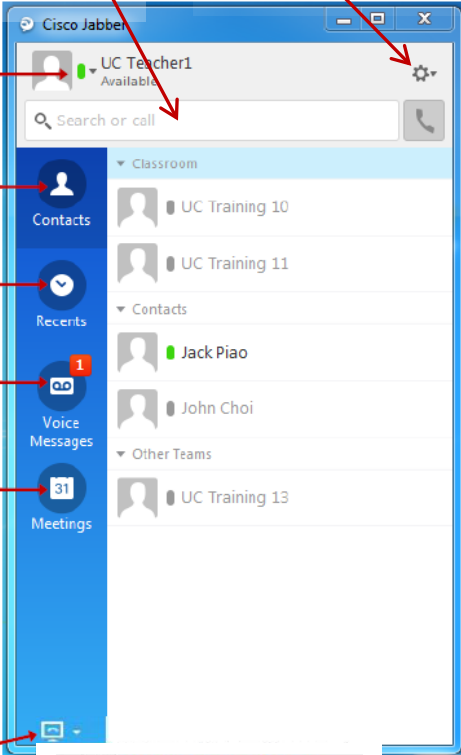


Screen



Search or Call bar
Used to search for a contact by name or number and place a call.

Settings
Used to Sign Out, customize display, create Contacts.

Presence Control

Contacts Tab

Recent and Missed Calls

Voice Messages

Meetings Tab

Phone Control
Select an available phone or set up call forwarding




- Use my computer for calls
- Use my phone for calls
- Forward calls to

Having problems with calls? Make sure the **Phone Control** option is set correctly. Check *Use my phone for calls* when using the phone, check *Use my computer for calls* when using the computer.

Logging In

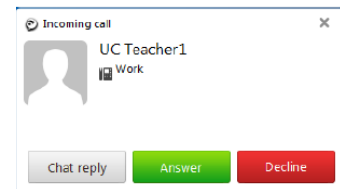
1. Click the Cisco Jabber  icon. Alternately, you can find the application under:
Start > All Programs > Cisco Jabber > Cisco Jabber.
2. Enter your Humber **username** and **password**.
3. Press **Enter**.

Placing a Call

- Method 1:**
Hover over the name in your Contacts list. Click the **Call**  icon or right-click the name then select **Call**.
- Method 2:**
Enter the contact's phone number in the **Search or Call bar**. Click the **Call**  icon.
- Method 3:**
Select the **Call**  icon in a chat window with the contact.

Answering a Call

When you receive an incoming call, you can reply with a chat message, answer the call or decline the call.

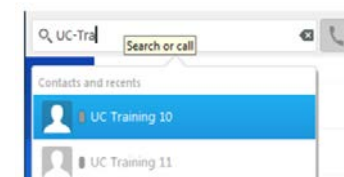


Be sure to use your headset or laptop speakers.


Searching for Contacts

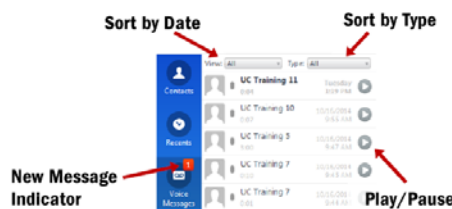
You can find, add and call contacts from the **Search or Call bar**.

Jabber can find contacts across the entire network as well as locally stored contacts.




Recent and Missed Calls

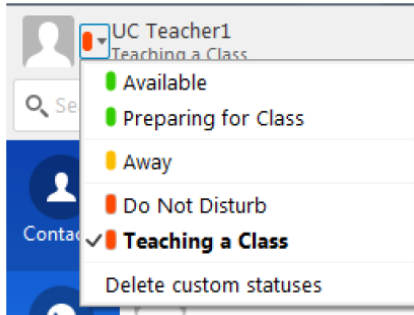
- Click the **Recents** tab to view the list of recent and missed calls.
- To call back, hover your **cursor** over a recent or missed call, click the **Call**  icon and select the callback number.
- **Right-click** a recent or missed call to select a callback number or to delete the item.



Voice Messages

- Click the **Voice Messages** tab to view the list of voice messages.
- Hover your **cursor** over the voice message and click the **Play**  icon to play/pause the message.
- **Right-click** a voice message to select a callback number or to delete the item.

Presence



Presence indicates a user's availability and readiness to communicate.

- You can create up to three custom status messages for each availability state (i.e. Available, Away, Do Not Disturb).
- Insert your cursor in the status message field and enter your new status message.
- Click **Delete custom statuses** to remove all custom statuses.

Collaboration

Search or Call - Enter a contacts name or a phone number in the Search or Call bar from the chat window

Multiple Chat Tabs - Allow you to manage separate conversations with individuals or groups

Share your screen

Start a phone call

Start Video - turn a chat or phone call into a Video Conference

Go full screen

Show self-view

Open a keypad to enter digits

Mute your audio

Adjust volume

End calls

Opens more controls

Send a screen capture

Send a file

Insert an emoticon

Edit the font size and color

Add participants to create group chats

Pop-out the window to show chat in a new window

Hold - Places active call on hold

Transfer - Transfers current call

Merge - Merges current call with another call

Conference - Adds current call to conference