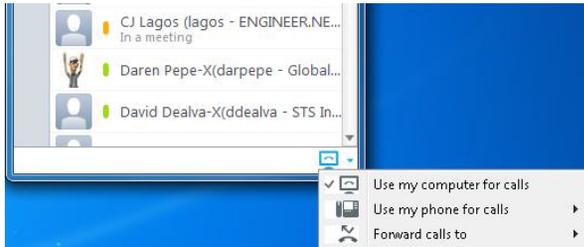


# Cisco Jabber for Windows

## Client Controls

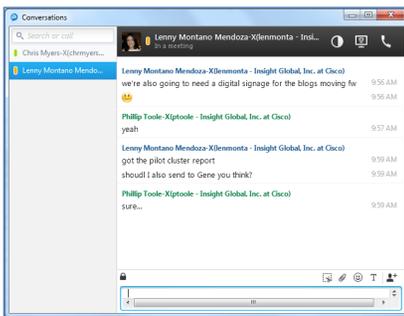
You may choose to use your computer as a softphone, or have the Jabber client control your desk phone. To change your selection, click the  button in the bottom right corner of the client, then select the phone you wish to control.



You may also use this button to forward all your calls to another phone or divert all calls to voicemail by selection *Forward Calls To* in the drop-down list. Call forward settings will remain in effect even when the client is closed. To turn off call forward, select *None* from your list of forward options.

## Chats

In the *Chats* tab you can see a list of previous chat conversations you have had recently, start an *Instant Message* conversation, or begin a *Group Chat* session.



During a chat, you may have the option to transfer files, begin a desktop share, escalate to a phone conversation, change fonts, and add emoticons.

## Contacts

In the *Contacts* tab you can change your presence status and see presence status of your contacts. To add a contact to your contact list, do one of the following:

- To add a colleague, enter the name of the contact in the *Search and Dial Bar* at the top of your client. The predictive search functionality will present you with possible matches as you type. When you locate the correct contact, right click on their name and choose *Add Contact*.
- To add a person outside of your organization, select *File* in the top menu bar, then *New > Contact*. A pop up window will appear where you may enter the contacts information.

*Note: You may be unable to view an external contact's presence until they approve your request.*

## Availability Status

To change your availability status, click the drop-down list to the right of your name in the Jabber console and select the appropriate status:

-  *Available* in Jabber
-  *Idle or On the Phone or In a Meeting*
-  *Do Not Disturb*
-  *Not logged In to Jabber, or Out of Office*

## Calls

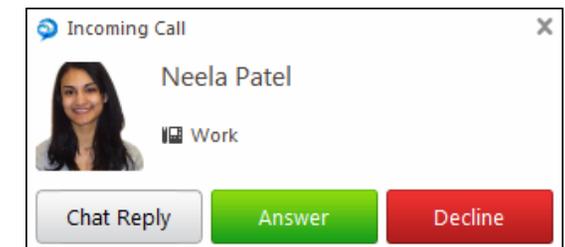
### Making a Call

To initiate a phone call, do one of the following:

1. Float your cursor over the name of a contact in your contact list, then press the  *Call* button that appears to the left of the contact. If the contact has more than one phone number, select the appropriate number you wish to dial.
2. Right-click the name of a contact in your contact list, then select *Call* and the number for that contact you wish to dial.
3. Enter the name of a contact in your *Search and Dial Bar*, then either highlight the contact and press the  *Call* button, or right-click the contact and select the appropriate phone number to dial.
4. Enter a phone number in the *Search and Dial Bar*, then press *Enter* on your keyboard.

### Receive a Call

When you receive a call, a window will pop up with the caller's information:



You may then click *Answer* to accept the call, or *Decline* to send the call directly into your voicemail. Click *Chat Reply* to start an Instant message conversation with the caller instead of answering with.



## Mid-Call Features



- During an active call, you may *Pop-Out* the video panel by pressing 
- Press  to enter *Self-View* mode
- You can open the *Dial-Pad*  to enter digits in an automated attendant.
- To *Mute* your end of the call, press 
- Press the *Ellipses*  for more in-call options, like Conference and Transfer.

## Video Calling

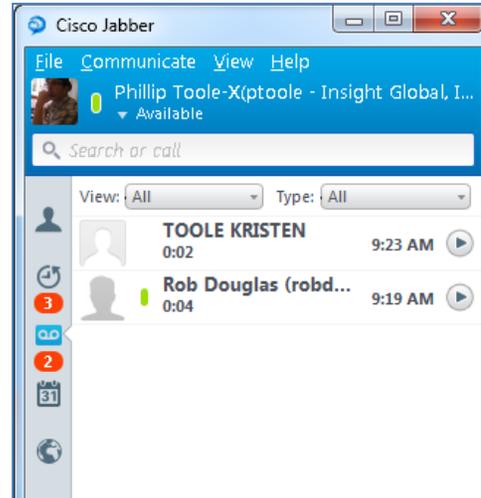
If you have a camera connected to your computer, you may use this to make video calls with your Jabber client. You may choose to have video appear with every call you make or receive automatically, or add video to calls on a per-call basis. To change your video calling preferences, select *File* from the top menu bar, then choose *Options*. Select *Video* to check your video camera settings, then select *Calls* to set the default video call behavior.

To add video to an active call, select the pull-down menu to the right of the call timer and choose *Start Video*. You will see a video window appear.



## Voicemail

Use the *Voicemail* tab to manage your voice messages. From here you may *Play*, *Pause*, or *Restart* a message.



To delete a voice message, right-click the message and select *Delete*.

## Jabber Dock Interface

The *Jabber Dock Interface* provides instant access to common features on top of other open applications. When *Show Docked Window* is selected, you will have a blue pull-down bar at the top of your screen.



Scroll over it to search contacts, start a chat, place a call, or access your Call History and Voicemails.



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