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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. Empower employees 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.

Cisco Jabber offers best-in-class unified communications and is built on open standards. With an intuitive interface, you can:

- Make faster, more informed decisions by using presence information to access experts as soon as they are available
- Accelerate team performance by sharing documents and collaborating with audio and web conferencing
- Maximize your reach by communicating with business contacts faster, more often, and with greater impact
- Limit the costs of business travel and phone charges by using a single tool for all modes of electronic communications
- Choose the best provisioning model for your business by deploying Cisco Jabber either on-premises or on demand as a cloud-based service

Configuring Cisco Jabber

Step 1. Log into Cisco Jabber using your UMKC user ID and password.

If a window pops up informing you of a newer version, you can click Install Update to install it.
Step 2. Select the **Gear Icon > File > Options**…

![Gear Icon and File Options]

Step 3. To automatically start Jabber when your computer starts, select the **General tab** and check the option here.

![Options with General Tab]

Step 4. To set your font preferences, select the Chats tab. Pressing the Set font button will open a new menu where you can set you font, typeface, color and size. (Pressing Reset will set the font back to default.)

![Font Preferences](image1)

Step 5. To set your default speakers, microphone or ringers/alerts, select the Audio tab.

![Audio Preferences](image2)

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 6. 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 7. 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 8. To set your auto-Away settings, select Status.
Step 9. To set your default alert settings and your ring tone, select Sounds and Alerts.

Step 10. To set how Jabber accepts requests, select the Privacy tab.
Step 11. To set your Phone and voicemail services username and password, select Accounts and input your UMKC user name and password into the appropriate fields.
Step 12. 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 UMKC username and password.)

Step 13. 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 14. After closing the Options window, Click the icon in the lower left hand corner of the Cisco Jabber client 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 UMKC user name and password (as shown in Step 11) before trying to associate devices.
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
Chats

In the Chats tab you can:

- See a list of people you have chatted with you recently.
- Start an IM
- Escalate a person to person IM chat to a voice call, video call, or screen share
- Send a screen capture
- Send files
- Add emoticons
- Change font
- Start a group chat

To share your desktop, Click the Gear Icon > Communicate > Share Desktop...
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