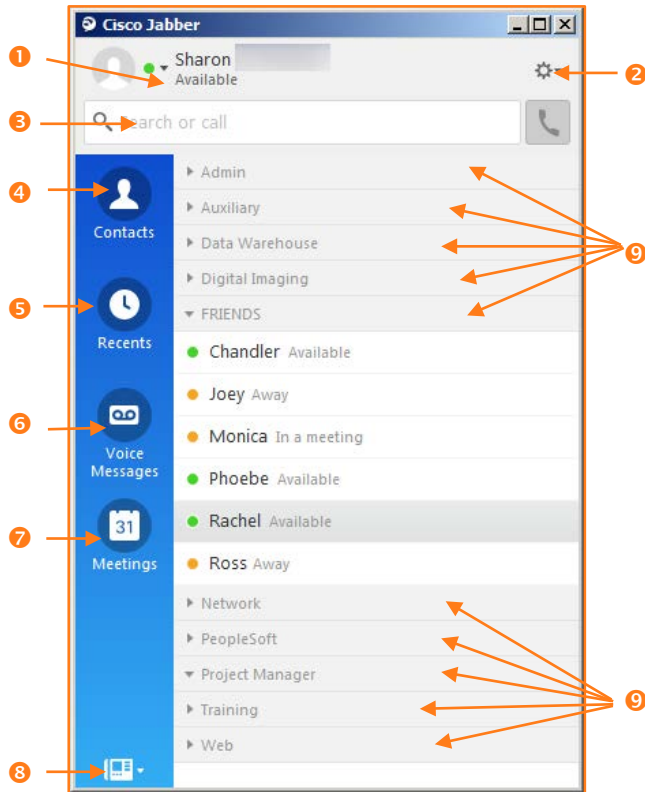


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Cisco Jabber for Windows 11.6

Quick Start Guide

Hub Window



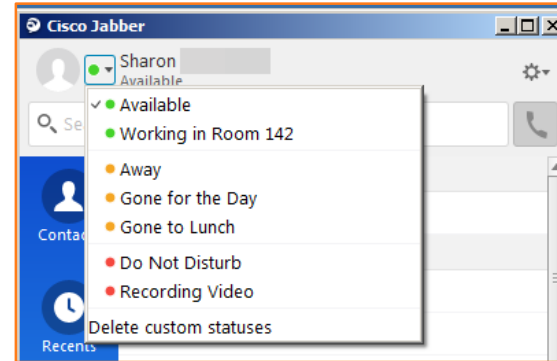
- | | |
|-----------------------|-------------------|
| 1. Status message | 6. Voice Messages |
| 2. Menu | 7. Meetings |
| 3. Search or call bar | 8. Phone Controls |
| 4. Contacts | 9. Custom Groups |
| 5. Recent calls | |

Customize My Client

You can access your options and preferences for Cisco Jabber to customize how your client behaves.

1. From the hub window, select **Menu > File > Options**.
2. Select any **tab** in the Options menu to make your choices.

Custom Status Messages



- You can create up to three custom status messages for each available state.
- Insert your cursor in the status message field and enter your new status message.

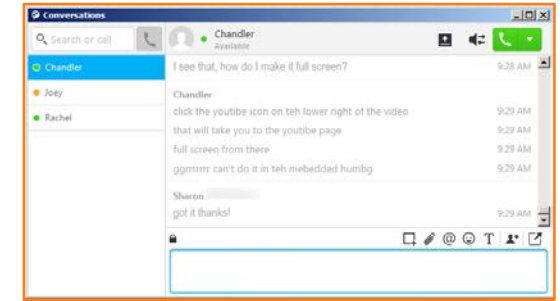
Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

1. Start typing the person's name in the search bar, click on the gray + sign to Add Contact.
2. Select which group to add the new contact to (or click on New group to create a new group) and select **OK**.



