



Quick Start User Guide

Call Features and Voicemail / Jabber Desktop Setup and Access

Dial 9 for Outside Calls

In case of Emergency dial 911

If you call 911 by mistake DO NOT HANG UP wait for the operator and let them know you dialed in error.

Voicemail Setup –

- Press the message button
- Enter default password: 3432 #
- Record first and last name
- Record personal greeting
- Reset your password – min. 4 digits

***Jabber Desktop IM/Presence Set up–*

- Click on Jabber icon on desktop
- For the initial set up you will type your CWID@fhda.edu, press continue, accept all certificates and then type in your password.
Note: after the initial setup up you will simply type your cwid number to login

If you have any issues with the programming of your new phone please call ext. 1777 -- Please go to the following link to download a copy of the Phone, Jabber and Voicemail User Guides

<http://ets.fhda.edu/getting-help/phones/index.html>

** The ETS will notify you via email when the Jabber is ready for install.