CISCO 3905 Telephone Info Sheet

Effective August 2012

To place an outside call:
- Press 9+ the number.
- A beep will prompt you for your Access Code, type in 8+your ALIO ID number and #.

To dial another extension:
- Press the 4 digit extension number

To transfer an incoming call:
- Press **Transfer** (button with an arrow pointed at a person)
- Enter destination extension
- Announce the call when the person answers
- Press **Transfer** again to complete the transfer
- HINT – Push the transfer button the second time right after entering destination to perform a blind (unannounced) transfer

To transfer an incoming call directly to a person's voicemail:
- Press **Transfer**
- Enter *destination extension, then press **Transfer** again.

Voicemail – From your phone.
- Press **Select** button (button with a white square), scroll down to option 2, then press the **Select** button again. (or dial 8900)
- Enter your pin, followed by # and follow the prompts.
- The first time you log in to voicemail, you will be prompted to setup your password, name and messages

Voicemail – From other district phones.
- Press **Select** button (button with a white square), scroll down to option 2, then press the **Select** button again. (or dial 8900)
- Enter * and your extension, followed by #. Then enter your pin, followed by # and follow the prompts.

Voicemail – From any phone outside the district.

- Dial your number, 309-284-XXXX and wait for the voicemail to pick up.
  Enter * and your extension, followed by #. Then enter your pin, followed by # and follow the prompts.