

Telephone at the Collegium Helveticum

Early Career Fellows receive a personalized phone number and use softphone, while Senior Fellows use their private phones or they can use any of the physical telephone devices in the pool offices.

Senior Fellows are also connected to the pool telephone (number: +41 44 632 54 35) located in the administration office (C12.2). Admin will refer incoming calls for Senior Fellows at the pool telephone to their mail address.

In general: there is one physical telephone for all located in every pool office. This can be used for business communications needs or for emergency calls (see also brochure “how to Play it Safe at ETH Zürich”, located next to the physical device).

With this physical device, you can make calls within Switzerland, as well as to several international destinations, including Germany, France, Italy, Austria, Great Britain, the United States, and Canada.

When dialing an external number from an internal phone at ETH, add a "0" at the beginning of the number to get a free line.

For example, if the number is written as "044 632 11 11" (Phone number of the general information of ETH), you should dial "0 044 632 11 11" from the internal phone at your desk. If you dial an internal number (within ETH) with an internal phone, e.g. Edona Idrizi, 044 63 24935 you just need to dial the last 5 digits (without a "0").

Softphone provided to Early Career:

Softphone (UC), a software (similar to Microsoft Teams or Zoom) with which you can make or receive calls and makes your calls independent of your workplace.

Other features:

- Your personal ETH phone number is always displayed to the called party; your mobile phone number, for example, is not disclosed, even if you answer calls on your mobile phone
- Generally only communicate via PC / laptop / mobile

Useful links & documentation:

- Telephony (<https://unlimited.ethz.ch/gessitkb/telephony-352316176.html>)
- Voicemail (<https://unlimited.ethz.ch/en/help/communication/voicemail>)