MAKE A CALL

1. Type the phone number in the dial bar

`+41216930192`
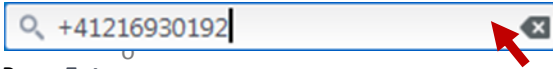
2. Press **Enter**.
  OR
  Click on the phone icon to call.

Eve Moneypenny Eve
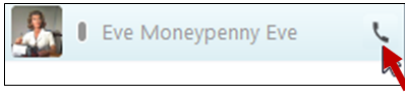
INCOMING CALL.

An alerting pop up appears:

Incoming call
Eve Moneypenny Eve
Compte de test UC
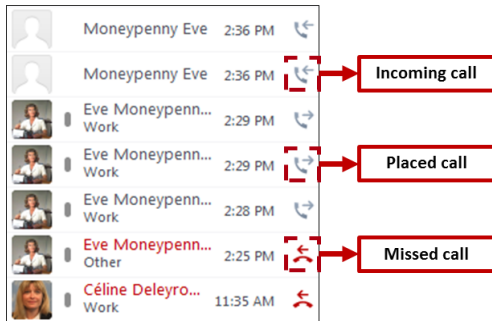+41216936749
Answer Decline
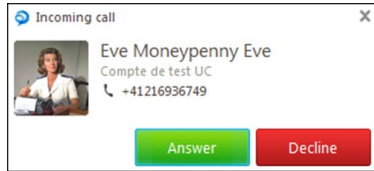
Then you can :
- **Answer** the call by clicking on the **green button.**
- **Decline** the call by clicking on the **red button.**

CALL HISTORY.

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

Moneypenny Eve 2:36 PM
Moneypenny Eve 2:36 PM → Incoming call
Eve Moneypenn... Work 2:29 PM
Eve Moneypenn... Work 2:29 PM → Placed call
Eve Moneypenn... Work 2:28 PM
Eve Moneypenn... Other 2:25 PM → Missed call
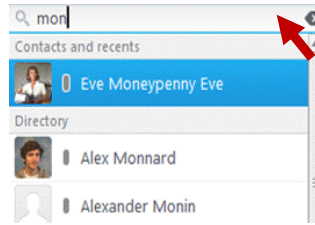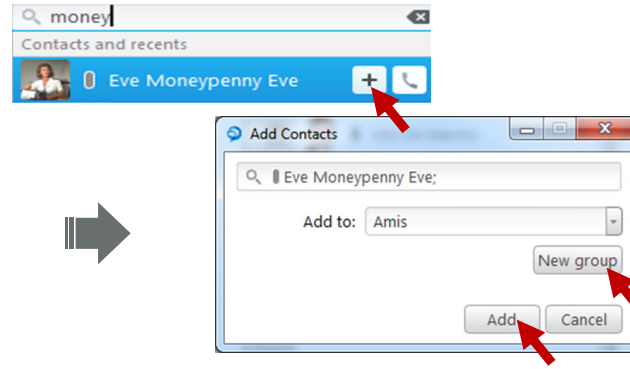Céline Deleyro... Work 11:35 AM

MISSED CALLS.

= **3 Missed Calls**

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

2

DIRECTORY.

mon
Contacts and recents
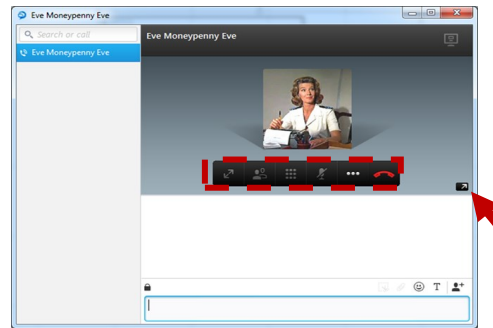Eve Moneypenny Eve
Directory
Alex Monnard
Alexander Monin

Type the contact name to search in **EPFL directory**.

ADD AN EPFL CONTACT.

money
Contacts and recents
Eve Moneypenny Eve

Add Contacts
Eve Moneypenny Eve;
Add to: Amis
New group
Add Cancel

CALL WINDOW.

Eve Moneypenny Eve

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

CALL CONTROLS.

Go **fullscreen**

Toggle **self-view**

3

Open a **keypad** to enter digits
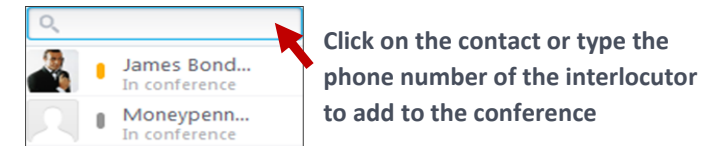

Mute your audio

Access the following additionnal controls: **hold calls, transfer calls, conference calls**, etc....
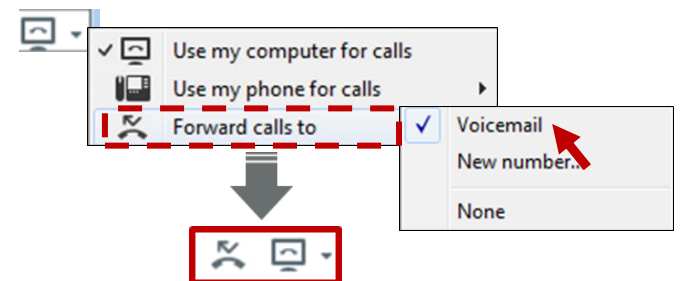

End calls

CALL TRANSFER.

