

## 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 <sup>1</sup>
Bondarenko Alexandra	+41216933159 <sup>2</sup>

## 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



Press the Transfer softkey.

Call transferred successfully!

2

## 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



or

Resume

## SPEED DIALS

Customise Speed Dials.

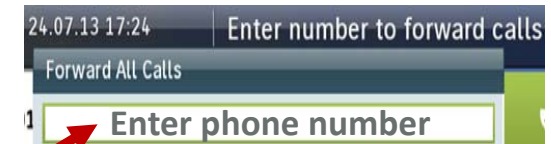
1. Phone's configuration webpage:  
[myuc.epfl.ch/ucmuser](http://myuc.epfl.ch/ucmuser) (using Firefox)
2. Login: EPFL username and password.
3. Select the IP phone.
4. Click on the **Speed Dial** to configure.
5. Enter number and name of the contact for the speed dial.
6. **Save**

3

## FORWARD ALL

Forward All

Press the Forward All softkey.



Disable Forward All.



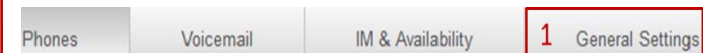
*Do not forget to reconfigure the deviation on your IP phone because this feature is not imported from the Nortel system.*

## 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](http://myuc.epfl.ch/ucmuser)
- Login: EPFL. Credentials: username and password.



General Settings

Language

Use the dropdown to set the phone display language.

Display Language:

2

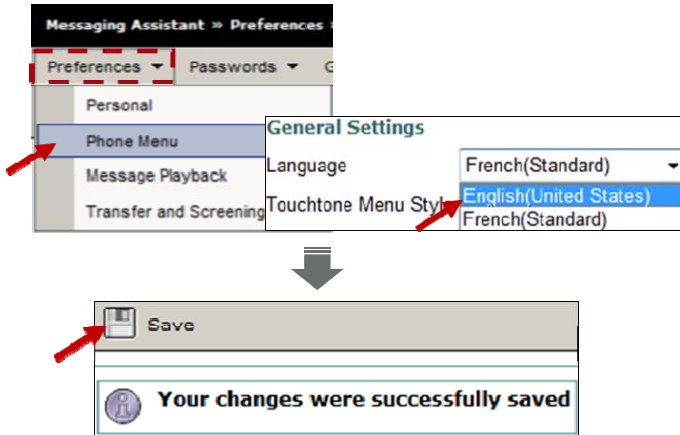
English, United States

4

## VOICEMAIL

### Change Voicemail language.

1. Voicemail configuration webpage:  
[voicemail.epfl.ch/inbox](http://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.



Listen your recorded messages on Nortel phone by dialing the **38800** on your IP phone.

### Consult Voicemail remotely.

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

5

## 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.



Turn the camera shutter counterclockwise to stop your video.

Turn the camera shutter clockwise to start your video

## USEFUL INFORMATION

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

6

UC v1.1.En

## USER GUIDE

### IP PHONE - CISCO 8845



### MAKE A CALL



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

### MISSED CALL



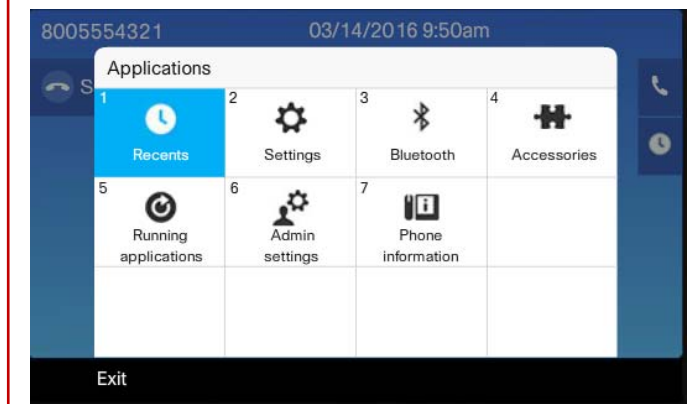
= 1 Missed call

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

### CALL HISTORY



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



1