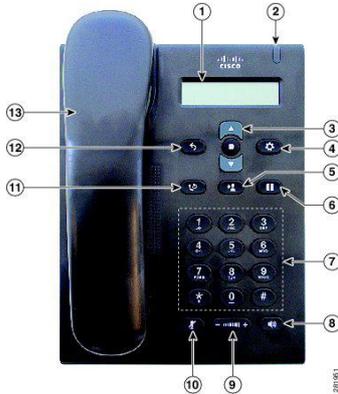


Cisco 3905 User Guide



Feature Buttons

- 1. Phone Screen 1. Date & Time
- 2. Line Detail



- 2. Light Strip—Solid: Message Notification
- Light Strip—Flashing: Incoming Call

- 3. Navigation Bar & Select Button Select button
- 4. Application Button
- 5. Transfer Button
- 6. Hold Button
- 7. Dial Pad
- 8. Speaker Button
- 9. Volume Button
- 10. Mute Button
- 11. Redial Button
- 12. Return Menu Button

Basic Call Handling

To view basic dialing instructions, see the following website:  
<http://www.udel.edu/voip/dialing.html>

BASIC CALL PLACING OPTIONS

- Pick up the handset.
- Press the Speakerphone button.

ANSWERING CALLS

- While idle:
- Lift the handset.
  - Press the Speakerphone button.

HOLD/RESUME

- While on an active call:
1. Press the **Hold** button.
  2. Retrieve the held call, press the **Hold** button.

CALL WAITING

During an active call, if a second call rings in, you will hear a single beep.  
 To answer (the original call will be put on hold automatically),  
 press the **Hold** button.

Transfer Options

BLIND TRANSFER

- While in an active call:
1. Press the **Transfer** button.
  2. Dial the intended party.
  3. Press the **Transfer** button again to complete the transfer.

## CONSULT TRANSFER

While in an active call:

1. Press the **Transfer** button.
2. Dial the intended party.
3. Wait for the party to answer and announce the call, press the **Transfer** button again to complete the transfer.
4. If dialed party does not wish to take the call, press the **Hold** button, then resume the original call.

## TRANSFER TO VOICEMAIL

1. Press the **Transfer** button.
2. Dial \* plus the 4-digit extension.
3. Press the **Transfer** button again.

## Conferencing Options

### AD-HOC CONFERENCING (MAX 6)

While in an active call:

1. Press the hook-switch (flash button).
2. Wait for a dial tone.
3. Dial the intended party.
4. Press the hook-switch again to connect parties.
5. Repeat to add additional parties.

### REMOVE LAST PARTY FROM A CONFERENCE CALL

While in an Ad-Hoc or Joined Conference call:

1. Press the hook switch.
2. The last party is dropped.

## Call Forwarding

To activate:

1. Press the **Select** button.  **Select** button
2. Scroll using the **Navigation Bar** arrows, until **Call Forward All** is displayed on the phone screen.
3. Press the **Select** button.
4. Wait for a dial tone; dial the desired destination. To deactivate:
  1. Press the **Select** button.
  2. Scroll till **Call Forward All** is displayed.
  3. Press the **Select** button again.

## Cisco 3905 Voicemail Set Up

### ID & PIN

Internally from your own phone:

1. Press the **Select** button (shown right).  **Select** button
2. Press the downward pointing **Navigation Bar** arrow once.
3. You will see the **Voice Mail Access** option.
4. Press the **Select** button again.

### INITIAL SETUP

Follow the prompts to set up your mailbox:

**“Record your name”**

**“Record your greeting”**

**“Change your temporary PIN”**

The "temporary" PIN is "159357"

***You will be prompted to change the PIN during the initial set up.***

If you hang up before you have completely enrolled, you will have to repeat the setup process the next time you access voicemail.

### ACCESS FROM UD PHONE

1. Dial 7000 (internal) or 831-7000 (remotely).
2. Enter your 7-digit phone number (831-XXXX), then press #
3. Enter your PIN, then press #

### VOICEMAIL PROMPTS

To view a list of the common voicemail prompts, see the following website:

<http://www.udel.edu/voip/voicemail.html>