

Jabber Desktop Quick Reference Guide

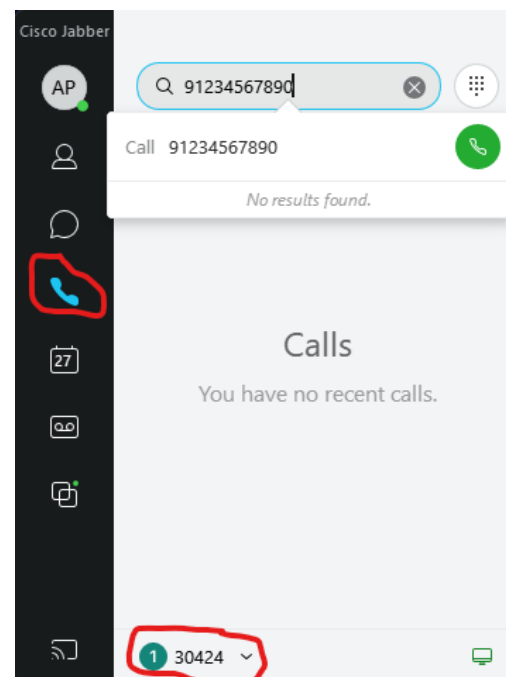
Sign-in

- You will be prompted for an email address on your first login attempt.
- Enter Gatorlink username@voip.ufl.edu, not your actual email address.
- You will then be prompted for your username and password.



Placing A Call

- Click on the phone icon.
- Enter the number in the 'Search or Call' field in the same format you would use from your desk phone.
- If you have multiple lines, you can select which line is used to place the call from the drop down on the bottom.



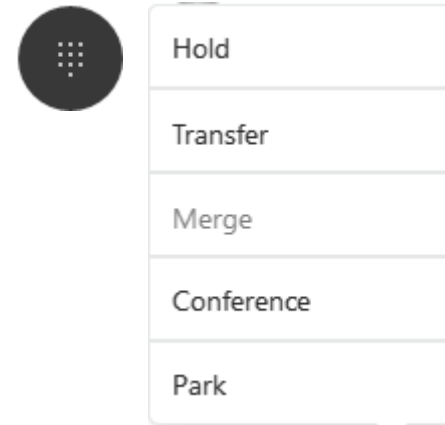
In-Call Features

- | | |
|--------------|----------------------|
| Mute Audio | Keypad |
| Mute Video | Call Routing Options |
| Share Screen | End call |



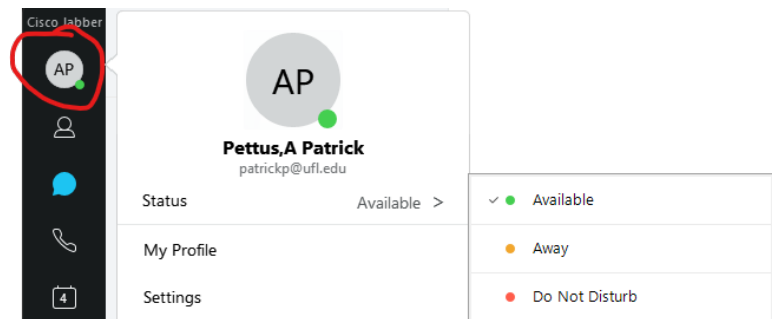
Call Routing Options

- Hold
- Transfer
- Conference
- Call Park



Do Not Disturb

- Do Not Disturb will prevent Jabber client from alerting you of incoming calls



Voicemail

- Click on Voicemail Icon.
- Select Voicemail to listen.
- Right click on Voicemail for additional options.

