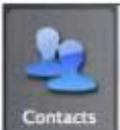
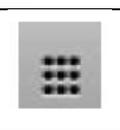


Buttons and Descriptions:

	Contacts: Displays your contact list. Add contacts by clicking the Action menu at the bottom of the main screen and choosing Add Contact .
	Chats: Displays your chat History, including missed chat messages.
	Calls: Displays your call history, including incoming, outgoing and missed calls.
	Voicemail: Displays visual voice messages. Click Play button to listen to your messages.
	Keypad: Allows you to dial numbers directly.
	Search: Opens the directory search field to search for contacts within your corporate directory.
	Actions: Displays a menu of the following options: <ul style="list-style-type: none"> Add Contact Add Group Chat Call Start Online Meeting Send File Send Email
	Audio Mode and Preferences: Allows you to toggle between using Jabber as a soft phone or control your desk phone.

Availability Status

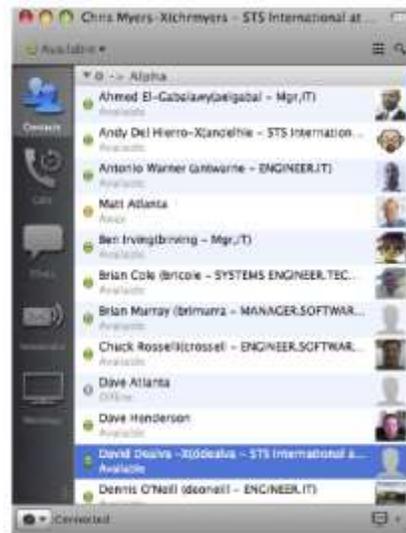
To change your availability status, click the drop-down list to the right of your name in the Jabber console and select the appropriate status:

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

Contacts

From the [Contacts](#) tab, you can:

- Change availability status
- View contacts presence status
- Add contacts
- CONTROL COMMAND SPACE hotkey brings up predictive search
- Control your desk phone from Jabber
- Start a call or IM



Add Internal Contact

To add a contact from your corporate directory:

- click the [Action](#) button in the lower left corner of the window and choose [Add Contact](#).
- Start typing the name of the person you wish to add.
- Choose the name of the person you wish to add.
- Use the drop-down menu to choose one your existing groups, or create a new group.
- Click [Add](#).

Add an External Contact

To add a personal contact to your contact list:

- Choose [Contacts](#) > [Add Personal Contact](#)
- Enter the information for the new contact in the [Add New Contact](#) window.
- To add a photo, double-click the picture icon and browse to the desired photo on your computer.
- Use the drop-down menu to choose one of your existing groups, or create a new group.
- Click [Add](#).

Chat

To begin a chat message with a contact, double-click the contact's name in your contact list. If the contact is not in your contact list, perform a search then double-click the search result of the person you wish to contact to initiate the chat.

The following buttons are available within the Jabber chat window:

	Place Call: Initiates a phone call with the chat participant.
	Start Online Meeting: Launches Cisco WebEx Meeting Center with chat participants.
	Send Email: Opens a new email message window with the chat participant as the recipient.
	Action: Displays a menu of available actions: <ul style="list-style-type: none"> Send File Add to Group Block Get Info
	Invite Contact: Allows you to search for additional participants to invite to the chat.
	Participant Panel: Opens and closes a panel that lists the participants in the chat session.
	Font Attributes: Allows you to choose a font, type size, and color.
	Font Color: Allows you to change the font color for your text.
	Emoticons: Allows you to choose from a palette of emoticons.
	File Transfer: Allows you to browse for a file and send it to your contact.

Calling Features

Making a Call

Placing a call will activate the speakerphone on your desk phone.

From the Jabber console, do one of the following:

1. Right-click a contact select **Call** or **Call with Video**. If more than one number is in the directory, and select **Work** or **Mobile**.
2. Enter the number in the Search field and click **Call**.
3. Open the **Dial Pad** , enter the phone number, then click the **phone**  icon.
4. Enter a name in the Search field. Click **Search Directory** and click the **phone**  icon.



From any application on a Mac, you may also select a phone number to dial. Go to the application's **Application** menu, then **Services**, then **Dial with Jabber**.

Receive a Call

Click one of the buttons in the notification window that appears when there is an incoming call: **Chat**, **Answer**, or **Decline**. (Decline will send the call to your voicemail.)



Starting a Conference Call

1. In the Active Call window, select "Show Actions".
2. Select "Add Call"
3. Type the name of the next participant in the **Search** field or manually enter a phone number. The search results display all the contacts in your contact list that have a phone number associated with their profile, even those that are offline.
4. Click the name of the desired contact and then, from the contact information, choose the number you want to dial.
5. When you have established calls to all the participants you want, click **Conference**. All of your callers and yourself will now be able to communicate in the same call.

Voicemail

From the **Voicemail** tab on the left side of the Cisco Jabber client, you can view:

- Manage your voicemail messages
- Play, pause or restart a message
- Right-click and select **Delete** to remove a voicemail message.
 - To permanently delete messages, you must click the **Trash** icon, highlight the message you wish to delete, then press the delete button on your Mac keyboard. To delete all messages in the trash folder, choose **Edit > Empty Voicemail Trash**.



Forward all Your Calls

You can configure the Jabber desktop client to forward your calls to:

- Voicemail
 - Another phone number listed for you in your company profile.
1. Click the **Audio Mode and Call Preferences**  button.
 2. Choose **Forward Calls To**, then select the number to which you would like your phone to ring.

Installation

Launch Finder. Hit Go, then Connect to Server. Make a connection to `smb://file1-13.bvu.edu/winapps`. Go to the Jabber folder to get the Cisco Jabber app.

cisco Jabber for Mac

