

University of Missouri Kansas City (UMKC)

Cisco Jabber for Windows 11.x

Getting Started Guide



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About Cisco Jabber for Windows

Collaborate more securely and effectively from anywhere with colleagues, business partners, and customers using Cisco Jabber. Jabber allows you to work together efficiently from anywhere by bringing together presence, instant messaging (IM), audio and web conferencing, enterprise voice, and visual voicemail into one client on your desktop.

Share Your Status with Others

Let your contacts know if you are available to chat, in a meeting, or too busy to talk.

Organize and Add Contacts

Adjust your contact list and add your friends and family.

Use Chats to Communicate

Learn how to quickly create group chats and control your privacy settings.


Make Calls and Adjust Your Settings

Forward calls and use other numbers. Change the volume on calls and organize your video cameras.

Use Meetings and Calendars

Add a meetings account to instantly start and join conferences. View your calendar to stay on top of meetings and events.

Starting Jabber

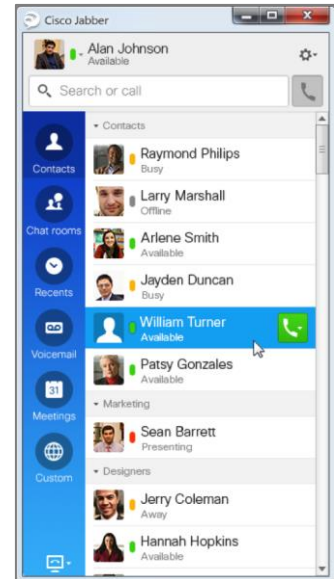
Locate the Jabber icon  on your desktop, or open your Programs folder and search for Cisco Jabber. You will be prompted to enter your username and password.

Jabber Quick Tour

Contacts

In the Contacts tab you can:

- Change your presence status
- See your Contacts' presence status
- Add contacts
- Use your computer as a Soft Phone or control your Desk phone from Jabber
- Search for contacts in your directory
- Start a call or IM



Recents

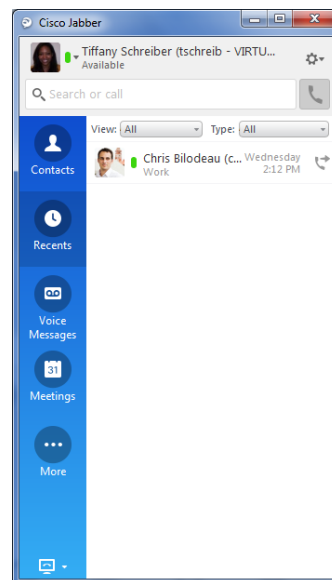
In the Recents tab you can:

- See who has called you sorted by timeframe or by placed, received, and missed
- Return calls

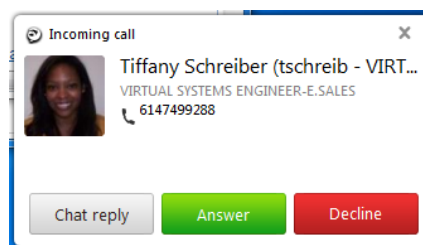
During a call you can:

- Mute/Un-mute the call.
- Control call volume.
- Place call on hold, display a keypad, start a video call, merge or transfer calls

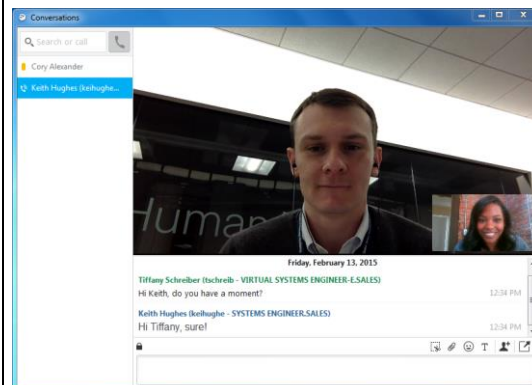
Recents Tab:



