

# Vodafone One Net Business

## Quick Reference Guide

### Huawei eSpace 7950 IP Phone and 7903X Expansion Module



This is a quick reference guide for your Huawei eSpace 7950 IP Phone and 7903x Expansion module on the Vodafone One Net Business Unified Communications service. This guide is designed to show you the most commonly used features of both the service and your IP phone.

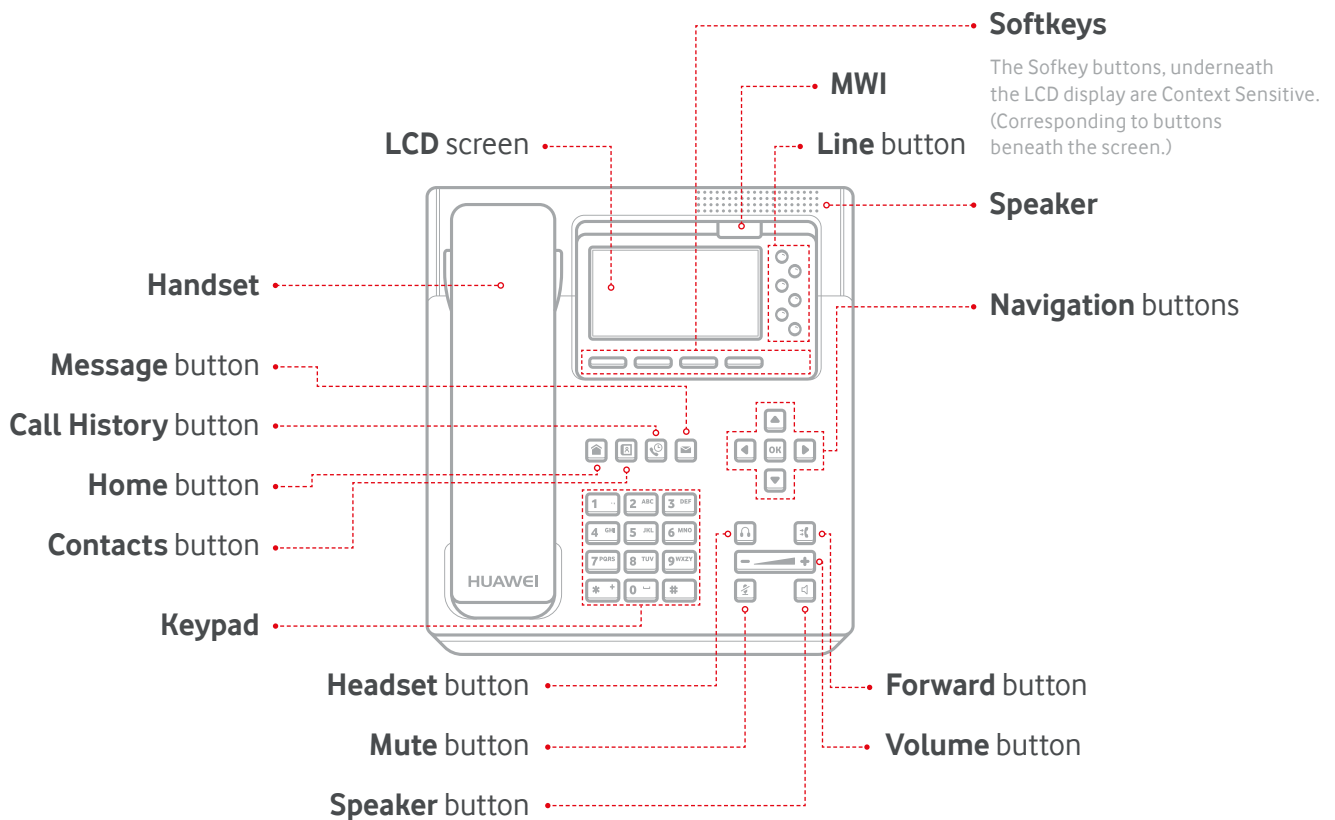
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# Getting to know your IP phone

Your One Net IP phone has been designed with intuitive technology, using simple icons to describe each button function. Some buttons are known as **Fixed** feature buttons which are static, while others are **Context Sensitive**. These adjust to the state of the IP phone or a specific task, such as redial, in a call, or making a call.

