

Cisco Jabber 12.6 Quick Start Guide

At A Glance

Once you've logged into Jabber, you will see this screen.

The screenshot shows the Cisco Jabber desktop application window. On the left, a vertical sidebar contains several icons: a status indicator, a list of saved contacts, a chat bubble for open chats, a telephone for call history, a calendar, a voicemail icon with a red notification bubble, and a phone icon for phone controls. The main area displays a contact list under the heading 'Friends of the Dark Knight'. The first contact is Bruce Wayne (Available), followed by John Blake (Offline), Alfred T. Pennyworth (Available), and James W. Gordon (Away). At the bottom, there is a 'Connect to a device' button. Callout boxes with arrows point to these elements, providing descriptions for each.

Status Indicator
This shows your current status. You can click the drop down to manually change your status.

Saved Contacts

Open Chats

Call History

Calendar

Voicemails (If configured)

Phone Controls (If configured)

Settings
You can use settings to change various preferences as well as log out.

Start Conversation
You can use settings to change various preferences as well as log out.

Search or Call
Search for another user to chat with, or dial a phone number. (If configured for your account) Dialing scheme is the same as an Anderson Healthcare Cisco Desk Phone.

Customizable Contact Groups

Start a Chat

One on One Chat:

1. Double click on a saved contact
2. Hover over a saved contact and click the blue chat bubble.
3. Press the Start Conversation button and search for or select a contact.

Group Chat:

- Press the Start Conversation button and select multiple contacts and then press the blue Start Group Chat bubble.

Use Chat Controls

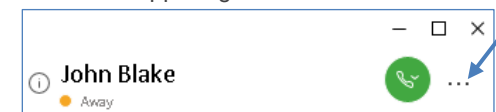


Use Chat Controls Enhance your chat by using controls to:

- Send a file
- Send a screen capture
- Edit the font size and color
- Insert an emoticon
- Tag another user
- Show the chat in a new window

Screen Share

1. While in an open chat box, click on the three dots in the upper right corner of the window.



2. Press on the screen share button.