Incoming Call:



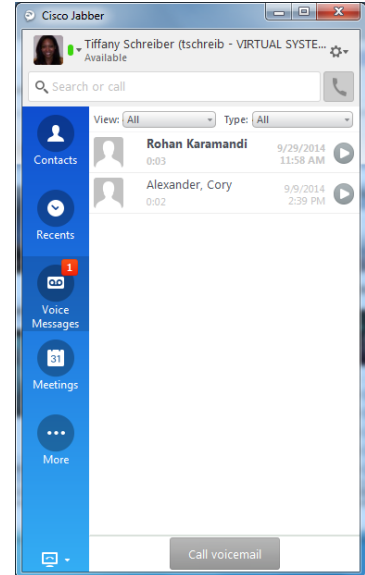
Active Call:



Voicemail

From the Voicemail tab you can:

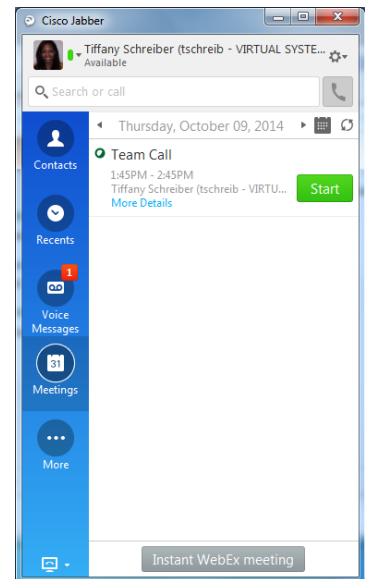
- Manage your voicemail messages
- Play, pause, or restart a message
- Right click and select Delete to remove a voicemail message
- Leave a voicemail directly



Meetings

From the Meetings tab you can:

- View your calendar
- See upcoming meetings
- Join meetings
- Start an Instant WebEx Meeting



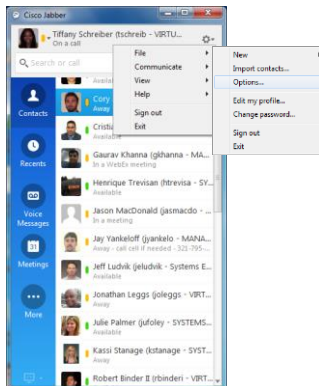
Configuring Cisco Jabber

- Step 1. When you first start up the client, enter your email address and press continue. This allows for the client to locate resources on your network for voicemail, instant messaging, and phone services.
- Step 2. Log into Cisco Jabber using your username and password.

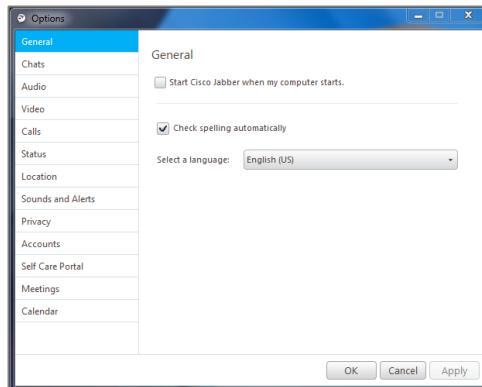


If a window pops up informing you of a newer version, you can click *Install Update* to install it.

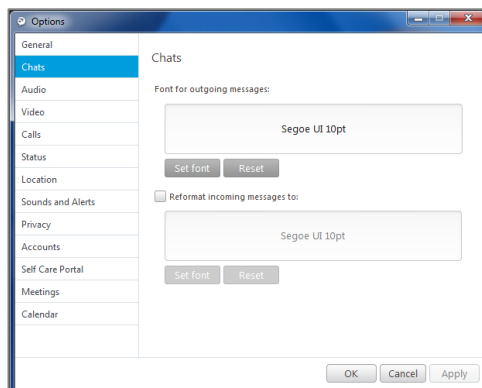
- Step 3. Select the *Gear Icon*  > *File* > *Options...*



