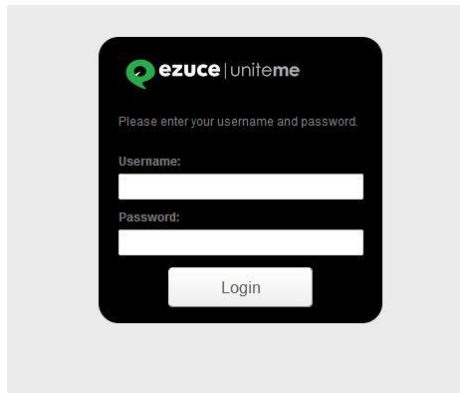## USING THE UC WEB INTERFACE

The UC Web Interface is a convenient way to configure, maintain and update your personal telephone system information.

Access the portal by going to your local UC server via your web browser and login using your Network ID and password.

ezuce | uniteme

Please enter your username and password.

Username:

Password:

Login

Your server is located at:

https://uc.lafayette.edu

Help Desk

Students: 610.330.5506
Employees: 610.330.5501
E-mail: help@lafayette.edu
http://help.lafayette.edu/uc

LAFAYETTE

GETTING
STARTED
and Web Interface
Quick
User
Guide
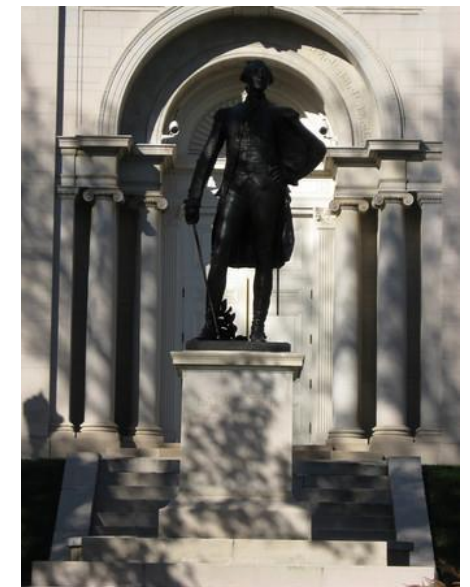
Lafayette College UC
Web Interface quick reference

A GETTING STARTED GUIDE FOR NEW USERS

This is a quick reference to the Web Interface features available

to users of the UC enterprise communications system.

LOGIN to the Web Interface

- Open a web browser
- Enter the url of your server
   https://uc.lafayette.edu
- Login with your Network ID and password

CHANGE YOUR PIN (Personal Identification Number)

- Login to the Web Interface
- Click tab MY INFORMATION
- Click left menu **Unified Messaging**
- Enter your new numeric PIN
- Confirm your PIN by entering it again
- Click Apply at the bottom of the screen

SETUP CALL FORWARDING

- Login to the Web Interface
- Click tab CALL FORWARDING

Add a forwarding rule

- Click add number and select the following
- Always
- Enable
- If no Response (or at the same time)
- Enter the number to forward call to
- Specify the number of seconds you want each phone to ring before going to voicemail

USE THE SYSTEM PHONE DIRECTORY

- Login to the Web Interface
- Click tab PHONEBOOK
   The entire phonebook will be displayed in table form
- Re-order the list by clicking on any of the table headings
- Search by entering any user attribute: First or Last name, extension or email.
- Click the tab: Add Contact to add a personal contact
- Save the entire phonebook as a vCard or CSV file
- Call a contact by selecting and clicking the **Call** button. Answer the system initiated call and then the system will connect you to the destination

ACCESS YOUR VOICEMAIL MESSAGES

- Login to the Web Interface
- Click tab VOICEMAIL

Inbox Folder

- By Default your **Inbox** is displayed
- **Bold text** indicates unheard messages
- Normal text indicates heard messages

Moving Messages

- Click the checkbox beside one or more messages
- Select the pull-down menu "more actions"
- Select Move to and choose the destination folder

Saved Folder

- Click the left menu **Saved**
- Your Saved messages are displayed

Trash (also known as the Deleted Folder)

- Click the left menu **Trash**
- Your Trashed/Deleted message are displayed

To permanently remove a message from the system

- Click the checkbox beside one or more messages
- Click the Button "Delete"

To recover a message from Trash/Deleted Folder

- Click the checkbox beside one or more messages
- Select the pull-down menu "more actions"
- Select Move to and choose the destination folder

SETUP A DISTRIBUTION LIST

- Login to the Web Interface
- Click tab MY INFORMATION
- Click left menu **Distribution List**
- Add the desired extensions to the dialpad group (separated with a space).
- Click the **Apply** Button
- Call voicemail to send a message to a distribution list

SETUP AN AUDIO CONFERENCE - IF ENABLED

- Login to the Web Interface
- Click tab MY INFORMATION
- Click left menu **Conference**
- Under **Conferences**, click on the name of the conference
- Assign a Participant PIN by entering a value
- Enable the conference by checking, then Click **Apply**
- Click left menu **Participants**
- To start the conference, use you r phone to dial the conference extension

RECORD YOUR VOICEMAIL GREETINGS

- You must call the Voicemail system to record greetings

RECORD STANDARD GREETING

- Press 5 – Voicemail Options
- Press 1, Record User Greeting
- Press 1, Record after the beep
- Press # to complete recording

RECORD OUT OF OFFICE GREETING

- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 2, Record after the beep
- Press # to complete recording

RECORD EXTENDED ABSENSE GREETING

- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 3, Record after the beep
- Press # to complete recording

RECORD PERSONAL NAME

- Press 5 – Voicemail Options
- Press 2 – Record User Name
- Record Name after the Beep
- Press # to Complete Message

AFTER RECORDING GREETINGS

- Press:
   1- Playback Recording
   2- Accept Recording
   3- Delete & Re-Record
   *- Cancel & Return to MSG

SELECT ACTIVE GREETING – Using Voicemail

- Press 5 – Voicemail Options
- Press 3 – Select Active Greeting
   - 1 – Listen to All Greetings
   - 2 – Select Standard Greeting
   - 3 – Select OOF Greeting
   - 4 – Select Extended Absence Greeting
   - 5 – Select Default Greeting
   - * - Cancel and Return to Options Menu

SELECT ACTIVE GREETING - Web Interface

- Login to the Web Interface
- Click tab MY INFORMATION
- Click left menu **Unified Messaging**
- Select your Active Greeting:
   - System Default Greeting
   - Standard
   - Out Of Office
   - Extended Absence