### 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
  - Display shows where calls will be sent
- **Deactivate**
  - 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** (7940/41/60/70)
  - Listen for busy signal or no answer
  - Press **EndCall** soft key
  - Press **Resume** soft key to return to original call
- **Cancel** (7911/12)
  - Listen for busy signal or no answer
  - Press **EndCall** soft key
  - 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)

<table>
<thead>
<tr>
<th>Hold</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press <strong>Answer</strong> soft key to answer first call</td>
<td>Lift handset from the other shared telephone set(s)</td>
</tr>
<tr>
<td>Press <strong>Hold</strong> soft key to place call on hold</td>
<td>Press <strong>Line Key</strong> to answer call</td>
</tr>
</tbody>
</table>

(7911/12)

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<thead>
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</tr>
<tr>
<td>Press <strong>Hold</strong> soft key to place call on hold</td>
<td>Press <strong>Navigation</strong> key to highlight line on hold</td>
</tr>
<tr>
<td>Press <strong>Hold</strong> soft key to answer call</td>
<td></td>
</tr>
</tbody>
</table>

## Register Phone

### Through Self-Provisioning
- Access [http://voip.cts.ucla.edu](http://voip.cts.ucla.edu)
- Click yellow **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**