DIRECTORY
Search a contact in EPFL Directory.

Enter your search criteria information and press Search.

CALL TRANSFER
1. Press the Transfer button.
2. Dial the transfer recipient’s phone number.
3. Press the Transfer button (You do not have to wait for the recipient answers to complete the transfer.)
4. Press the Transfer softkey.

SPEED DIALS
Customise Speed Dials.
1. Phone’s configuration webpage: myuc.epfl.ch/ucmuser (using Firefox)
2. Login: EPFL username and password.
3. Select the IP phone.
4. Click on the Speed Dial to configure.
5. Enter number and name of the contact for the speed dial.
6. Save

CONFERENCE
During a call, press the Conference button.
The interlocutor is put on hold with music.
Type the number of the interlocutor to add to the conference.
Press the Conference softkey to launch the conference (max. 6 participants).

HOLD
Music on hold for the interlocutor.
Resume the hold call.

FORWARD ALL
Press the Forward All softkey.

CHANGE PHONE LANGUAGE
The phone’s language is by default french.
To change it to english:
- Go to the phone’s configuration webpage:
  myuc.epfl.ch/ucmuser
- Login: EPFL. Credentials: username and password.

General Settings
- Language
  Use the dropdown to set the phone display language.
Change Voicemail language.
1. Voicemail configuration webpage:
   voicemail.epfl.ch/inbox
2. Login: EPFL username + password.

Consult Voicemail from IP phone.
Press Messages button.
Configure Voicemail.
1. Press Messages button.
2. Enter Personal Identification Number set by default: 1234 + #
   PIN to be modified at the 1st connection.
3. Follow indications of the voice guide.
4. Listen your recorded messages on Nortel phone by dialing the 38800 on your IP phone.

Consult Voicemail remotely.
- Via webpage: voicemail.epfl.ch/inbox
- Or Call 021 693 90 90 type + EPFL extension number format 41 21 693 XX XX + PIN

Make a call.

Do not forget the 0 before dialing an external number or type the number in international format (+41 21...)

Missed call

Check the Call History to consult the missed calls list and remove the icon on the phone’s screen.

Call History

Press Applications and select recents to display the list of last calls.

Useful information

- Emergency: 115
- Technical problem: ServiceDesk 1234
- Help me (chaplaincy, mediation): 222
- Help to find: 111
- Go further: uc.epfl.ch
- Cisco voicemail configuration webpage: voicemail.epfl.ch/inbox
- IP phone configuration webpage: