JABBER SOFTCLIENT TIPS

Sign In:
- Enter your UTORid@voip.utsc.utoronto.ca
- Select Sign In

Make Calls:
- Select the “Calls” icon
- You can select to make a call from your RECENTS

- You can also select the KEYPAD to make outbound calls.
- Dial the number your wish to call. Be sure to add “9” before the number.

If you are making a call within the campus, you can dial the extension of the person you would like to contact.

Receive Calls:
Incoming Calls will notify you who is calling (Caller ID). It will also indicate if this call is coming through Jabber. An indication of “Cisco Jabber Audio” will appear under the incoming caller.

- You can chose to ACCEPT or DECLINE

Check Voicemail:

- Select the “Voicemail” icon
- Top right of screen select the Handset/Record icon
- Enter your PIN followed by #

You will be able to listen to access your voicemail through Jabber.

If a message has been left for you, the voicemail icon will have a red notification to alert you

Forwarding Calls:

- Select your Initials on the top left
- Select SETTINGS
- Under CALL Select CALL FORWARDING
- Select VOICE MESSAGE to forward to voicemail OR Select NEW NUMBER to add the number you wish to CALL FORWARD to

Log Out:
- Select your Initials on the Top Left *This will bring you to your main page ME
- Select SIGN OUT
If you experience any issues with your Jabber account, please contact Telecom at telecom@utsc.utoronto.ca