LINKSYS®
A Division of Cisco Systems, Inc.

1. Handset
2. Message Waiting Light
3. STATUS
4. Ringer On/Off Switch
5. FLASH
6. REDIAL
7. VOL

SPA901 IP Phone

VoIP
Voice

Quick Reference

CISCO SYSTEMS

Model No. SPA901

Phone Features

Phone Features
1. Handset
2. Message Waiting Light
The light is on when there is a message. To access voice mail, dial the mailbox number given to you by your Phone Administrator.

NOTE: If the light double blinks, there is a connection problem. If the network cable is securely in place and the light still double blinks, contact your Phone Administrator. If the light fast blinks, it is downloading or writing firmware. Do not power off.

3. STATUS
This light can be green, red, orange or off.

Status Light is:	It means:
Off	You can make a call (normal state).
Solid Green	You can make a call (line is shared with another phone).
Blinking Green	You can pick up at this phone (a shared line was put on hold).
Blinking Red	You can pick up (a call was put on hold at this phone).
Solid red	You cannot make a call (line is in use).
Solid Orange	You cannot make a call (phone is not registered to the System). Contact your Phone Administrator.

4. Ringer On/Off Switch
Move the switch up to turn the ringer on or down to turn it off.

5. FLASH
Press to pick up a second incoming call, transfer a call, or set up a three way conference call.

6. REDIAL
Press to redial the last number called.

7. VOL
Press the right side to increase or the left side to decrease the volume for the handset (when on a call) or the ringer (when the phone is ringing).

Transferring Calls
Attended Transfer
1. Press **FLASH** during an active call.
2. The first call goes on hold and there will be a dial tone. Dial the second phone number.
3. When the second person answers, you can have a private conversation without the first person hearing it.
4. To connect the call to the second person, hang up the phone.

Unattended Transfer
1. Press **FLASH** during an active call.
2. The first call is placed on hold. There will be a dial tone. Dial the second telephone number.
3. When the phone rings, hang up.

Three Way Conference Calling
1. Press **FLASH** during an active call.
2. The first call is placed on hold. There will be a dial tone. Dial the phone number to conference in.
3. Press **FLASH** again. The conference call will now include all parties.
4. Hanging up disconnects all parties.

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