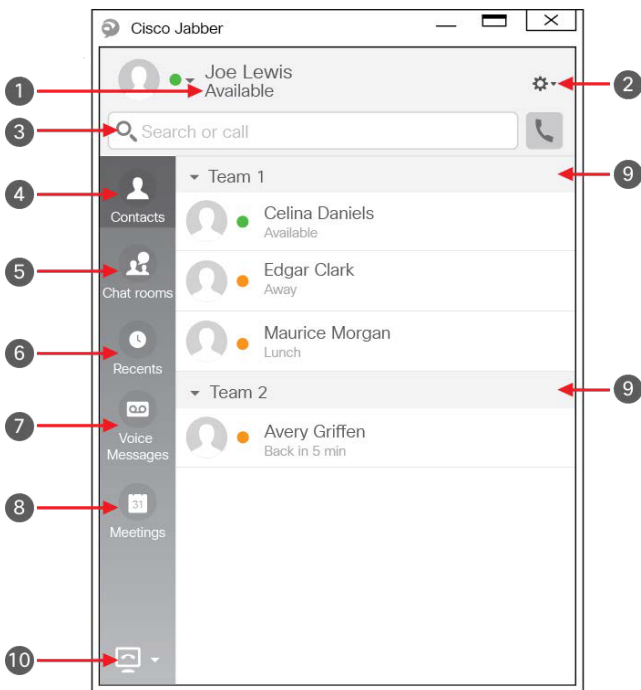


Prepared for:



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. Recent calls	
2. Menu	7. Voice Messages	
3. Search or call bar	9. Custom Groups	
4. Contacts	10. Phone Controls	
5. Chat Rooms		

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** and specify the phone number.

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

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. From a chat window, select the **Open Audio Options** icon.
2. Select the speakers and microphone 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.
3. Select Apply then **Ok**.

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