## HUAWEI ESPACE 7950 BUTTON LAYOUT



# Making a call on your IP phone

You can make a call in various ways. You can use the handset or go hands-free with just the keypad and speaker. Or, if your headset is connected, you can press the Headset button and make a call.

The IP phone's keypad is a “**hot keypad**”, which means you can dial a number and then choose your method of connecting: headset, handset, speaker/hands-free, etc.

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## PLACING CALLS BY DIRECTLY ENTERING NUMBERS

**Step 1** Pick up the **Handset**. You should see the dialling screen and hear the dial tone. The line button LED should be continuously green.

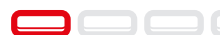
 **NOTE**

- You can also view the dialling screen by pressing the Speaker button, Headset button, or line button of the account.

**Step 2** Enter the number of a contact, or press the **Up** or **Down arrow** button to choose a number from your contacts.



**Step 3** Press **Call**. The **Call** button will be the left-hand side **Softkey** under the LCD panel. You can also set the pound key (#) as your call button by enabling **# as Dial** in **Apps**.



 **NOTE**

- You can enter a number and then pick up the phone or press the **Call** softkey, Speaker button, or Headset button to place a call to this number.
- When you enter the number of a contact, the phone automatically finds and displays the contact.
- After a contact is selected, you can press **Edit Dial** to change the number of the contact.
- If the plus sign (+) is required when you enter a number, press the \* key twice.

## USING THE REDIAL BUTTON

**Step 1** Pick up the phone or press the **Speaker** button, **Headset** button, or line button of the account.



**Step 2** Press **Redial**. If the Redial button is set to **Display redial list**, simply choose a number and press **Call**.



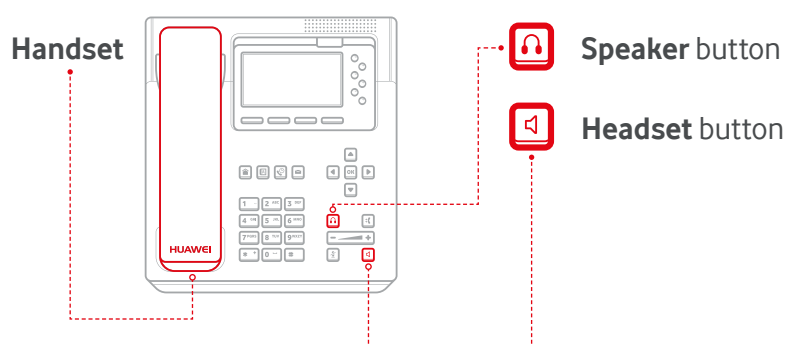
 **NOTE**

- You can change the way the **Redial** button behaves. On the home screen, set redial to simply call the last number dialled or list the most recently dialled numbers. The **Call History** button can be an alternative to **Redial**, as it displays recently called and received numbers.

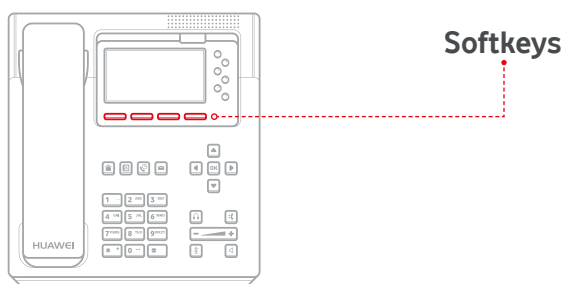
# Taking a call on your IP phone

Just as making a call can be done in many ways, answering a call is just as flexible.

**Opt, 1** To answer an incoming call, pick up the **Handset**, then press the **Speaker** or **Headset** button (make sure the headset is connected).



**Opt, 2** You will also have options to **Ignore** or **Reject** an incoming call on the **Softkeys** under the LCD.



**NOTE**

- If the calling number is stored in the **One Net Corporate Directory**, the caller's details will be displayed on the LCD while the phone is ringing. Contact your administrator for more information.


# Managing active calls on your IP phone

During a call, you may wish to use certain call-handling functions.


## THE FOUR MAIN CALL-HANDLING FEATURES ARE AS FOLLOWS:






**1 Hold** Holding a call: During a call, press **Hold** to hold the call.  
Resuming a call: During active call hold, press **Resume** to resume the call.

### 2 Transfer (Blind)


 **Step 1** Press **Transfer** during a call.  
The call is placed on hold.





**Step 2** Enter or select a number.



 Enter the number of a third party, press **More** to navigate to **Done**, and then press **Done**.