➜ Transfer

Dial or search contact
Annuler
Transfer

CONFERENCE.

Conference

James Bond...
In conference
Moneypenn...
In conference

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

HOLD CALLS.

Hold

FORWARD ALL.

To the voicemail.

Use my computer for calls
Use my phone for calls
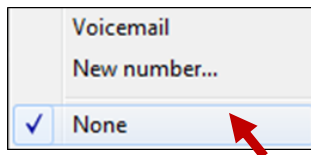Forward calls to ✓ Voicemail
New number...
None

4

To another number.
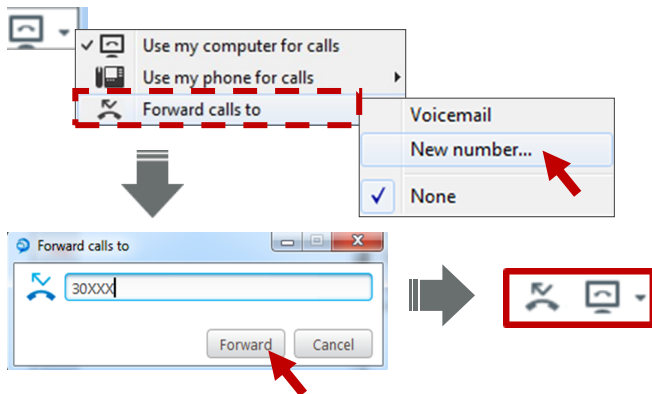
Disable deviation.

VOICEMAIL.

Display Messages.
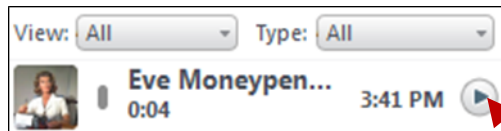
 New voice message.

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.
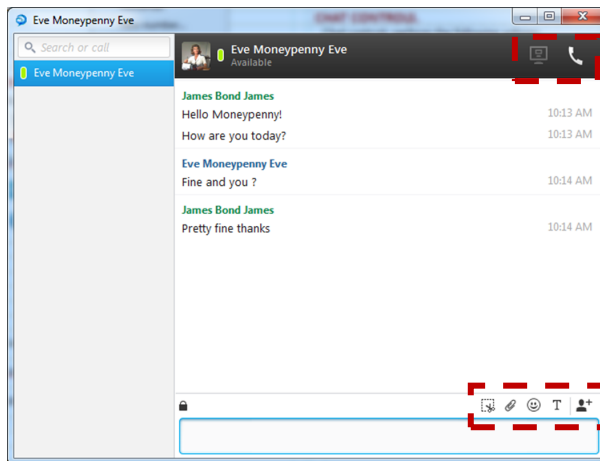
Call Voicemail. Call voicemail

Check Voicemail remotely.

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

CHAT WINDOW.

CHAT CONTROLS.

Chat controls perform the following actions:

⬚ Take a **Screen captures**

📎 **Transfer files**

☺ Send **Emoticons**

T 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**
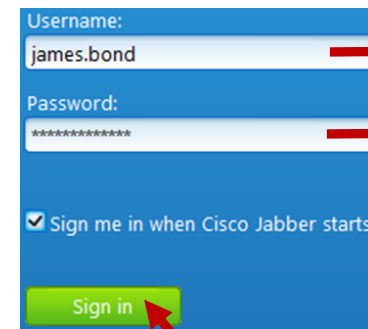- Voicemail Cisco configuration webpage: **voicemail.epfl.ch/inbox**

USER GUIDE
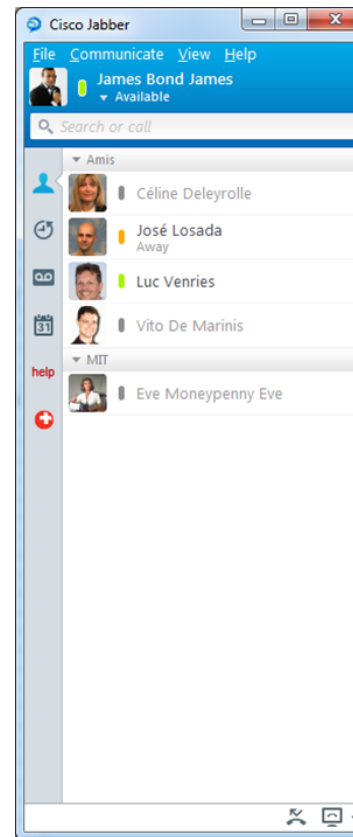
The Jabber hub window contains:

- **Menu** bar to access functions
- **Status** message field

- **Search** or **dial bar**
- **Contact list**
- **Phone controls**
- **Call history, voicemail, and meeting tabs.**

CONNECTION TO JABBER SOFTPHONE.

GASPAR username

Password (the same than for EPFL inbox).