CISCO 3905 IP PHONE QUICK START GUIDE

VOICEMAIL OPTIONS
http://voicemail.cmu.edu

USER OPTIONS
http://phone.cmu.edu/

NEED HELP?
PHONE (412) 268-4357 (HELP)
EMAIL tc-help@cmu.edu
Phone Applications

CALL HISTORY
Call History allows you to view information about the last 150 calls on your phone. An icon displays indicating the type of call:

- Received
- Placed
- Missed

When a call is taking place:
- The caller ID appears with the call icon.
- If the caller ID is unavailable, the phone number is displayed.
- If the phone number is unavailable, then “Unknown” is displayed.
- All Call History items are integrated into one list and are ordered by time (latest to oldest).

**NOTE:** Your phone history is limited to the last 150 calls.

View Call History
1. Press the Applications button
2. Use the Navigation pad to scroll to Call History and press the Select button.
3. The screen displays the call history with an icon associated for each type of call. Use the Navigation pad and Select button to scroll and select a call as desired.
4. Press the Return button to return to the main screen.

Dial From Call History
1. Press the Applications button
2. Use the Navigation pad to scroll to Call History and press the Select button.
3. Scroll until a desired Call History type (Missed, Received, etc.) is highlighted and press the Select button.
4. Use the Navigation pad to scroll until the person or number you want to dial is highlighted.
5. Do ONE of the following:
   - Pick up the headset.
   - Press the Select or speakerphone button.

RING TONES
You can choose the ringtone, per line, that your phone plays to indicate an incoming call.

Change Ringtone for a Line
1. Press the Applications button
2. Use the Navigation pad to scroll to Preferences and press the Select button.
3. Select Ringtone.
4. Scroll to the desired ringtone ringtone.
5. Press the Select button to hear the tone and apply it.
6. Press the Return button to return to the Preferences screen.

Calling Features

Forward Calls on your Phone
1. Press the Select button to view the Feature List menu.
2. Use the Navigation pad to scroll to Call Forward All and press the Select button.
3. Do one of the following:
   - Enter a phone number (including 9 to dial outside, e.g. 9-412-XXX-XXXX)
   **NOTE:** Visual confirmation displays for a few seconds to confirm the number to which your calls will be forwarded.
4. To verify that your calls are forwarded, look for:
   - A Forward All icon on the line label.
   - The forwarding information in the header on main screen.
5. To cancel call forwarding, press the Select button and use the Navigation pad to scroll to and select Call Forward All to toggle it off.
   **NOTE:** To set up conditional call forwarding, go to the User Options Web pages: [http://phone.cmu.edu](http://phone.cmu.edu)

Hold and Resume a Call
1. Start with an active call.
2. Press the Hold button.
   The Hold icon displays and the line button pulses green.
3. To resume the highlighted call, press the Hold button again.

Mute Your Phone
1. Press the Mute button to turn Mute on.
   Visual confirmation displays.
2. Press the Mute button again to turn Mute off.

Dial a Number On-hook
1. Enter or speed-dial a phone number.
2. Go off-hook.

Place a Call with a Speed-Dial Code
Before you can use speed-dial codes on your phone, you must set up the codes on your User Options Web pages.

Use a Speed Dial Code on Hook
Enter the speed-dial code and press the Select button

Transfer a Call to Another Number
1. Start with an active call (not on hold).
2. Press the Transfer button and enter the transfer recipient’s phone number.

NEED HELP?
PHONE (412) 268-4357 (HELP)
EMAIL tc-help@cmu.edu