MAKE A CALL

1. Type the phone number in the dial bar
   ![Image of the dial bar with the phone number +41216930192]
2. Press Enter.
   OR
   Click on the phone icon to call.

INCOMING CALL.

An alerting pop up appears:

Then you can:
- Answer the call by clicking on the green button.
- Decline the call by clicking on the red button.

CALL HISTORY.

Click on the Call History icon to consult the 150 last calls list.

MISSED CALLS.

= 3 Missed Calls

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

DIRECTORY.

Type the contact name to search in EPFL directory.

ADD AN EPFL CONTACT.

ADD to: Amis

CALL WINDOW.

- Call controls (see the following part)
- Pop out button that lets you separate chat and call windows

CALL TRANSFER.

CONFERENCE.

Click on the contact or type the phone number of the interlocutor to add to the conference

HOLD CALLS.

FORWARD ALL.

To the voicemail.
CHAT WINDOW.

Chat controls perform the following actions:
- Take a Screen captures
- Transfer files
- Send Emoticons
- Adjust the font size, style and color.
- Add participants to create group chats.

COLLABORATION CONTROLS.
- During a « chat », click on the Phone icon to call the contact.
- Click on the Screen icon to share your desktop with your interlocutor (during a call).
- Click on the Crossed Screen icon to disable desktop sharing.

USEFUL INFORMATION.
- Emergency: 115
- Technical problem: HelpDesk 1234
- Go farther: uc.epfl.ch
- Voicemail Cisco configuration webpage: voicemail.epfl.ch/inbox

VOICEMAIL.
Display Messages.
- New voice message.

Check Voicemail.
1. Click on the Voicemail tab to access, consult and manage your messages.
2. Click on Play to listen your message.
3. Make a right click on the message to delete or call back the contact.

Call Voicemail.

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

Connection to Jabber softphone.
- GASPAR username
- Password (the same than for EPFL inbox).

The Jabber hub window contains:
- Menu bar to access functions
- Status message field
- Search or dial bar
- Contact list
- Phone controls
- Call history, voicemail, and meeting tabs.