

DIRECTORY.

Search a contact in EPFL Directory.



Directory Search

Enter search criteria

First Name

Last Name

Number

Enter your search criteria information and press **Search**.

Corporate Directory	
Records 1 to 2 of 2	
Bond James James	+41216930191 ¹
Bondarenko Alexandra	+41216933159 ²

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.)

or

Transfer

Press the Transfer softkey.

Call transferred successfully!

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.

Conference

Press the Conference softkey to launch the conference (max. 6 participants).

HOLD.



Music on hold for the interlocutor.

Resume the hold call.



or

Resume



Does not allow to resume holding 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.

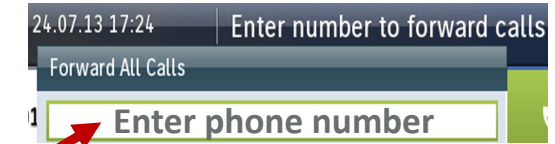


Speed Dials	
Eve Moneypenny	30192 ¹
Agent 000	34594 ²

FORWARD ALL.

Forward All

Press the Forward All softkey.



Disable Forward All.



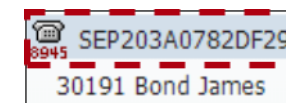
Do not forget to reconfigure the deviation on your IP phone because this feature is not imported from the Nortel system.

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.



Phone Settings



Phone Information

Name SEP203A0782DF29

Model Cisco 8945 [Download User Guide](#)

Description

Phone Language English, United States

Speed Dials for T English, United States

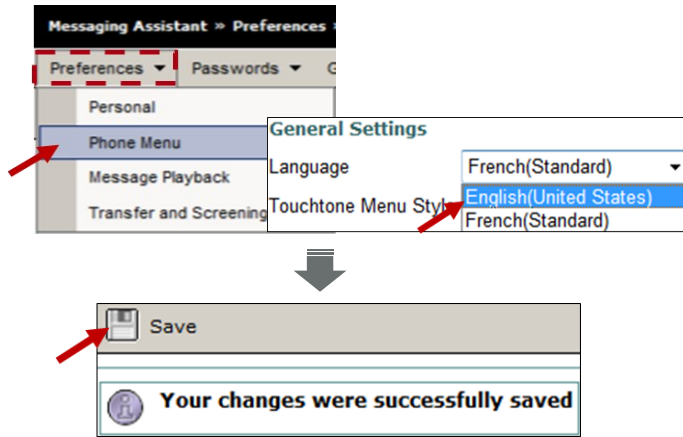
Français, République française

Use System Default (Français, République française)

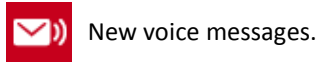
VOICEMAIL.

Change Voicemail language.

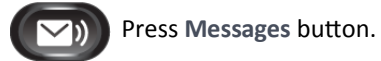
1. Voicemail configuration webpage:
voicemail.epfl.ch/inbox
2. Login: EPFL username + password.



Display Messages.



Consult Voicemail from IP phone.

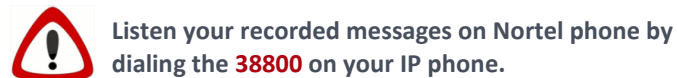


Configure Voicemail.

1. Press Messages button.
2. Enter Personal identification Number set by default: **1234** + **#**



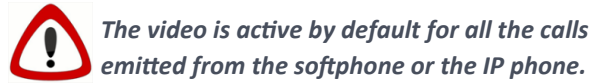
3. Follow indications of the voice guide.



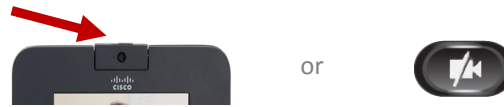
Consult Voicemail remotely.

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

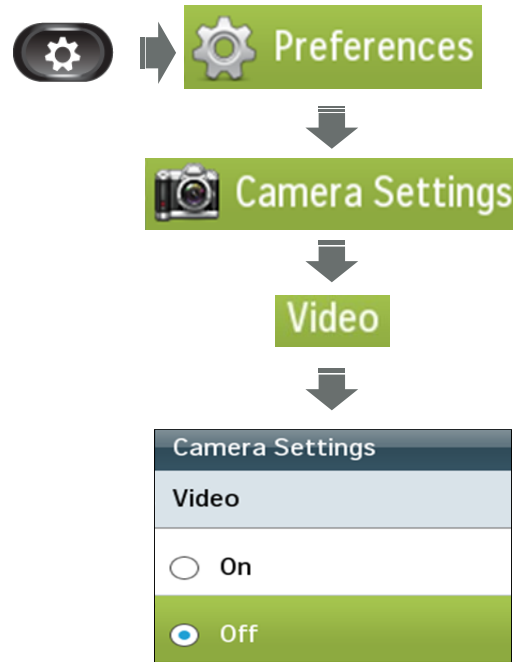
MASK THE CAMERA.



Mute video during a call.



Disable video for all calls.



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

USER GUIDE

IP PHONE - CISCO 8945



MAKE A CALL.



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

MISSED CALL.



= 1 Missed call

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

CALL HISTORY.



Press the **down arrow** on the navigation pad to consult the list of the 150 last calls.

Call History: All Calls (150)		
Missed call	Money Penny Eve	+41216930192 17 Jul, 13:50
Placed call	Deleyrolle Céline	+41216934378 17 Jul, 11:57
	Deleyrolle Céline	+41216934378 17 Jul, 11:55
Incoming call	Money Penny Eve	+41216930192 17 Jul, 11:51
	Deleyrolle Céline	+41216934378 17 Jul, 11:48