  
  
 /   
 You can use the **Up arrow** or **Down arrow** buttons or the **Contact** button to choose a contact in the contact list, or you can press **History** to choose a contact in call history. Then press **Done**.

### 2 Transfer (Consult)

**Step 1** Press **Transfer** during a call.  
The call is placed on hold. 

**Step 2** Enter the number of a third party, press the **Up** or **Down arrow** buttons to choose a contact, press **Contact** to contact a contact from the contact list, or press **History** to choose a contact from **Call History**.   
  
 / 

**Step 3** Press **Call**.   
Once the third party answers, ask them to accept the call. 

**Step 4** If the third party accepts the call, press **Done** or hang up. 

# Managing active calls on your IP phone

**3 Assisted Call Transfer** To transfer a call, you can answer the incoming call or wait for the outgoing call to be answered as an active call.

**Step 1** To make a new call, press the **Transfer** button to open a new line and place the first call on **Hold**.



**Step 2** Choose the number you want to transfer and press **Call** on the LCD screen. Once your second call has connected, you can return to the first call on hold. Press the **Line** button.



**Step 3** Using the **arrow buttons** on the phone, you can choose the number and press **Select** to complete the action.



**Step 4** The first call will now be active and the second will be on hold. To connect both parties, press **More**, then press **Broker**. The parties will connect and you'll be dropped from the call.

**4 Conference** You can create a conference call by using the **Join** or **Call Merge** functions.



**Step 1** Press **Conf** during a call.  
The call is placed on hold.



**Step 2** Enter the number of a third party, press the **Up** or **Down arrow** button to select a contact, press **Contact** to select a contact in the contact list, or press **History** to select a contact in the call history.



**Step 3** Press **Call** and wait for the third party to answer before pressing **Join**.

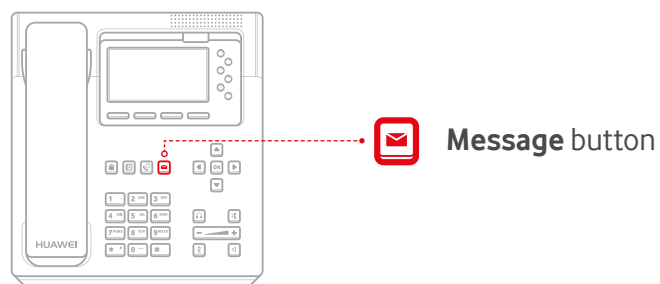


If you are on a call and have another call on **Hold**, you can press **Merge** to join the parties together.

# Voicemail

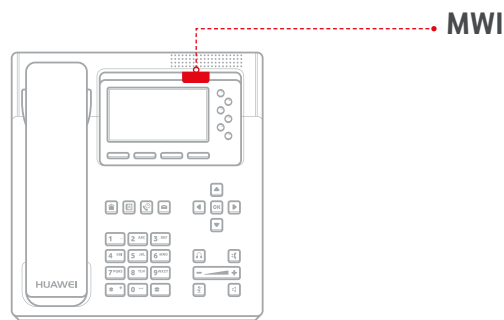
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To retrieve your voicemails, press the **Message** button to see the **Voicemail** screen. Choose a message and press call to listen to it.



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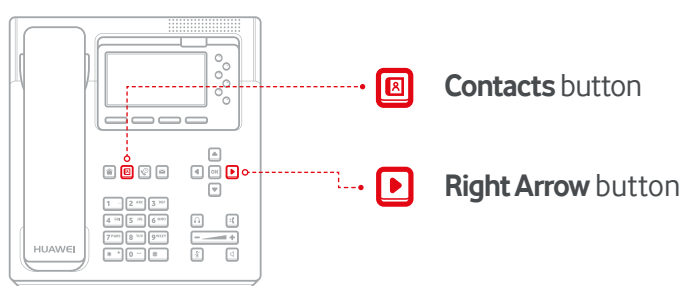
The **MWI** (Message Waiting Indicator) light will blink if you have unread messages.



