

VoIP: 7900 SERIES

QUICK REFERENCE CARD

Important VoIP Buttons

Navigation Key



Use either of these buttons (depending on your model) to scroll through text and menu items on your screen to select displayed features.

Soft Key



Keys located under the display screen that correspond to the option tabs displayed at the bottom of the screen.

Line and Speed Dial Key



(Model Nos. 7940, 7941, 7940, 7960, 7970 only)
Buttons used to access a new line or automatically dial a stored number.

Telephone Features

Call Forward

Activate

- Press **CFwdALL**; special dial tone is heard
- Enter the number where calls will be forwarded

Deactivate

- Display shows where calls will be sent
- Press **CFwdALL**; forwarding number clears

Conference Call

- Place or receive initial call
- Press **more** soft key until Confrn appears
- Press **Confrn** soft key
- Dial third party and announce call
- Press **Confrn** soft key again
- Repeat above steps to add additional parties (up to 6 total participants)

Transfer Call

Place

- Press **Transf** soft key
- Dial number
- Press **Transf** soft key

Cancel

- Listen for busy signal or no answer
- Press **EndCall** soft key

(7940/41/60/70)

- Press **Resume** soft key to return to original call

(7911/12)

- Press **Hold** button to return to original call

Call Waiting

Same Line

- Press **Answer** soft key to answer first call
- Press **Answer** soft key to access second call; this places original call on hold
- Toggle between calls by using the **Navigation** key
- Press **Resume** soft key to reconnect with selected call

Second Line

(7940/41/60/70 only)

- Press **Answer** soft key to answer first call
- Press incoming call **Line Key** to access call on second line; this places first line on hold
- Toggle between calls by pressing the **Line Key** of the line you wish to speak on

Answering Shared Line

(7940/41/60/70)

Hold

- Press **Answer** soft key to answer first call
- Press **Hold** soft key to place call on hold

Answer

- Lift handset from the other shared telephone set(s)
- Press **Line Key** to answer call

(7911/12)

Hold

- Press **Answer** soft key to answer call
- Press **Hold** soft key to place call on hold

Answer

- Lift handset from the other shared telephone set(s)
- Press **Navigation** key to highlight line on hold
- Press **Hold** soft key to answer call

Register Phone

Through

Self-Provisioning

- Access <http://voip.cts.ucla.edu>
- Click **Login** button
- Enter UCLA Logon ID and Password; click the **Sign In Now** button
- Click the **Add New Phone** button
- Enter your 10-digit number in second textbox; click the **Continue** button
- Select **Services** button on your phone
- Select **Tools**; select **Identify This Phone**
- Enter code that appears in web browser into telephone instrument; press **Submit** key
- Return to web browser; click **Continue**
- Click **Continue** again
- Verify information; click **Continue**