Chat Window



Chat windows contain:

- The search or call bar
- Tabs for multiple chats
- Availability state
- Chat options and collaboration controls

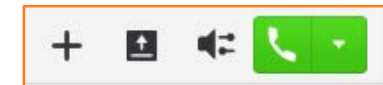
Chat Options



In a chat you can:

- Send a screen capture
- Send a file
- Insert an emoticon
- Edit the font size and color
- Add participants to create group chats
- Show the chat in a new window

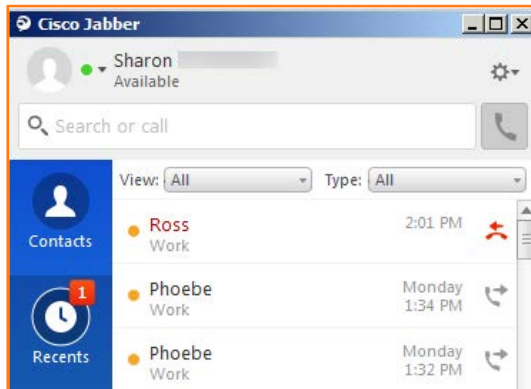
Collaborate with My Contacts



When chatting with a contact, you can use controls to:

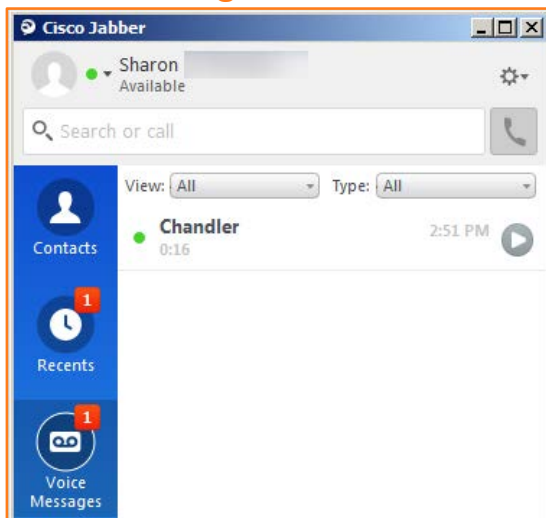
- Add them to your contact list (if not already added)
- Share your screen
- Open audio options
- Start a phone call

Recents



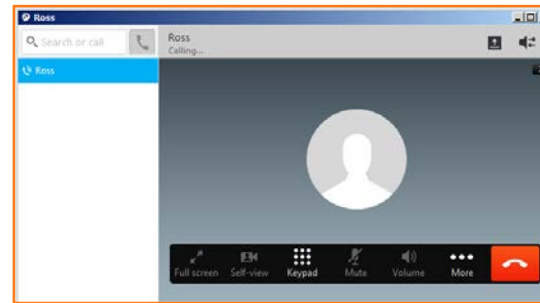
- The Recents tab shows a list of recent and missed calls.
- Hover your cursor over a missed call and select the Call icon to call back.

Voice Messages



- The Voice Messages tab lets you access, play, and manage your voice messages.
- Right-click voice messages to delete or call back.
- You will see notifications on the hub window when you miss calls or receive new voice messages.

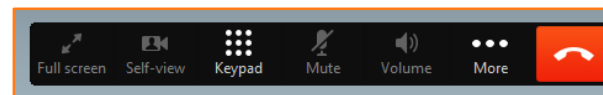
Making a Call



To call people, you can either:

- Enter their phone number in the Search or Call bar OR
- Right-click on their name in your contact list.
- Jabber will automatically put your phone on speaker to make the call.

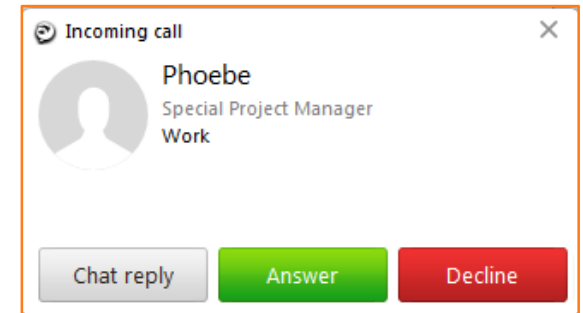
Call Controls



Call controls let you do the following:

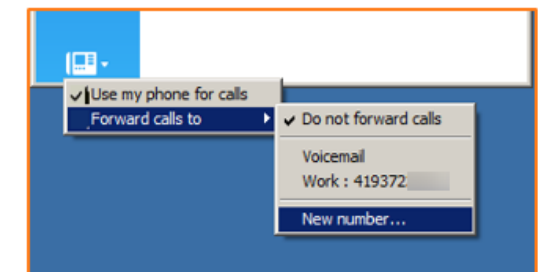
- Go full screen
- Show self-view
- Open a keypad to enter digits
- Mute your audio
- Adjust volume
- Access the following additional controls:
 - Hold calls
 - Transfer calls
 - Merge calls
 - Create conference calls
- End calls

Incoming Calls



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

Forward Calls



To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

1. From your hub window, open the Phone Controls drop-down menu.
2. Select **Forward Calls To** and specify the phone number.