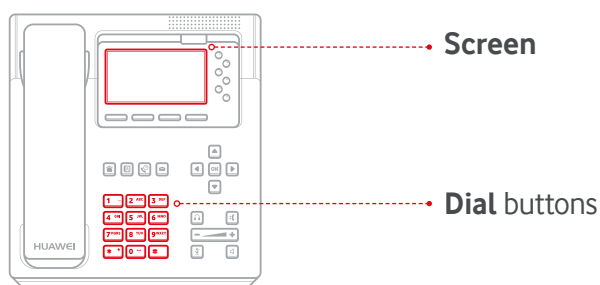
# Contacts list and Corporate Directory

Your One Net service has two databases to store contacts in. The phone itself has a Contacts list, which is local to the phone's memory. To complement this, One Net has Corporate Directory, which is a centralised database on your One Net service.

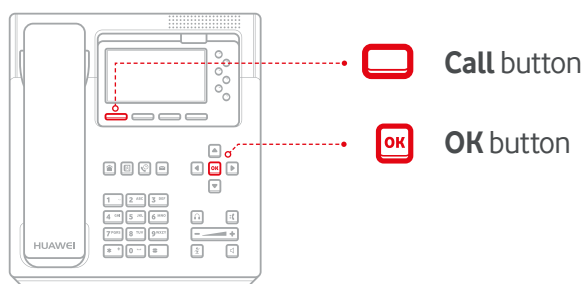
**Step 1** Press the **Contacts** button. To access the Corporate Directory, use the **Right Arrow** button on the Navigation button section. The Contacts screen is displayed.



**Step 2** In the search text box, **enter keywords** of a contact, for example, the first name, last name, full name, or phone number then press **Search**.



**Step 3** Press the **Call** button or the **OK** button on the Navigation buttons to call the contact.





# Contacts list and Corporate Directory

## ADDING A CONTACT FROM CALL HISTORY:

You can add a contact from your phone's call history.

**Step 1** Press the **Call History** button and you should see the **All** screen appear. Then, you can press the **Left** or **Right arrow** button to switch between the **All** and **Missed** screens.



**Step 2** Choose the new contact's call record. Press **More**, then **+Contact**.

**Step 3** In the dialog box, press **Save as New Contact** and press **OK**. In the **Select a number save type** dialog box, choose the number to add and press **Select**.



**Step 4** Once you see the **Add Contact** screen, edit the contact information if needed, then press **Done**.

## MODIFYING AN EXISTING CONTACT:

You can modify an existing contact from the Corporate Directory.

**Step 1** Press the **Call History** button and you should see the **All** screen appear. Then, you can press the **Left** or **Right arrow** button to switch between the **All** and **Missed** screens.



**Step 2** Choose the new contact's call record. Press **More**, then **+Contact**.

**Step 3** In the dialog box, press **Save to existing contact list?** and press **OK**. In the **Select Contact** screen, choose the contact to modify and press **Select**.



**Step 4** Once you see the **Select a number save type** dialog box, you can change the contact's number. Press **Replace** to replace an existing number. Press **Select** to save a new number.

**Step 4** You'll then see the **Edit Contact screen**, and you can make changes to the contact's information. Then, press **Done**.

## ADDING CONTACTS IN THE CORPORATE DIRECTORY TO MY CONTACTS:

You can add a contact from the Corporate Directory to My Contacts.

**Step 1** Press the **Contacts** button to see the **Contacts screen**. Then press the **Right arrow** button to move to the **CorpDir** screen.



**Step 2** Find the new contact in **My Contacts** and press **+Contacts**.

**Step 3** Once you see the **Add Contact screen**, you can edit the contact's details and press **Done** to save your changes.

# Huawei 7903x Expansion Module

The **7903x Expansion module** gives you control over **40 programmable buttons** from a single console. You can add up to **2 Expansion modules** to your 7950 IP Phone to support a **maximum of 66 BLF lamps**. However, you'll need an additional power supply for the second expansion module.

You can determine the status of the line by the **colour and status of the LEDs** on the programmable buttons.

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## **SPEED DIAL:**

### **LED status:**

- When the monitored account is in **off-hook, dialling, or idle**, the **LED is continuously green**.
- When the monitored account is in **speaking mode or making a call**, the **LED is continuously red**.
- When the monitored account is in **ringing**, the **LED blinks red**.
- When the monitored account is **offline**, the **LED is off**.

## **BUSY LAMP FUNCTION (BLF):**

### **LED status:**

- When the monitored account is **online**, the **LED is continuously red**.
- When the monitored account is **offline**, the **LED is off**.

