

Jabber Quick Start Guide

Make Phone Calls on the Apple iPhone

Enjoy unified communications with Jabber on your computer or smart device to do everything you do on your traditional desk phone from anywhere.



NOTICE: Continue to log into e-mail like always, but use **MEID@maricopa.edu** to log into Jabber.

Maricopa ITS has made available the softphone feature enabling you to place, receive, and manage calls using your Apple iPhone over an internet connection.

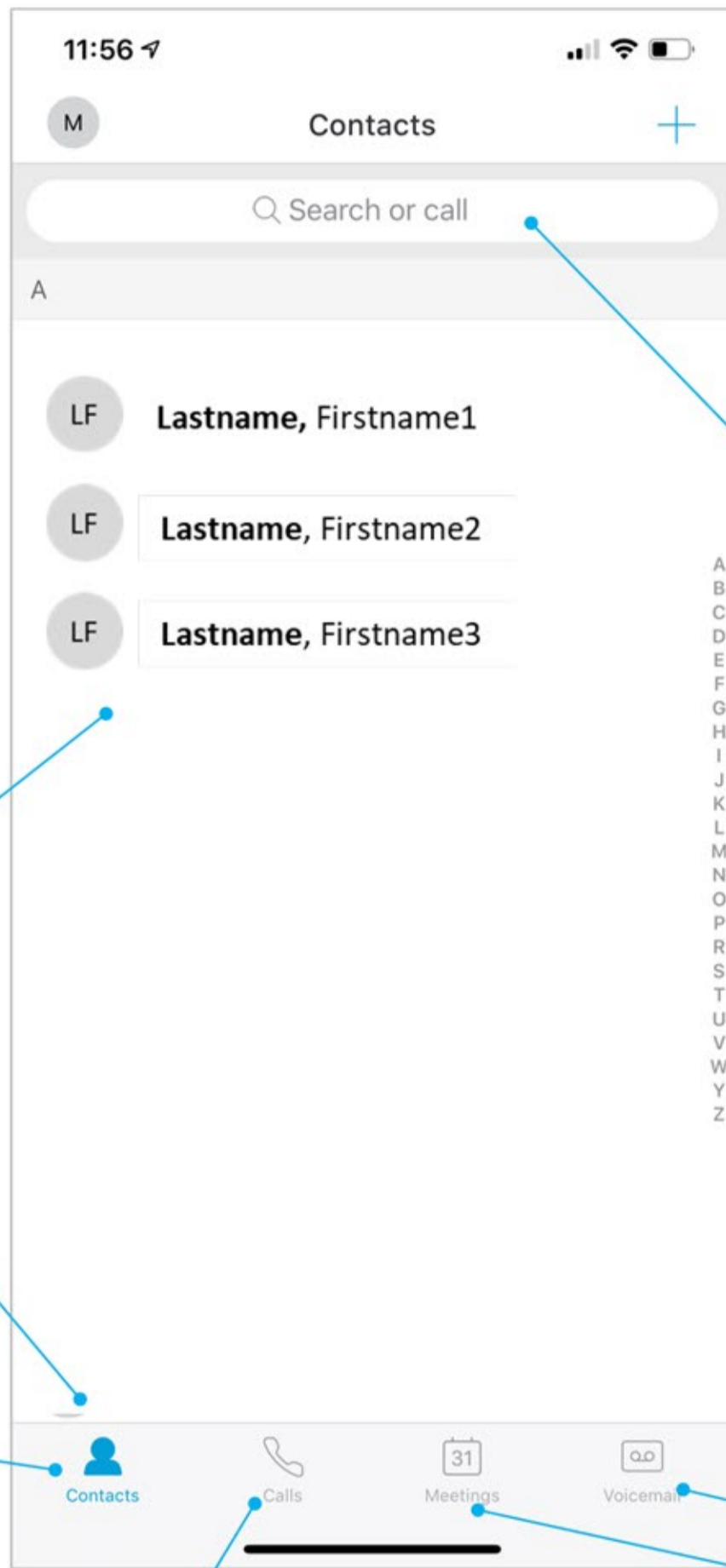
USING YOUR CONTACTS LIST

1. Tap the **Contacts** icon.
2. Tap the contacts name in the contacts list.
3. Tap Call 

TYPING THE TELEPHONE NUMBER

1. Tap the **Contacts** icon.
2. Tap in the **Search or Call** field.
3. Tap .
4. Type the person's phone number in the **Search or Call** field.
5. Tap  below the **Search or Call** field.

