

# Cisco Jabber—Instant Messenger

## Overview

Cisco Jabber is a communication service that connects instant messenger, screen sharing, conferencing, voice calls, and video calls all in one space.

## When to Use

- Send a quick message for an instant reply
- While on a call, share your screen with the receiver
- Make an –out-of-office phone call using your laptop

## Setup & Login

1. Click on Jabber icon to start the application



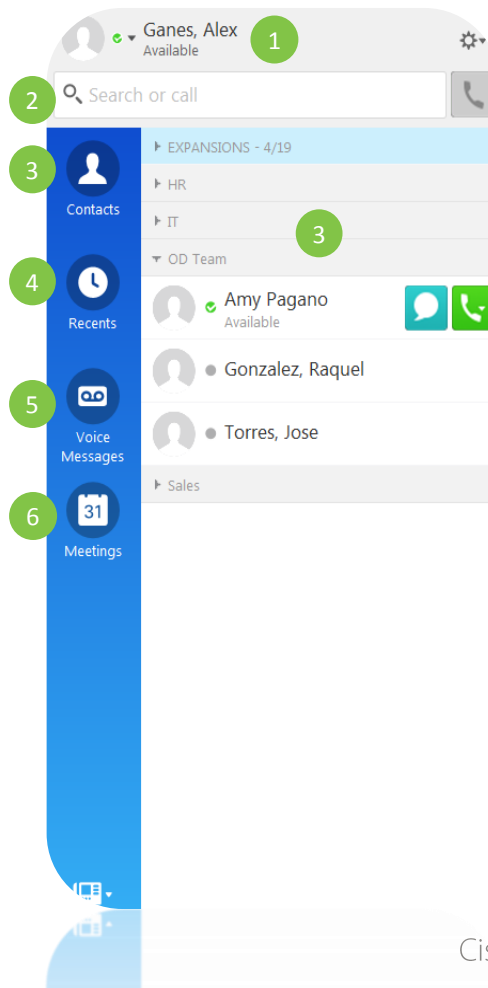
2. Use your PC/Network Password to login to Jabber.



## Hub Window

The hub window contains:

1. Status Availability Field
2. Search or dial bar
3. Contact List
4. Call History tab
5. Voicemail Tab
6. Calendar/Meetings Tab



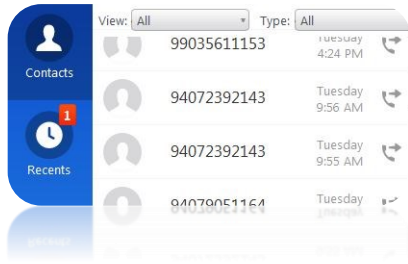
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## Functions

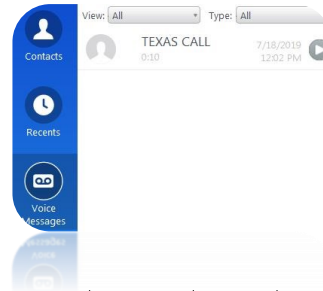
**Custom Status Messages**—Updates automatically to “In A Meeting”, “On A Call”, or “Away”. You can also customize your message to notify other Jabber users.



**Call History Tab**—Use the history tab to review missed and recent calls.

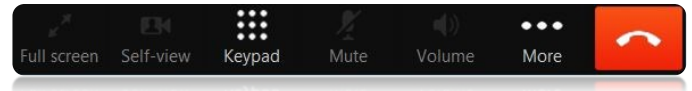
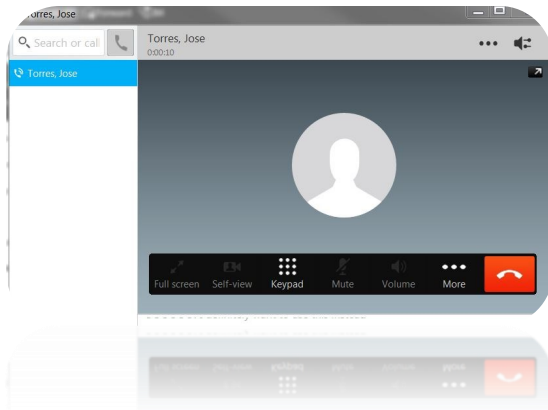


**Voicemail Tab**—Use the voicemail tab to access, play and manage your voice messages.



**Call Window**—The call window integrates with the chat windows while making a phone call from your Cisco Phone. Additional controls allow you to interact with your phone call.

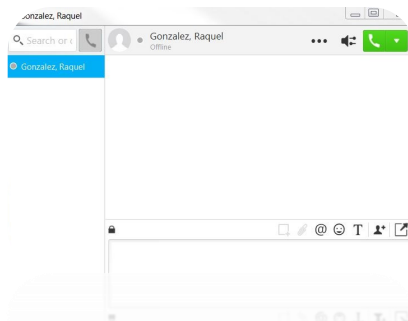
**Call Controls**—Use the controls to make your “Call Window” full screen, open the keypad or mute your audio. You can also, hold, transfer, merge and create conference calls.



Click the Options button to “Share Your Screen”, or select “Meet Now” to schedule an impromptu meeting.



**Chat Window**—Use the chat window to send and receive quick, instant messages.



## Chat Controls

1. Screen grabs
2. File share
3. Emoticons
4. Change font text
5. Create group chat

