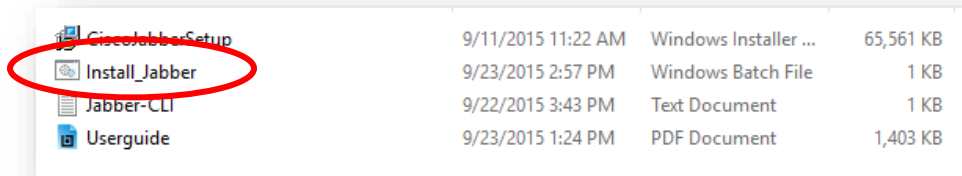


Cisco Jabber Install/User Guide

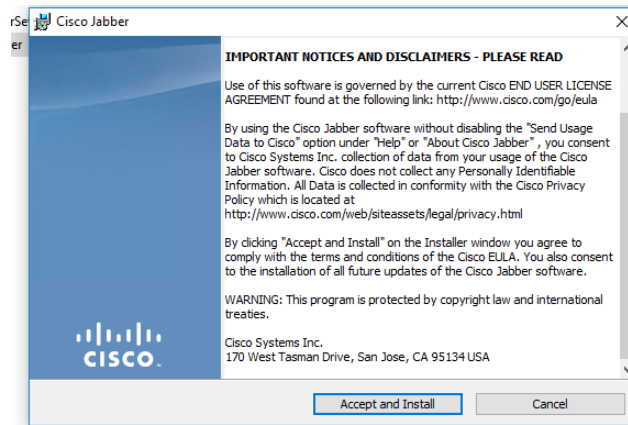
Installing

- In order to install Jabber go to the K: Drive (Collaboration)
 - IT → Cisco → Jabber → Install_Jabber

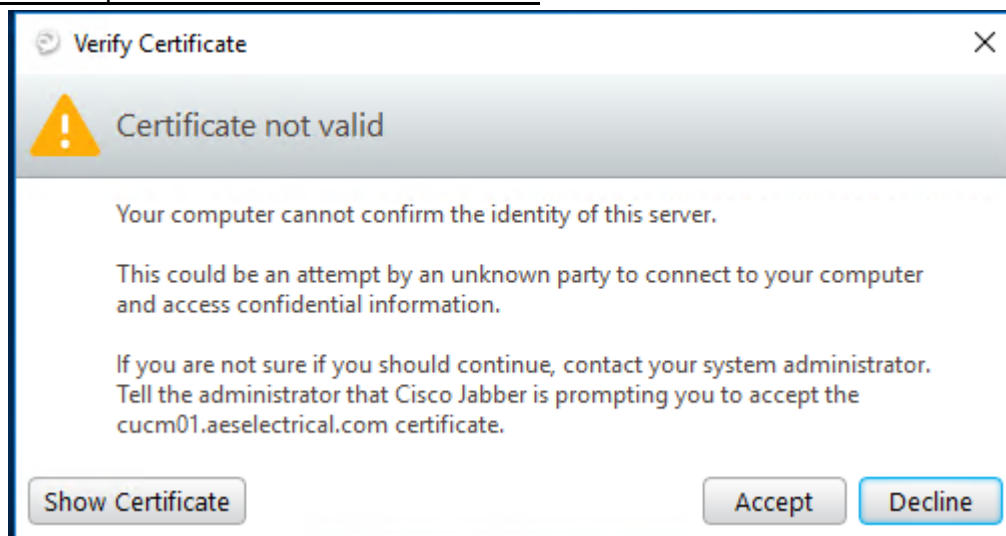


File Name	Date Modified	Type	Size
CiscoJabberSetup	9/11/2015 11:22 AM	Windows Installer ...	65,561 KB
Install_Jabber	9/23/2015 2:57 PM	Windows Batch File	1 KB
Jabber-CLI	9/22/2015 3:43 PM	Text Document	1 KB
Userguide	9/23/2015 1:24 PM	PDF Document	1,403 KB

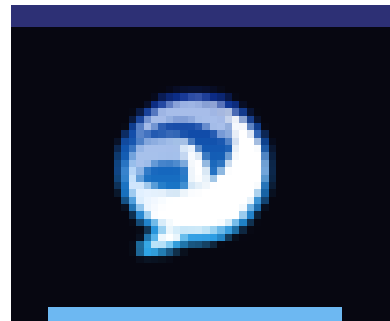
- Double Clicking the Install_Jabber file will open up the install wizard
- You want to hit “Accept and Install”



- Click through the wizard until the install is finished. This may take some time.
- Once it is installed you will be prompted to accept a certificate from jabber with this screen
- You may need to accept the Certificate more than once

