VoIP 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, 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

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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](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**

Please note: Color field is FPO and should not be used as a graphic device.

Use the provided molecule patterns below as a base to build your own patterns. Size and opacity may vary on all versions.

Activator Molecule. Do not use in any other color than provided.
Color may vary.