

Cisco Jabber – Signing In and Placing a Call

Cisco Jabber provides all full-time TCTC employees the ability to make phone calls, through their college-issued phone number, regardless of their physical work location.



Try It Out

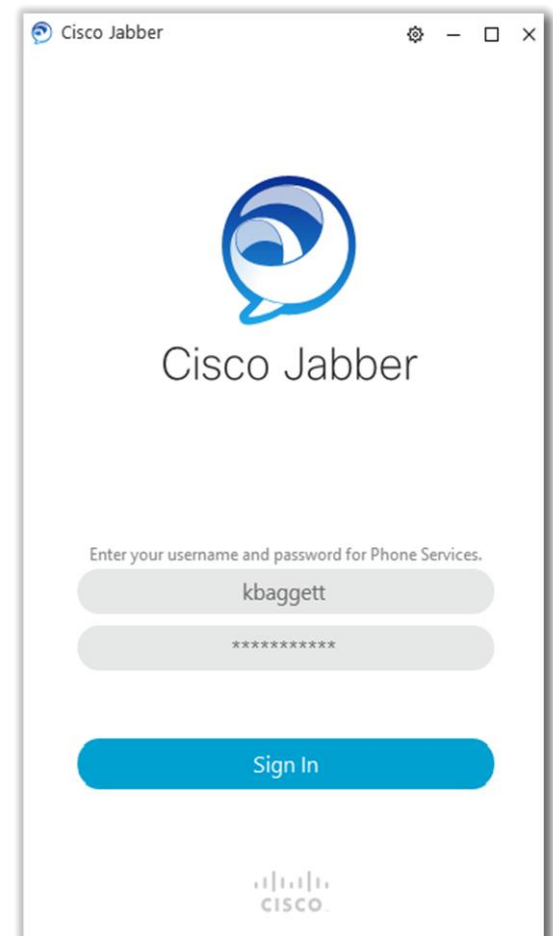
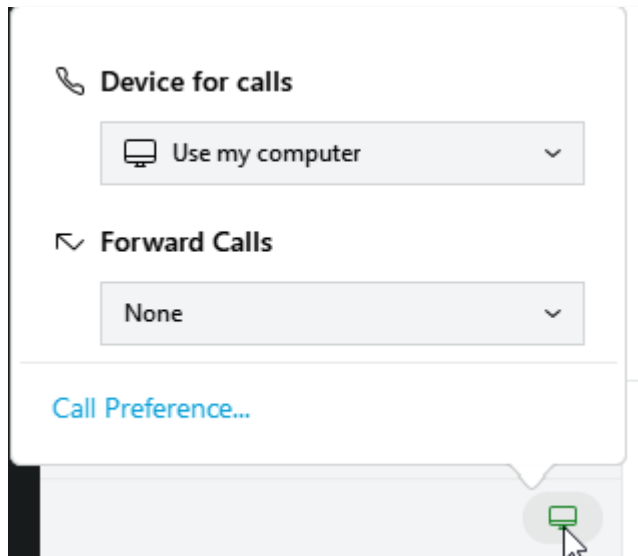
Signing In:

- 1.) Enter your TCTC user name and password
- 2.) Click **Sign In**
- 3.) Once logged in, navigate to the bottom right of the Jabber

hub and click



- 4.) Select **Use my computer** in the **Device for calls** dropdown list.





Please note: This setting will be saved and does need to be repeated upon each sign in


Placing a Call

Cisco Jabber softphone provides three ways to place a call: using your contact list, searching the TCTC Jabber directory, and typing the telephone number.


Use your contact list:

- 1.) Click  in the Jabber hub.
- 2.) Hover over the appropriate contact's name and click .

Search the TCTC Jabber directory:

- 1.) Type the person's name in the Jabber hub **Search or call** field
- 2.) Hover over the appropriate contact's name in the search results and click .

Type the telephone number:

- 1.) Type the person's phone number in the Jabber **Search or call** field.
- 2.) Click  next to the **Search or call** field.

As always, if you have questions or need technical assistance, please contact the IT Service Desk via telephone at 864-646-1779 or email ServiceDesk@tctc.edu