CISCO IP 790x/11 GSeries

Place a call
Use any of these methods:
- Lift **handset** and dial number or
- Press **NewCall** and dial number or
- Enter a **Speed Dial** number and press **AbbrDial**

Answer a call
Two ways to answer a call:
- Lift **handset** or
- Press **Answer**

(Call) Hold
Place a call on hold
- Press **Hold**

Press the **Resume** soft key to return to held call
If multiple calls are on hold, be sure to select the desired line button of the held call before pressing **Resume**

AbbrDial (Abbreviated Dial)
Dial using a speed dial index number
- Enter speed dial index number (1-99) on the keypad
- Press **AbbrDial**

Speed dialing enables you to store up to 99 frequently dialed phone numbers and then quickly dial them when a numeric code (1-99) is entered rather than dialing the entire phone number
*Speed dials are set up via the User Options Web Interface at https://voip.psu.edu/*

Barge
Add yourself to a call on a shared line
- Push line button in use
- Press **Barge**

This is a non-standard feature
Contact TNS for more information

CallBack
Receive notification when a busy or ringing VoIP extension you have called becomes available
- Press **CallBack**
- Hang up
- Phone will provide a ring notification when extension becomes available
- Press **Dial** to call or press **Exit** to cancel

Note: this feature will not work if called party has their call forwarding enabled

End a call
- Press **EndCall** or
- Hang up

More
Displays additional soft keys
- Press **more** to display additional soft keys

CFwdALL (Call Forward All Calls)
Redirect all calls to another number
- Press **more**
- Press **CFwdALL**
- Dial forwarding number

Press **more, CFwdALL** to deactivate call forwarding

ConfList (Conference List)
View conference participants
- During a conference, press **more**
- Press **ConfList**

To remove participants, arrow up or down to select participants and press **Remove**

Confrn (Conference Call)
Create a conference call
- During a conference, press **more**
- Press **Confrn**
- Dial telephone number
- Press **Confrn** to add party to conference
- Repeat process to add additional party (up to five) to conference

Dir Trfr (Direct Transfer)
Merge two calls on the same line to each other
- Scroll to highlight each active call on the same line and press **Select**
- Press **more**
- Press **DirTrfr**

The two calls connect to each other and drop you from the call

Redials the last number
- Press **Redial**
Consultation Hold
Place a call on hold and consult privately with a third party

- Press **Hold**
- Press **NewCall**
- Dial third party’s number, consult privately, **EndCall**

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

Join
Invite current callers to join a standard conference

- Scroll to each active call on the line and press **Select**
- From one of the selected calls, press **more**
- Press **Join**

Press **more** and **ConfList** to see a list of conference participants

Participants are listed in the order in which they join the conference with the most recent additions at the top

Menu
Quickly access information such as call logs and phone settings

To view and dial from a call log:
- Press **Menu** button
- Choose **Directories**
- Choose **Missed Calls, Placed Calls, or Received Calls**
- Press **Select**
- Press **Exit** twice to return to display

(Call) Park
Store a call at any VoIP phone and retrieve it at another VoIP phone

To Park a call:
- Press **more**
- Press **Park**
- The screen displays the number where the call is parked

To Retrieve Parked call:
- Dial the Call Park number from any VoIP phone
- Press **Dial**

Transfer
Transfer a call to another University Park extension

During a call:
- Press **Transfer**
- Dial target number
- Press **Transfer** button

Search for Penn State persons with published telephone numbers in the Penn State online Directory

- Press **Directories** button
- Select, **Penn State People Search**
- Enter all or part of last name (req.)
- Enter all or part of first name (opt.)
- Press **Submit**
- Scroll to Desired entry
- Press **Dial** to call using speakerphone or
- Lift **handset** to call using handset

User Options Web Interface
Control settings and features such as Call Forwarding, Speed Dials, and Personal Address Book from your computer using the User Options Web Interface

Logging in:
- **https://voip.psu.edu/**
- Enter your Penn State Access Account **User ID** and **Password**
- Click **logon**
- Select your primary phone model from the “Select a device” drop down menu

Note: Accessing the User Options Web pages from outside of the Penn State network requires authentication using the Penn State VPN Service available for download at http://aset.lts.psu.edu/vpn/

Call Trace *57
Call Trace ensures that the number of your last incoming caller is traced so that appropriate action may be taken against the harassing party.

- After receiving a harassing or offensive call
- Hang up immediately
- Lift the receiver and listen for dial tone
- Press *57 and listen for confirmation announcement
- Hang up, and contact University Police Services at 3-1111 for further information

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