Need Help?

Contact the Technology Support Center (TSC)

In person at 110 Hayes Hall

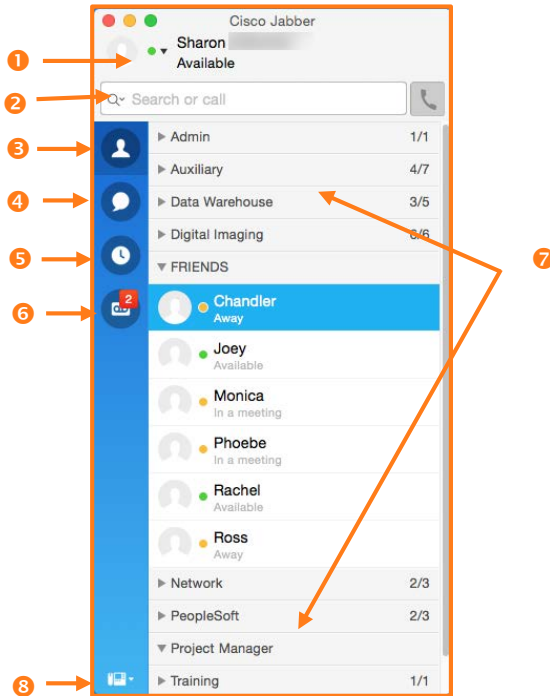
By phone at 419-372-0999

By live chat at <http://www.bgsu.edu/tsc>

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Cisco Jabber for MAC 11.6 Quick Start Guide

Hub Window



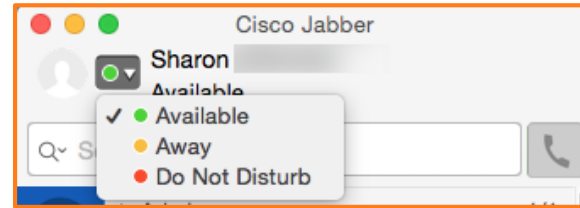
1. Status message	5. Recents
2. Search or call bar	6. Voice Messages
3. Contacts	7. Custom Groups
4. Chats	8. Phone Controls

Customize My Client

You can access your options and preferences for Cisco Jabber to customize how your client behaves.

1. Select **Jabber > Preferences**.
2. Make your selections.

Custom Status Messages



You can create personal status messages to replace the default messages and tell your contacts what you are doing at a glance.

1. Select the status message field on the main window.
2. Select Available, Away, or Do Not Disturb
3. Enter a message to display.
4. Press the Return key on your keyboard.

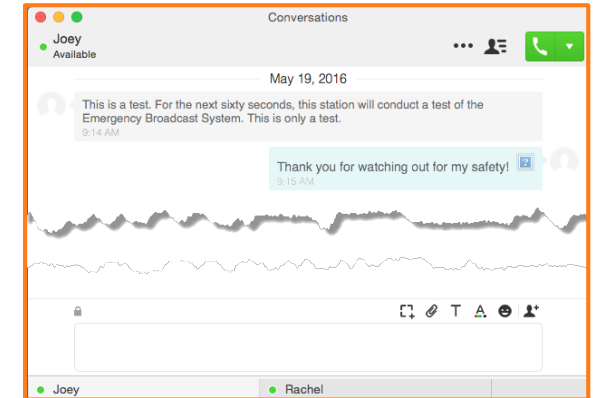
Cisco Jabber displays your personal status message.

Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

1. From the Jabber application menu, click **Contacts > New Contact**.
2. Type a **name** in the Enter an IM account field.
3. Click the desired contact name from the search results.
4. Enter a display name (optional), or add the contact name to a group (optional). Then click **Add**.