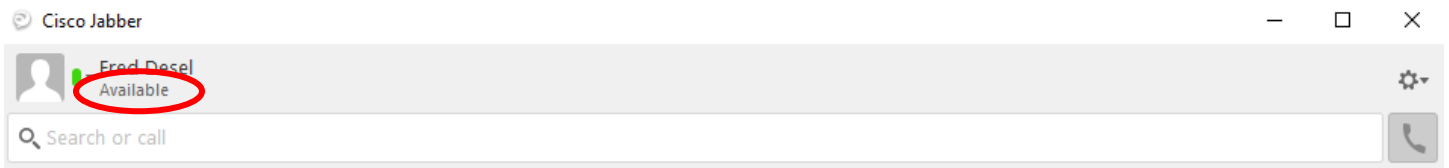


- Once you are past the certificate page you will be able to open the login screen and you should see the below icon on your desktop – You will use the same login you use to get into your computer to login to Jabber
- Once you are done the initial setup you can change your settings to automatically open Jabber and sign you in when you turn your computer on

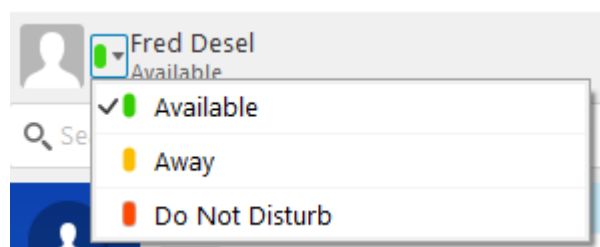


User Guide

- Availability
 - You can show your availability in Jabber so that other employees can see if you are in a meeting or on a phone call without physically calling you or walking to your office
 - Under your name at the top of the Jabber window you should see the word “Available”
 - Click in that space and type your personal availability status



- You can also click the Green oval next to your name to set your Availability
 - Green – Available
 - Yellow – Away
 - Red – Do Not Disturb

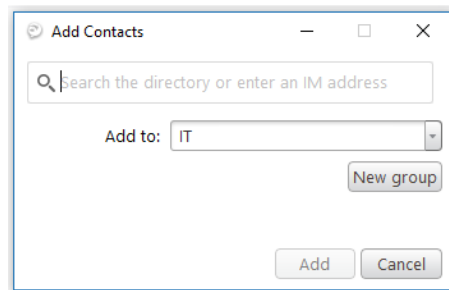


- **Contacts**

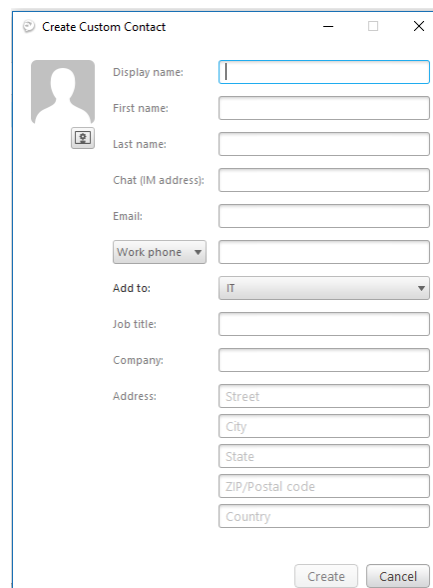
- You can add contacts and group them together as you see fit
- In the top search bar type the name of who you would like to add
 - This search pulls from Active Directory so everyone in the company with a phone number will show up
- Hover over their name and you will see 3 options
 - A Plus – add to contacts
 - A blue chat bubble – this will open a chat window
 - A green phone icon – this will start a call
 - Some people have both a cellphone and office extension you can choose between the 2 using the drop down arrow on the phone icon



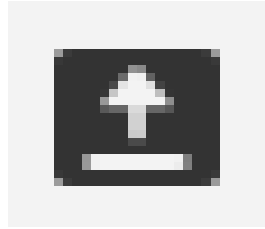
- After clicking the gray plus sign you will see an add contact screen
 - You can add multiple people at once on this screen by typing in more names.
 - You have the option to create contact groups on this screen and add contacts to existing groups



- You can also add contacts for people outside the company
 - You will need to manually create this contact
 - Go to Settings Gear Wheel in the top right of the window
 - File → New → Custom Contact
 - This is where you will enter all the info you have for the contact







- There is a screen sharing feature within the Chat screen of Jabber
 - Once you open a chat there will be an icon at the top of the screen like the one below



- Once you hit that button and the other person accepts you will see another window pop up that will allow you to see the other persons screen
- If you would like to do more reading on the Cisco Jabber program you can find the complete user guide below on the Collaboration Drive (K:)

[K:\IT\Cisco\Jabber](#)

 CiscoJabberSetup	9/11/2015 11:22 AM	Windows Installer ...	65,561 KB
 Install_Jabber	9/23/2015 2:57 PM	Windows Batch File	1 KB
 Jabber-CLI	9/22/2015 3:43 PM	Text Document	1 KB
 Userguide	9/23/2015 1:24 PM	PDF Document	1,403 KB