



Cisco Jabber for Mac 10.6 Quick Start Guide

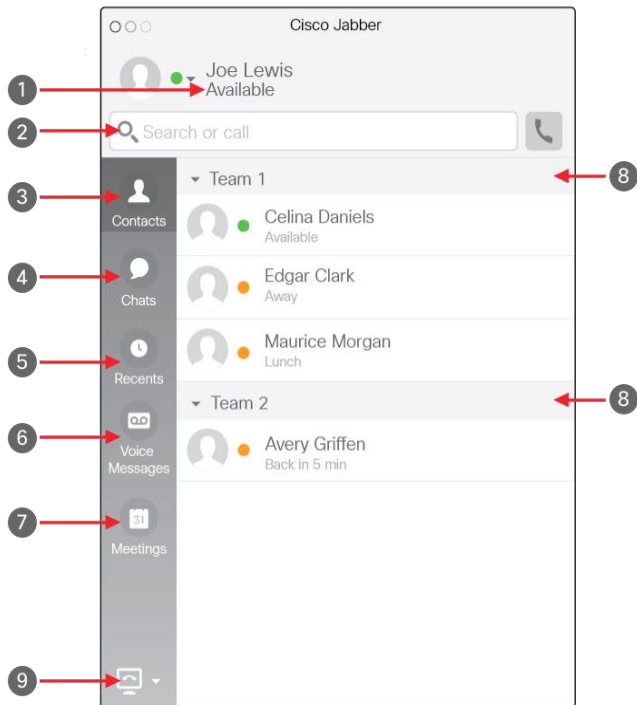


Prepared for:



Hub Window

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



1. Status message	6. Voice Messages
2. Search or call bar	8. Custom Groups
3. Contacts	9. Phone Controls
4. Chats	
5. Recents	

Use My Computer for Calls

You can tell Cisco Jabber for Mac to send calls to your computer or to your phone.

Procedure

1. From your hub window, open the Phone Controls drop-down menu.
2. Select your preference. (Computer or Phone)
3. Dial 4 digits for internal extensions.
4. Dial 9 for outside calls.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

Procedure

1. From your hub window, open the Phone Controls drop-down menu.
2. Select **Forward Calls to**.
3. Select your preference from the available list.

Use Call Controls

When you are on a call with a contact, you can use the call controls to:

- Mute or unmute the call
- Start or stop self-video
- Adjust the call volume
- Show the dial pad
- Place the call on hold
- Transfer the call
- End the call
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Customize Client and Set Up My Phone Accessories

You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.

Procedure

1. Select **Jabber > Preferences**
2. Select **Jabber > Preferences > Audio/Video**.
3. Select the audio and video options that you want the client to use to send and receive your audio. You can also test the sound to check that it is working.
4. Close the window to apply the changes.

Chat Options



In a chat you can:

- Send a screen capture
- Send a file
- Edit the font
- Edit font color
- Insert an emoticon
- Add participants to create a group chat

Collaborate with My Contacts



When chatting with a contact, you can use controls to:

- Share your screen
- Show or hide the participant list
- Start a phone call