Navigation buttons to toggle between active calls.

# Hold

Press the Hold button. The hold icon appears next to the call information in the display.

To resume a call from hold, press the Hold button a second time.

# Transfer

1. From a connected call (not on hold), press the Transfer button.
2. Enter the transfer recipient’s phone number.
3. Press the Transfer button immediately to complete a blind transfer, or wait for the recipient to answer and announce the transfer prior to pressing the Transfer button to complete the transfer.

# Conference

1. From a connected call (not on hold), press and release the hookwitch to get dial tone.
2. Dial the next participant’s phone number.
3. Press and release the hookswitch again, either before or after the party answers.

The conference begins.

The conference ends when all participants hang up. To drop the last person added to the conference while maintaining the call with the first participant, press and release the hookswitch again.

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# Voicemail

When you receive a new voicemail message, you will notice these three message indicators:

* A solid red light on your handset
* A stutter dial tone (for visually impaired users)
* Message icon on your phone display

## Listen to Messages

1. Press the Features  button.
2. Us the Navigation buttons to select to Voice Mail in the display.
3. Follow the voice prompts to listen to your messages.

# Forward Calls

To forward your calls to another telephone number for coverage, perform the following steps:

1. Press the Features  button.
2. Use the Navigation buttons to select Call Forward in the display.
3. Listen for the confirmation tone, then enter the number to which you want to forward your calls. A visual confirmation will appear in the display.
4. To cancel Call Forwarding, repeat steps 1 and 2.

# Call History

Call History allows you to view information about the last 50 missed, placed or received calls on your phone.

To view your call history:

1. Press the Applications button.
2. Use the Navigation buttons to select Call History.
3. Select from the four available categories: Missed, Received, Placed, or All calls.
4. Use the Back button to return to the Applications menu, or press the Applications button to close the menu.

## Dial from Call History

1. Open your Call History using the procedure above.
2. Use the Navigation button to highlight the call you wish to dial.
3. With the call highlighted, pick from the following options to dial:

* Press the Select button to dial using speakerphone.
* Pick up the handset.
* Press the Speakerphone button.

**Quick Reference Guide**



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