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.)

REDIAL.
Press the Redial button to call the most recently dialed phone number from your IP phone.

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.

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
Consult the Speed Dials list.

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.
VOICEMAIL.
Change Voicemail language.
1. Voicemail configuration webpage:
   voicemail.epfl.ch/inbox
2. Login: EPFL username + password.

Display Messages.

Consult Voicemail from IP phone.
Press Messages button.

Configure Voicemail.
1. Press Messages button.
2. Enter Personnal Identification Number set by default: 1234 + #
   PIN to be modified at the 1st connection.
3. Follow indications of the voice guide.

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

USEFUL INFORMATION.
* Emergency: 115
* Technical problem: HelpDesk 1234
* Go farther: uc.epfl.ch
* Cisco voicemail configuration webpage:
  voicemail.epfl.ch/inbox
  IP phone configuration webpage:
  myuc.epfl.ch/ucmuser

MASK THE CAMERA.

The video is active by default for all the calls emitted from the softphone or the IP phone.

Mute video during a call.

Disable video for all calls.

USEFUL INFORMATION.

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.