**Jabber as a Soft Phone**

- When first logging in, your contacts show in the main screen.

- To Enable/Disable phone services or to switch between using your computer as a phone or controlling your desk phone, select Call settings at the bottom.

- You can choose to use your PC or desk phone for calls.

- You can choose to forward your phone number directly to voicemail or another phone number.
• When selecting the phone button you can see your *Recent* history

• You can make a call from your Contact List by selecting the *button, then selecting the number

• You can 5 digit dial a number by entering it in the *Search* bar
- Have the ability to *Hold, Transfer, Conference and End Calls* in the call window