Jabber for iPad

Overview

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2	User search window
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Contacts

On the *Contacts* tab, you have the ability to search your corporate directory for colleagues, add contacts to your contact list, and interact with contacts.


To begin building your contact list, select the *Plus* symbol above the search bar on the *Contacts* page. As you type a colleagues name, the search results will narrow and you may select the person you wish to add. Select *Done* in the *Add Contact* window when you have finished making your selections.

To search for a colleague, simply type their name in the search space provided at the top of the page.

If you tap on a contact in your contact list, you will see interaction options available. Choose either *Chat* or *Call*.

Chat
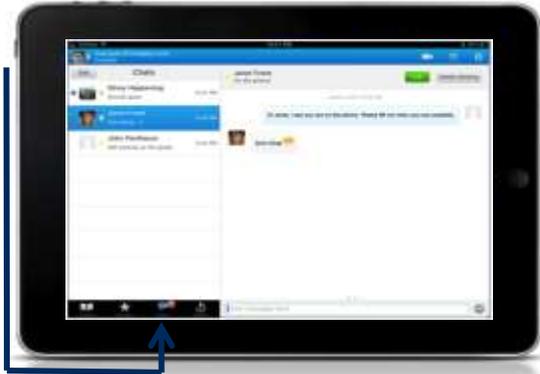
When you begin a chat session with a contact, you will be taken to the *Chat* tab on the Jabber for iPad client. If you are participating in more than one chat, you will see a list of active chats. Tap the contact's name to switch to that conversation while leaving the other conversations active.

When you receive a chat message from a colleague, the application will pop up a notification if it is running in the background, and display a notification on the Chat tab of the client.

You can also have Jabber for iPad play a sound when new messages are received by tapping the *Settings* cog then select *Sounds*. Choose the audible notification method you prefer.

To escalate a chat conversation to a phone call, press the green *Call* button at the top.

Calls

The Jabber for iPad client allows you to make and receive calls on your corporate telephone number, using both audio and video.

Audio Calls

To make an audio call, touch the Key Pad button in the top right corner. Placing a call will activate the speakerphone on your desk phone. This will open up a standard telephone dial pad interface. You may enter any telephone number, just as you would dial from your desk phone.

During your call, you have mid-call features available to you. At the bottom of your calling screen, you will notice buttons. Here you may choose to *Mute* the audio, open the *Key Pad* to insert touch-tones, place the call on *Hold*, or select *More* to *Transfer* the call, or create a conference call using *Add To Call*.

Video

If the person you call has video capabilities, you may select the *Video* button, or have video start automatically in the client settings.

During a video call, you have the same mid-call features as you do with an *Audio* call. You can *Mute* the caller, place the call on *Hold*, open the *Key Pad* for touch tone entry, or press *More* to *Transfer* the call or add additional participants with *Add To Call*.

Note: If you add more participants to an existing vide call, you may revert to an audio-only call if your system does not support multi-point video calls.

Recents

The *Recents* tab is where you can find a listing of all you calls, only your missed calls, and access your voicemail.
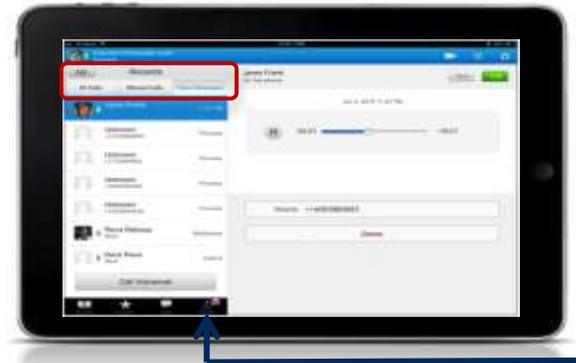
Visual Voicemail

When you select the *Voice Messages* tab under Recents, you will be presented with a visual listing of all messages in your voicemail box. This will include both new and saved messages. To listen to the message, simply tap the entry you wish to hear. Options for handling the voice message will appear in the window to the right.

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