Important: Dial numbers (10-digit, 5-digit) just as if you were at your desk in the office.



With the **Jabber** softphone, you can **place calls** in multiple ways.

SEARCHING THE MARICOPA DIRECTORY

1. Tap the **Contacts** icon.
2. Type the person's name in the Jabber **Search or Call** field.
3. Tap the contacts name in the search results and click Call 

Tap to access **voicemail**.

Tap to see **meetings** (limitations apply).

Tap to see **recent** calls or to access the **keypad** to make a call.



Very Important: Your phone (Jabber/office phone) is **registered** to your **office location** - **NOT** where you may be. In case of emergency, **always** call 911 directly from your device or home phone so your **location** can be **accurately determined**.

Receive Phone Calls


Your settings, such as call forwarding, impact how you receive or don't receive calls on your desk phone or softphone.

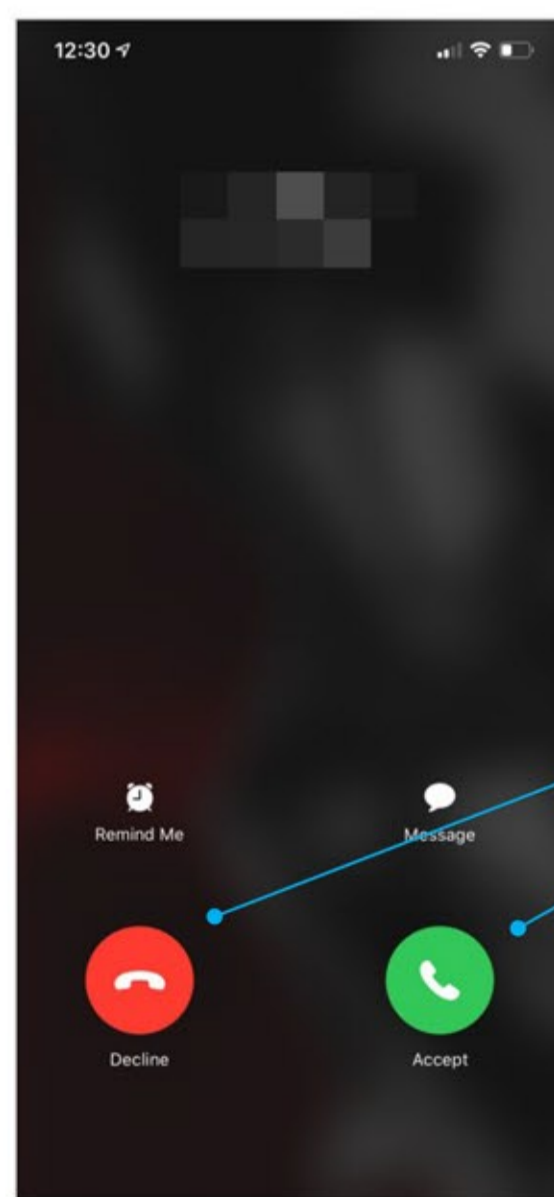
Important: Changing your settings on your desk phone or in the Jabber app changes settings in the other.

RECEIVING A PHONE CALL

For incoming phone calls, a window will open on your device's screen.

- Tap **Answer** to accept the call.
- Tap **Decline** to forward the call to voicemail.

Reminder: You can check voicemail using your desk phone, in e-mail and in the **Jabber** app – click **Voicemail** .