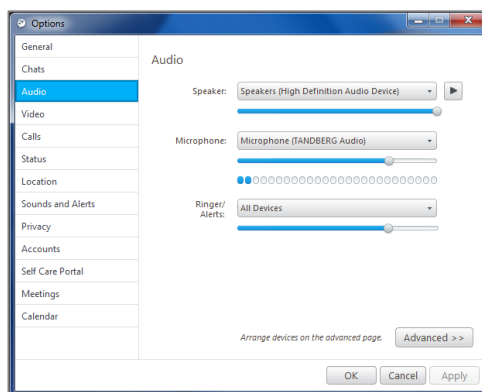
- Step 4. To automatically start Jabber when your computer starts, select the General tab and check the *Start Cisco Jabber when my computer starts* option and check the *Check spelling automatically* to turn on spell check and set your preference for language.



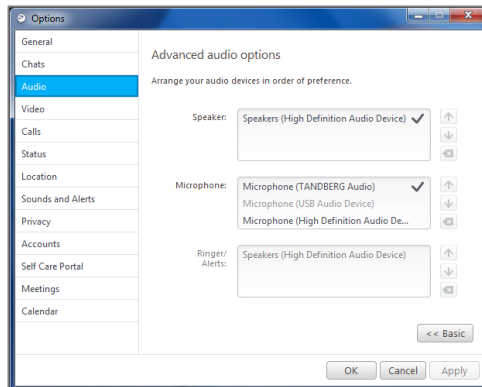
Step 5. To set your font preferences, select the *Chats* tab. Pressing the *Set font* button will open a new menu where you can set your font, typeface, color and size. (Pressing *Reset* will set the font back to default.)



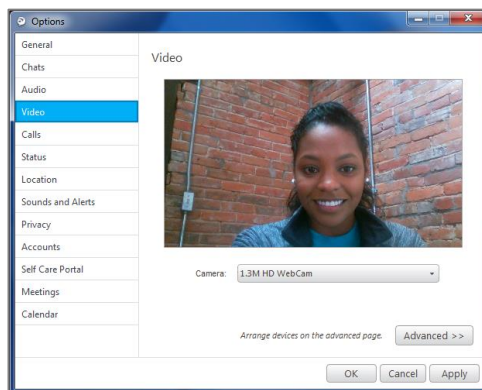
Step 6. To set your default speakers, microphone or ringers/alerts, select the *Audio* tab.



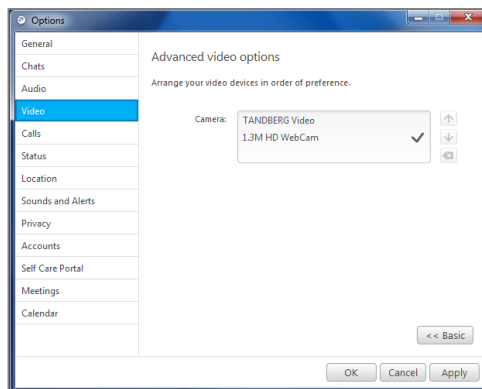
Note: Click *Advanced* to determine the preference order of your audio devices (if you plan on using something other than the integrated audio devices).



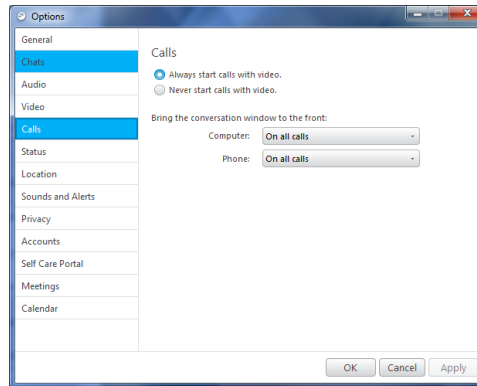
Step 7. To set which camera Jabber should use when making video calls (if using something other than the integrated camera), select *Video*.