## **CALL FORWARD:**

### **LED status:**

- If the **call forward** function is enabled, the **LED is continuously green**.

## **DO NOT DISTURB (DND):**

### **LED status:**

- When the phone is **Do Not Disturb**, the **LED is continuously red**.

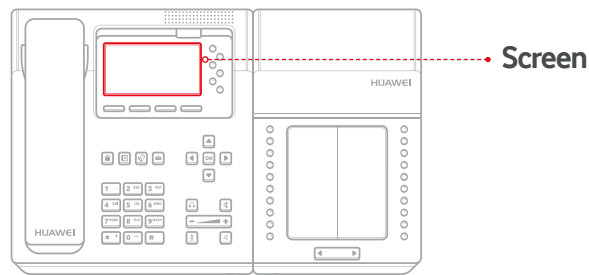
# Huawei 7903x Expansion Module

The configuration of the buttons on the 7903x can be self configured in the Feature Management Portal or by our Vodafone team on set up.

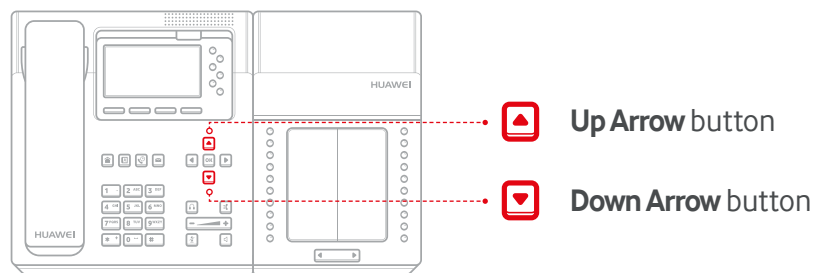
**Step 1** On the home screen, choose **Apps**, then **Preferences**. From there, choose **Buttons**, then **Expansion Module**.

**NOTE**

- If you want to view which buttons have been configured then you can do this on your 7950 IP Phone.
- You can configure using the phone or expansion module. Configuration can only happen on the Feature Management portal or by your Vodafone team on set up.

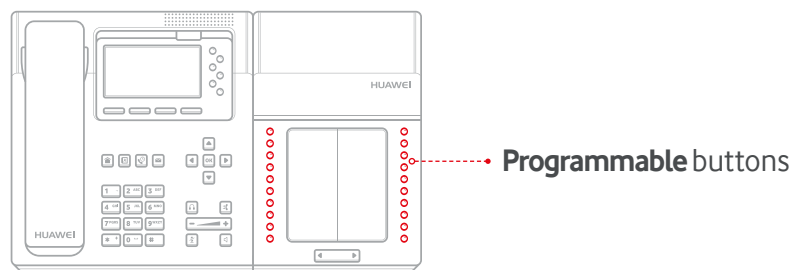


**Step 2** Press the **Up** and **Down arrow** buttons to see the configuration of the programmable buttons.



## PLACING A CALL USING THE SPEED DIAL BUTTON ON THE 7903X EXPANSION MODULE:

You can make a call using **Speed Dial** through a programmed buttons on the **Expansion Module**. In order to dial a contact on your expansion module just press the **programmed button** and it will dial the contact.



# Huawei Approved Headsets

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CATEGORY	VENDOR	MODEL	IP PHONE 7900
RJ9 headset	Plantronics	HW111N+U10P	eSpace 7910/7950
RJ9 headset	Plantronics	HW251N+U10P	eSpace 7910/7951
USB headset	Plantronics	BLACKWIRE 310	eSpace 7950 only
USB headset	Plantronics	BLACKWIRE 320	eSpace 7950 only
USB headset	Plantronics	BLACKWIRE 510	eSpace 7950 only
USB headset	Plantronics	BLACKWIRE 520	eSpace 7950 only
USB headset	Jabra	UC VOICE 550 MONO	eSpace 7950 only
USB	Plantronics	BLACKWIRE 315	eSpace 7950 only
USB	Plantronics	BLACKWIRE 325	eSpace 7950 only
USB	Plantronics	BLACKWIRE 710	eSpace 7950 only
USB	Plantronics	BLACKWIRE 720	eSpace 7950 only
Bluetooth headset	Plantronics	Voyager Legend UC	eSpace 7950 only
Bluetooth headset	Plantronics	Voyager Legend CS	eSpace 7950 only