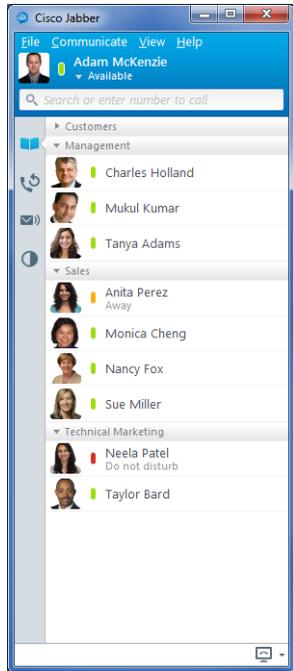


Cisco Jabber for Windows Quick Start Guide

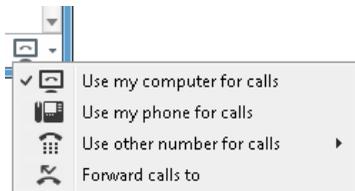
Hub Window



The hub window contains:

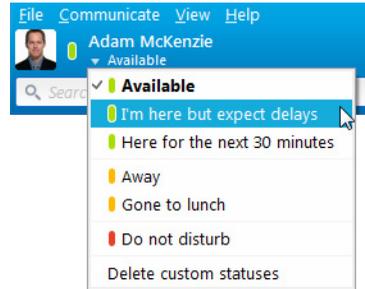
- Menu bar to access functions
- Status message field
- Search or dial bar
- Contact lists
- Phone controls
- Call history, voicemail, and meetings tabs

Phone Controls



Phone controls let you select from available phones and set up call forwarding.

Custom Status Messages



You can set up to three custom status messages for each availability state.

Insert your cursor in the status message field and enter your new status message.

Select **Delete custom statuses** to remove all your custom status messages.

Call History Tab

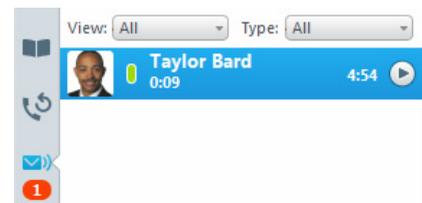


The call history tab shows a list of recent and missed calls.

Hover your cursor over the call back button to return a missed call.

Right-click items in your call history list to delete them.

Voicemail Tab



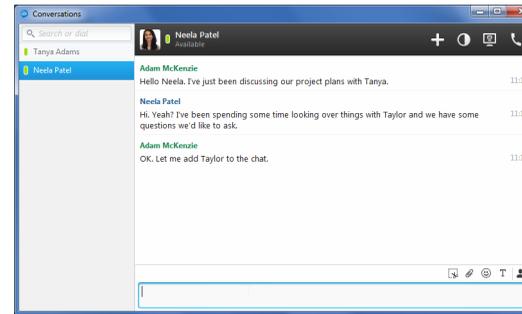
The voicemail tab lets you access, play, and manage your voice messages.

Right-click voice messages to delete or call back.



Note Notifications display on the hub window when you miss calls or receive new voice messages.

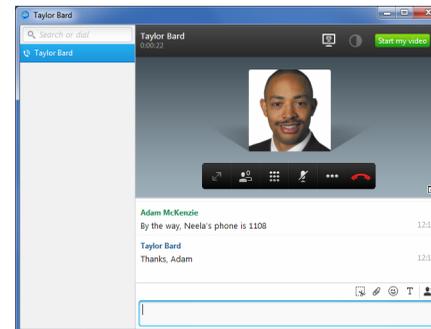
Chat Window



Chat windows contain:

- The search or dial bar
- Tabs for multiple chats
- Contact picture and availability state
- Chat controls

Call Window



Call windows integrate with chat windows and include the following:

- A pop out button (📺) that lets you separate chat and call windows
- Call controls

Chat Controls



Chat controls perform the following actions:

- Take screen captures
- Transfer files
- Send emoticons
- Adjust the font size and color
- Add participants to create group chats

Collaboration Controls



Chat windows can also include controls that let you do the following:

- Add people to your contact list
- Start an online meeting
- Share your desktop
- Start a phone call

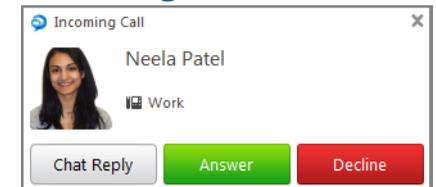
Call Controls



Call controls let you do the following:

- Go fullscreen
- Toggle self-view
- Open a keypad to enter digits
- Mute your audio
- Access the following additional controls:
 - Hold calls
 - Transfer calls
 - Merge calls
 - Create conference calls
- End calls

Incoming Calls



When you receive an incoming call, you can reply with a chat message, answer the call, or decline the call.

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.

Americas Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>



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