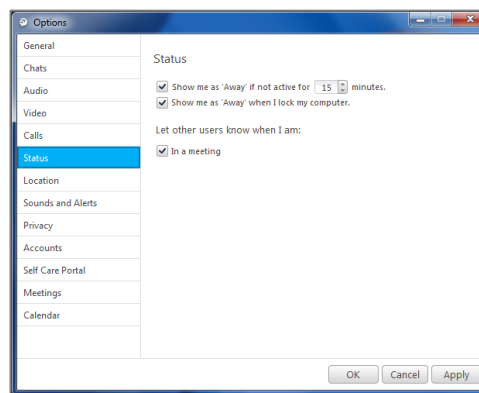
Note: Click *Advanced* to determine the preference order of your video devices (if you plan on using something other than the integrated camera).



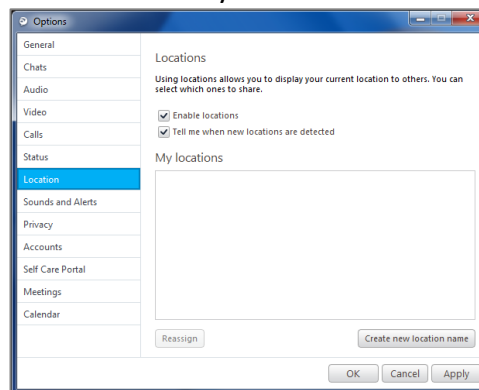
Step 8. To set your call settings, including starting video with calls, or layer options for the call window during active calls, select the *Calls* tab.



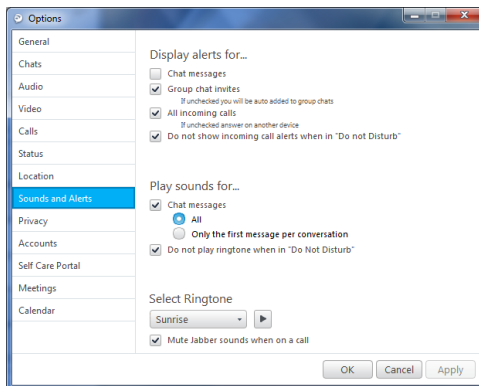
Step 9. To set your auto-Away settings, select *Status*.



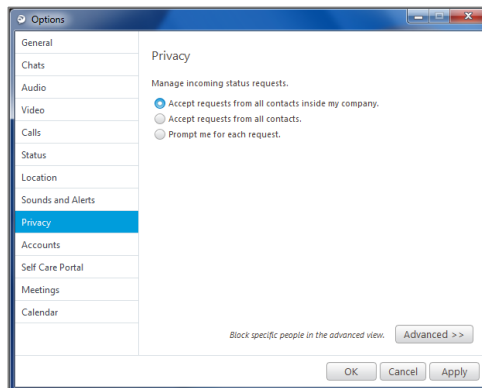
Step 10. To share your location with your contacts, check the *Enable locations* options. Then select the *Create new location name* button and edit your location information.



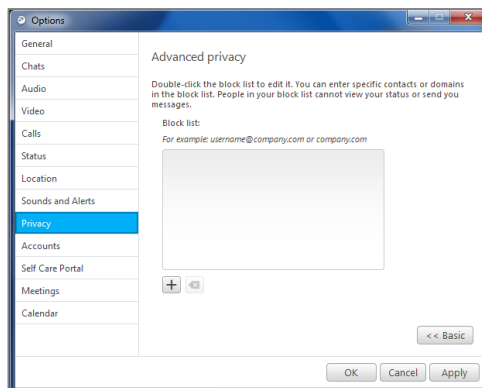
Step 11. To set your default alert settings and your ring tone, select *Sounds and Alerts*.



