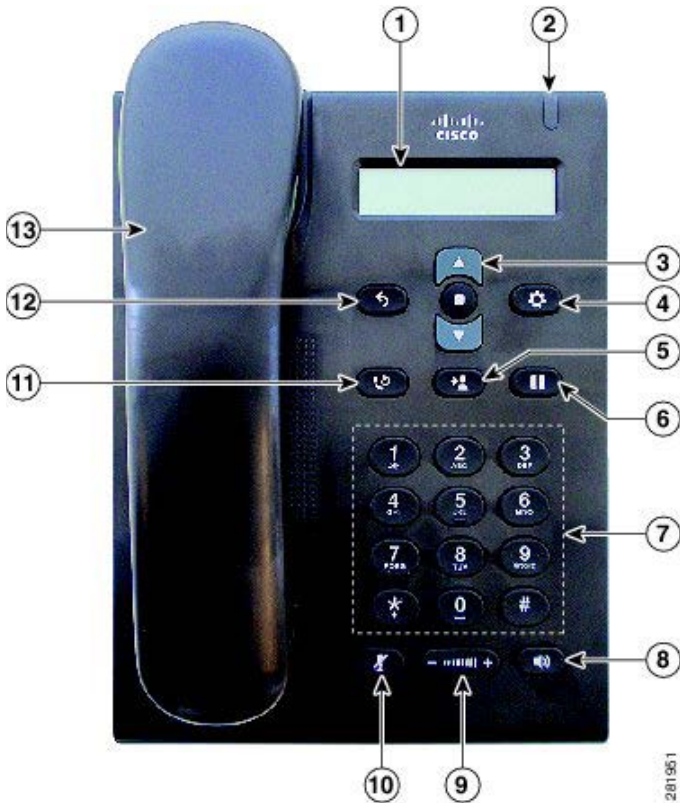


Cisco IP Model 3905 Series Phone

Dialing Instructions

- **Emergency:** dial **911**
- **Internal employee at same location:**
Dial their five-digit extension
Note: there is a 10-second delay when dialing any combination of digits that begins with 1, followed by 2 through 9
- **Outside calls:**
 - **1 + xxx-xxx-xxxx**
No need to dial 8 or 9

Feature Keys



- | | |
|--------------------------|-----------------|
| 1. Phone screen | 8. Speakerphone |
| 2. Light strip | 9. Volume |
| 3. Navigation and Select | 10. Mute |
| 4. Applications | 11. Redial |
| 5. Transfer | 12. Back |
| 6. Hold/Resume Call | 13. Handset |
| 7. Keypad | |

Placing a Call on Hold

- During a call, press the **Hold** button (or softkey)
- Press **Resume** to retrieve held call.

Call Waiting

- Upon hearing call waiting tone, press the **Hold/Resume** button
- *Current call is automatically placed on Hold. Press the **Hold/Resume** button again to return to the first call.*

Transferring a Call

- Press the **Transfer** button (or softkey)
- Dial number (*can pause here to talk to new party before you complete the transfer*)
- Press the **Transfer** button (or softkey) again

If called number does not answer or want transfer

- Press **End Call** softkey
- Press **Resume** softkey to return to original call

Voicemail Setup

- Dial 5555 and wait for Voicemail to answer
- Press * and your **4-digit extension** then #
- When prompted enter the default PIN
246800#
- Follow Prompts to completion
 - Set new PIN (**at least 6 digits, cannot be same or consecutive digits**)
 - Record name
 - Record standard greeting

Accessing Voicemail

From your Desk Phone or another Cisco Phone

- Dial 5555
- Wait for Voicemail answer
- Press * **plus** your **4-digit extension** then #
- Enter your **voicemail PIN** then #

From an outside Phone

- Dial main number 856-222-9311
- Enter *
- Wait for Voicemail answer
- Press * **plus** your **4-digit extension** then #
- Enter your **voicemail PIN** then #

Standard Keys

When Sending, Forwarding or Replying to a Message

- 0** = Conversation Help
- *** = Exit or Cancel
- #** = Skip or Move Ahead
- ##** = Toggle between entering an extension number or spelling a subscriber's name

(Continued on other side)

Basic Menu Options

- 1 = Check **New** Messages
- 2 = **Send** a Message
- 3 = Review **Saved** Messages
- 4 = **Setup** Options

Changing Setup Options

To change your PIN, change your recorded name, or re-record available greetings:

- Login to voicemail
- Press 4
- Select the appropriate option then follow the prompts

Change PIN

- Login to voicemail
- Press 4-3-1
- Enter new PIN then #
- Enter new PIN again then #

Change Your Recorded Name

- Login to voicemail
- Press 4-3-2
- At the tone, record your name

Message Commands While Listening

- | | |
|---|-------------------|
| 1 = Restart | 5 = Change volume |
| 2 = Save | 6 = Fast playback |
| 3 = Delete | 7 = Rewind |
| 4 = Slow playback | 8 = Pause/Resume |
| # = Forward to end | 9 = Fast forward |
| ### (in this section only) = Skip to next message, keeps current message as new | |

Message Commands After Listening

- | | |
|--|---------------------|
| 1 = Repeat | 5 = Forward |
| 2 = Save | 6 = Mark as new |
| 3 = Delete | 7 = Rewind |
| 4 = Reply | 9 = Play msg header |
| # = Save as is | |
| ## (in this section only) = Skip to next message, keeps current message as new | |