Headset Users Checklist
For Jabra 500, Jabra Evolve 65, Jabra Evolve 80, Jabra Pro 930 model headsets

CHECK THE EQUIPMENT TO VERIFY THAT YOUR HEADSET WAS SET UP CORRECTLY

✓ Plug your headset into a USB port and log into your Jabber client
☐ Review the Jabber Client Overview
  kb.wisc.edu/72533

START RECEIVING MESSAGES SETUP YOUR NEW VOIP VOICEMAIL
☐ Open the Cisco Jabber app on your computer
☐ Enter your NetID@wisc.edu
☐ Dial 262-2500
☐ Enter your ID
  This is the last seven-digits of your ten-digit phone number.
☐ Enter the default PIN
  343842
  When creating a new pin you must use at least five-digits.

CHECK THE EQUIPMENT TO VERIFY THAT YOUR HEADSET IS WORKING

☐ Test your headset using the new dialing pattern.
  Campus calls: Dial seven-digit number
  Local calls: Dial 1+seven-digit number
  Long distance/toll free: 1+1+ten-digit number
  Emergency: 911
  See more Cisco VoIP dialing patterns at go.wisc.edu/CiscoDialing

☐ Place your OLD phone in the designated area for SWAP

Get Help
Additional VoIP help resources

DURING YOUR TRANSITION DATE
Someone from the VoIP Team will be on-site on your transition date to help you.

AFTER YOUR TRANSITION DATE
If your transition date has passed, contact the DoIT Help Desk.

Call
608.264.4357

Email
help@doit.wisc.edu

Chat or walk in
it.wisc.edu/help

ADDITIONAL INFORMATION
See all of the VoIP Knowledgebase help documents at go.wisc.edu/VoIPHelp