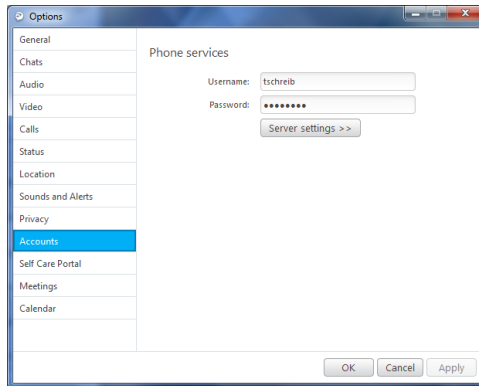
Step 12. To set how Jabber accepts requests, select the *Privacy* tab.



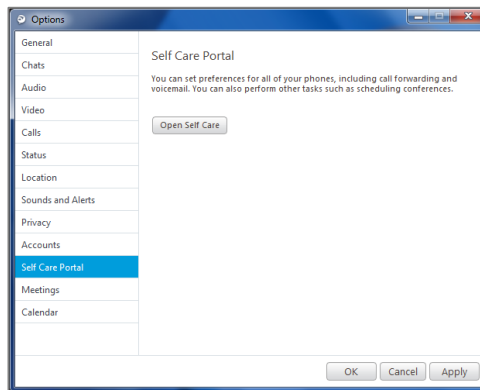
Note: Click *Advanced* to manage your blocked options lists.



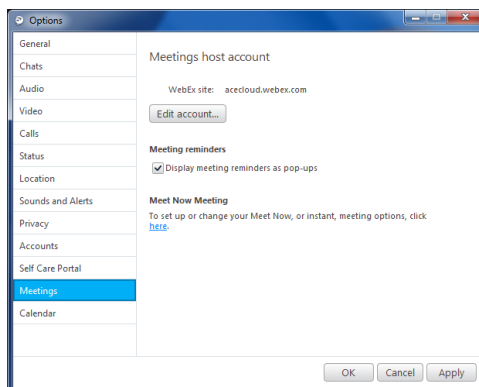
Step 13. To set your phone services username and password, select *Accounts* and input your username and password into the appropriate fields.



- Step 14. To set preferences for all of your phones, including call forwarding and voicemail options, select the *Self care Portal* tab. (Pressing the *Open Self Care* button will open a browser window and take you to the Self Care Portal site, where you will need to login using your username and password.)

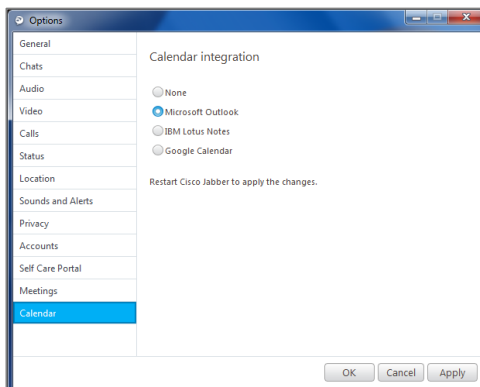


- Step 15. To set your WebEx meetings settings, select the *Meetings* tab. Click the *Edit Account...* button and a new window will open where your WebEx Meeting site will be automatically populated. You will need to enter your WebEx username and password.



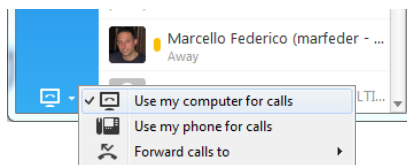
- Step 16. To set your calendar integration options, select the *Integration* tab. (After making your selection you will need to click *Apply*, then

OK. You will have to sign out of Jabber and restart the application for changes to take effect.)



Step 17. After closing the Options window, Click the *Phone Preferences* icon in the lower left hand corner of the Cisco Jabber client to to:

- Use your computer for incoming calls
- Associate a device for incoming calls
- Forward calls to one of your devices



Note: Make sure you have entered your username and password (as shown in Step 13) before trying to associate devices.

Need Help?

UMKC IS Call Center – 816.235.2000
Monday – Thursday 7:00am – 7:00pm
Friday – 7:00am – 5:00pm