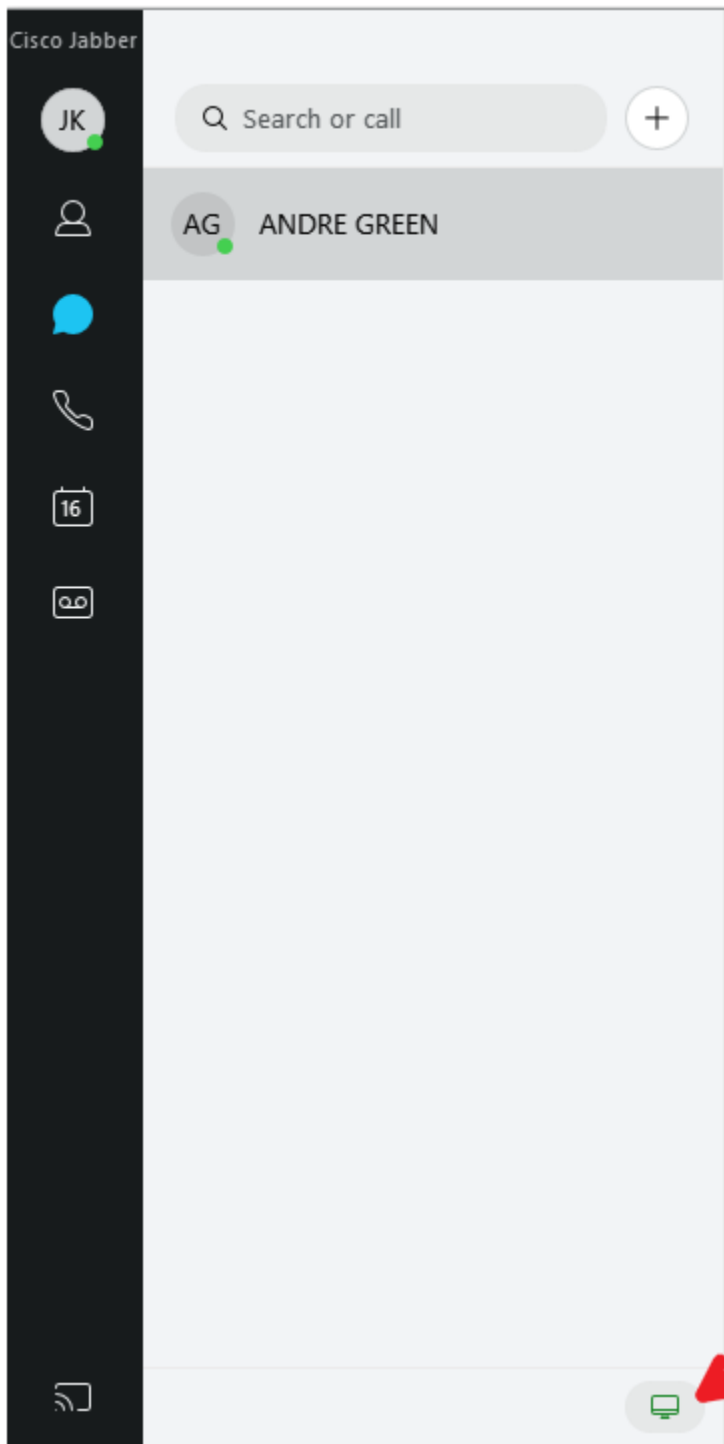


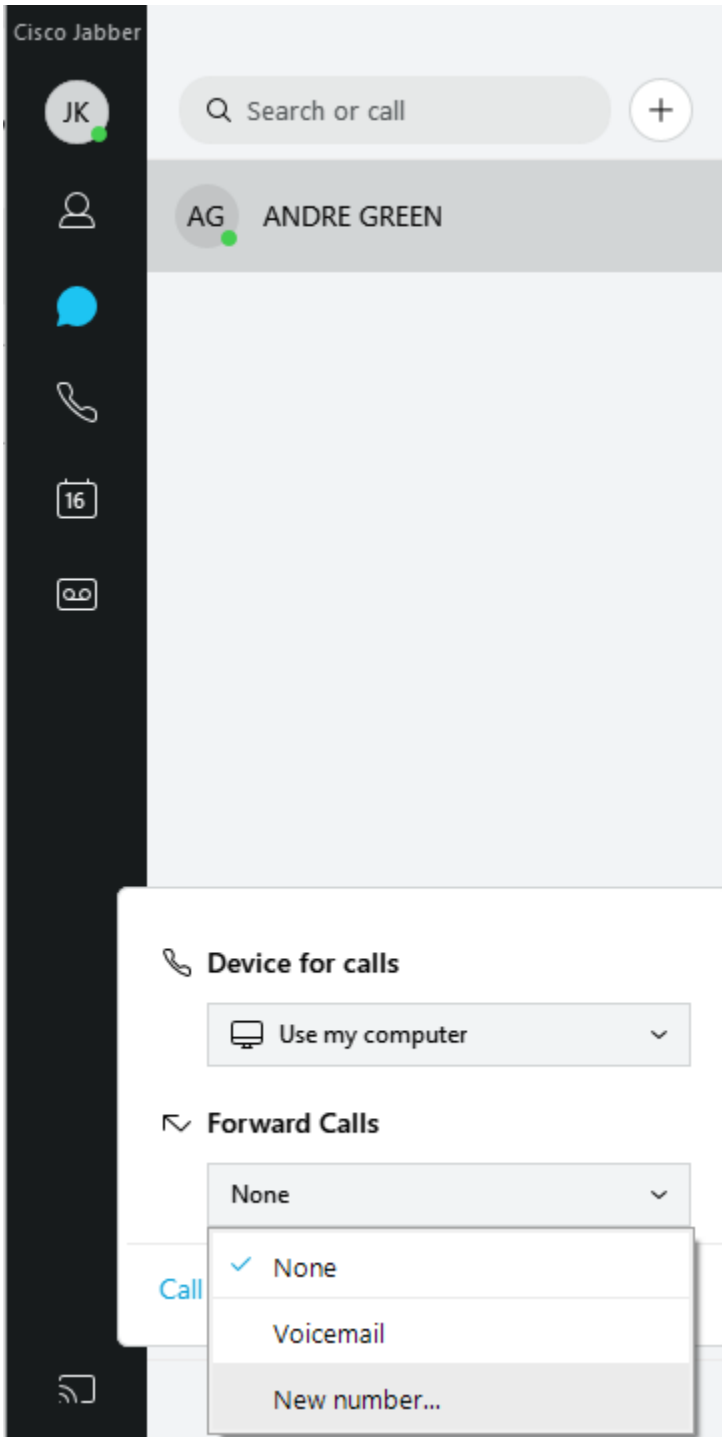
How to Forward Calls in Jabber

1. Log into Jabber.
2. Select the Phone or Monitor icon at the bottom of your contact list.



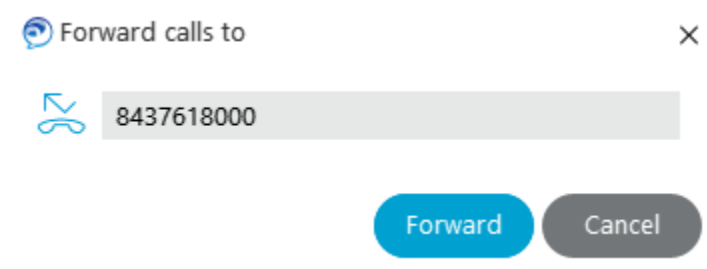
3. Under *Forward Calls* select *New number...*

Note: You will see a list of saved numbers in the future after this step is completed.

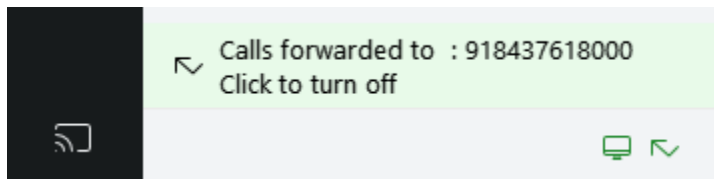


4. Enter the number you want to forward the calls to. Include the area code.

Note: Please test and make sure you can call this number from your desk phone prior to setting the forwarding rule. If you are unable to call the number from your desk phone, please contact Technology Service Desk at 7777 to open a ticket with Corporate Data & Voice. You do not need to add 91 in front of the number.



5. You will see a notification confirming the number that your calls are forwarded to.



6. To cancel the call forwarding simply click the notification.