**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)

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

(7911/12)

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

## 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**