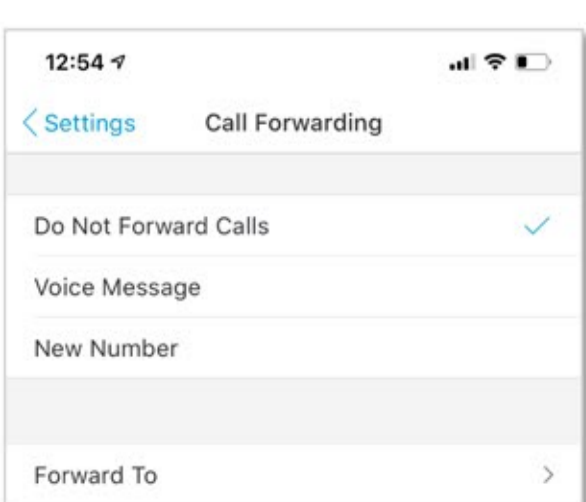


Other Features Available to You in the Jabber App

FORWARDING CALLS

Forward your calls to voicemail or to another number in these easy steps

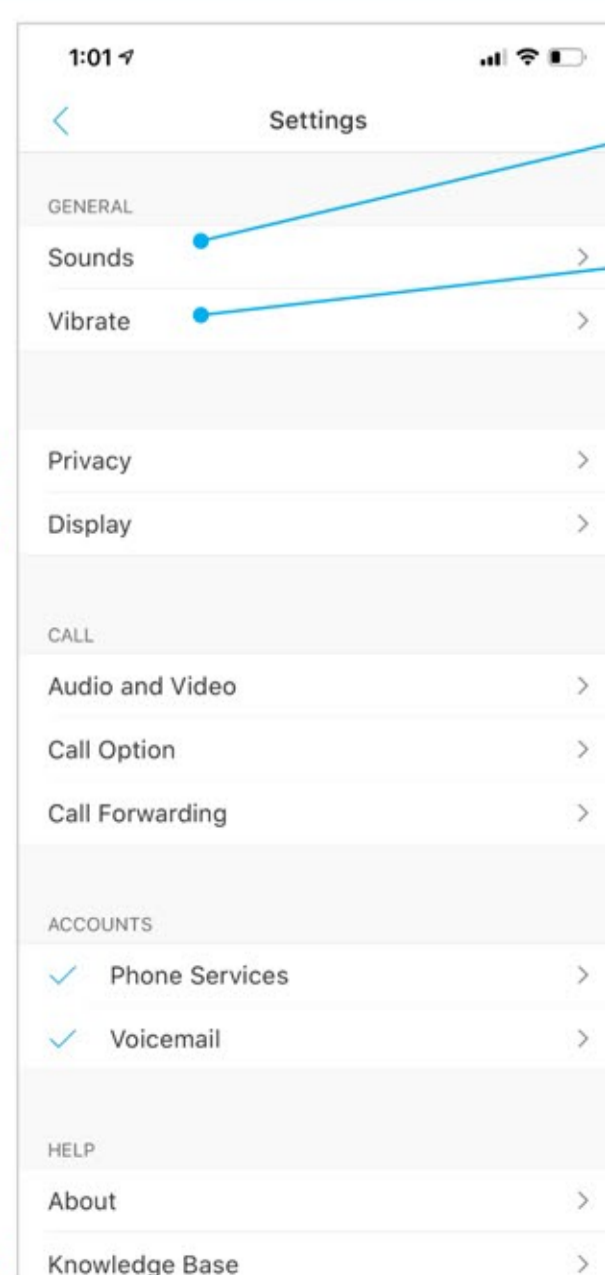
1. Tap the **profile** icon in the top left corner
2. Tap **Settings**
3. Tap **Call Forwarding** or
4. Tap **Voice Message**
5. Tap **New Number**



Enable / disable **Face ID** or **Touch ID**

Show **Contact** photos on received calls

Jabber **help** and **FAQs**



Set **Options** such as the ringtone

Turn **Vibrate** on/off

Configure **Call** settings – audio and video, call forwarding

Configure **Phone** settings (rarely used)

(*) Requires video camera.