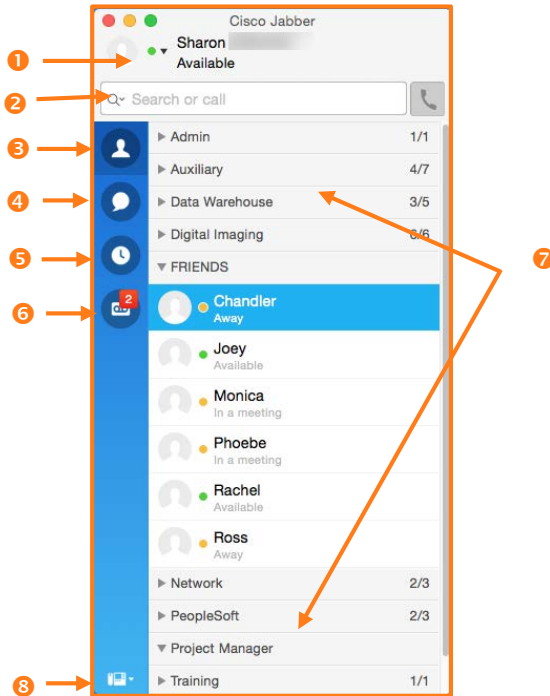




Cisco Jabber for MAC 11.6 Quick Start Guide

Hub Window



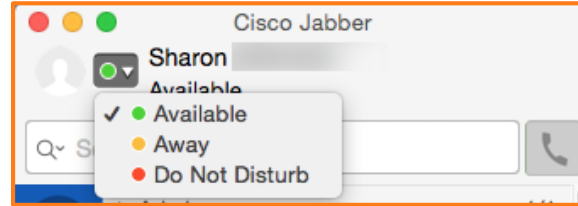
1. Status message	5. Recents
2. Search or call bar	6. Voice Messages
3. Contacts	7. Custom Groups
4. Chats	8. Phone Controls

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.

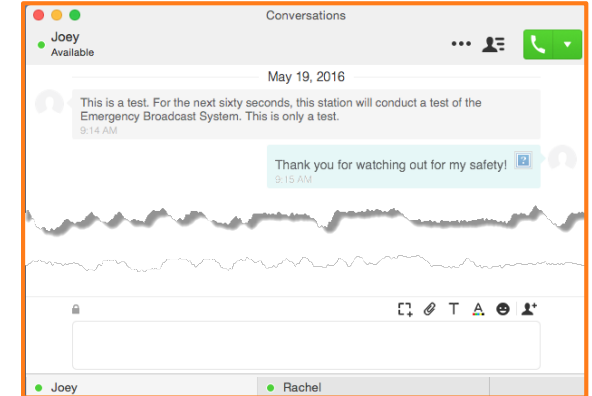
1. Select the status message field on the main window.
 2. Select Available, Away, or Do Not Disturb
 3. Enter a message to display.
 4. Press the Return key on your keyboard.
- Cisco Jabber displays your personal status message.

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

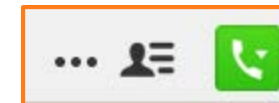
Chat Options



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

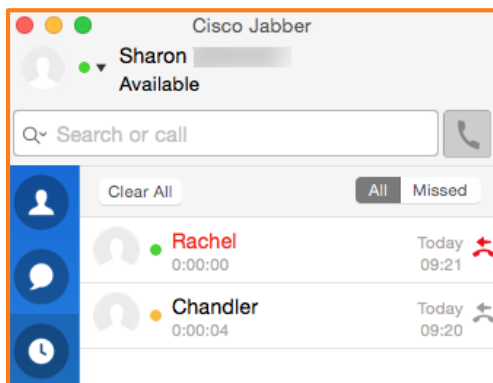
Collaborate with My Contacts



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

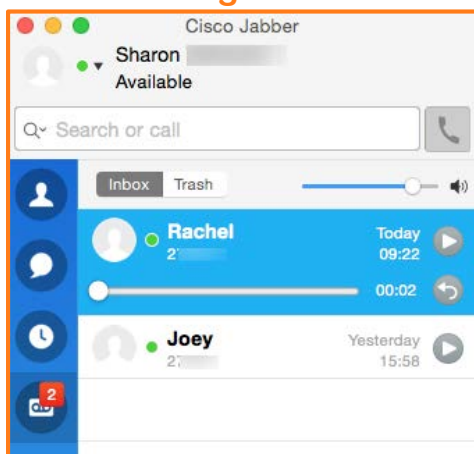
- Share your screen
- Show or hide participant list
- Start a phone call

Recents



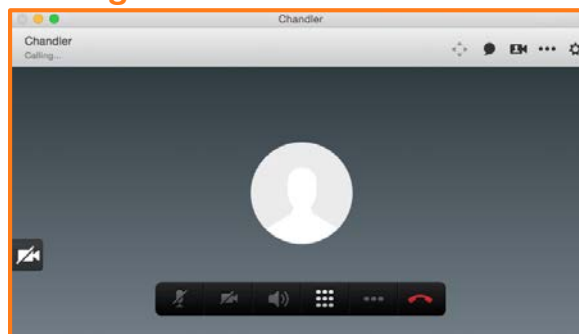
- The Recents tab shows a list of recent and missed calls.
- Hover your cursor over any recent call and select the Call icon to call back.

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.
- Select the Call icon in a chat window with the user

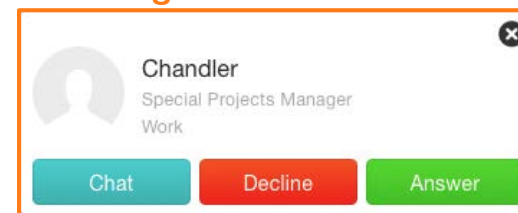
Call Controls



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?

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>