Chat Window



Chat windows contain:

- Tabs for multiple chats
- Availability state
- Chat options and collaboration controls

Chat Options



In a chat you can:

- Send a screen capture
- Send a file
- Edit the font
- Edit the font color
- Insert an emoticon
- Add participants to create group chats

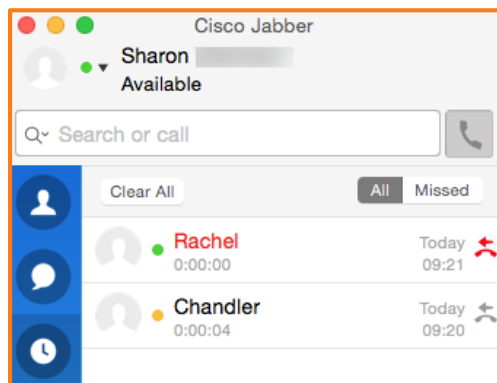
Collaborate with My Contacts



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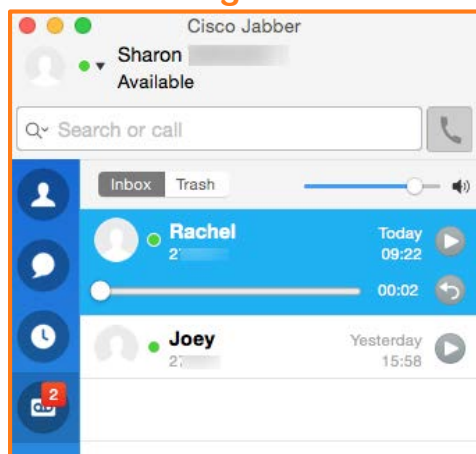
- Share your screen
- Show or hide participant list
- Start a phone call

Recents



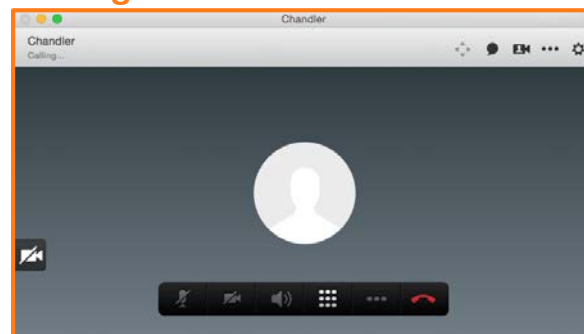
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Voice Messages



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- Right-click voice messages to delete or call back.
- You will see notifications on the hub window when you miss calls or receive new voice messages.

Making a Call



To call people, you can either:

- Enter their phone number in the Search or Call bar OR
- Right-click on their name in your contact list.
- Select the Call icon in a chat window with the user

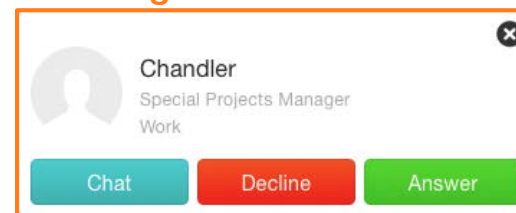
Call Controls



Call controls let you do the following:

- Mute your audio
- Disable video
- Adjust volume
- Open a keypad to enter digits
- Access the following additional controls:
 - Hold calls
 - Transfer calls
 - Merge calls
 - Create conference calls
- End calls

Incoming Calls

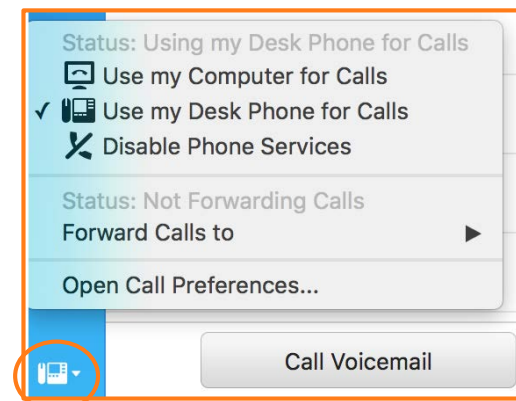


When you receive an incoming call, you can reply with a chat message, answer the call, or decline the call.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

1. From your hub window, open the Phone Controls drop-down menu.
2. Select **Forward Calls to**.
3. Select your preference from the available list.



Need Help?

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