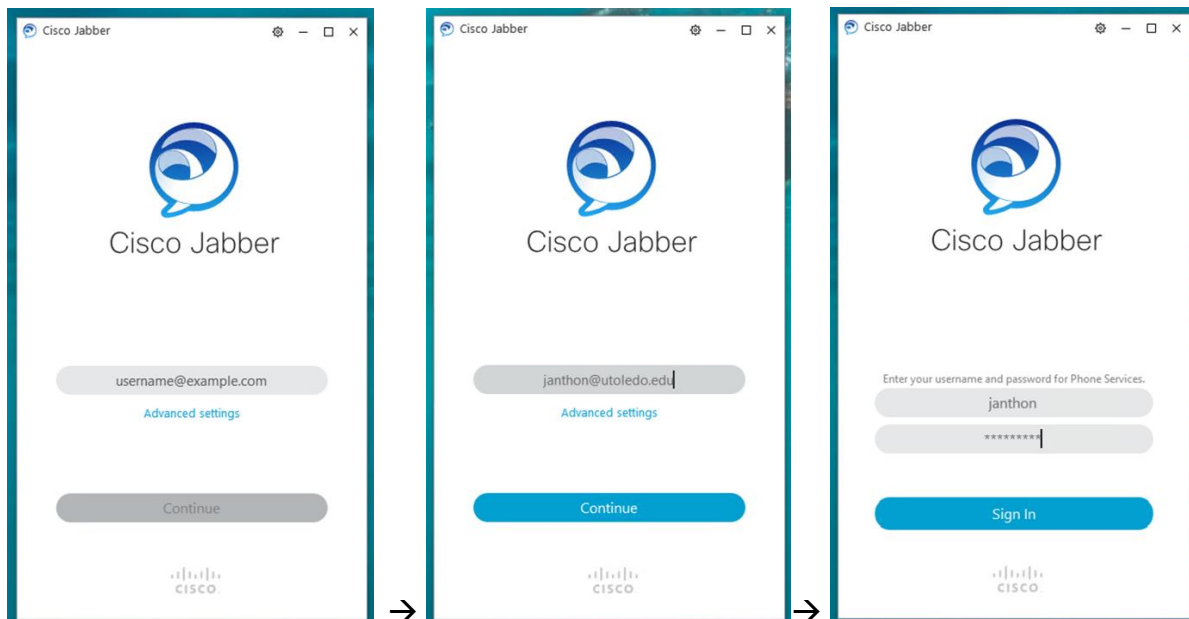


Cisco Jabber Configuration - Windows

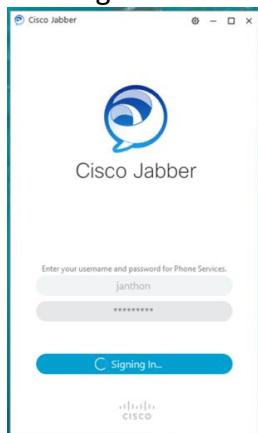
Step 0: Install the Jabber application from the UT Software Center. You must be on campus for this installation to occur or actively connected to VPN while attempting to do so. The instructions below assume this application is already installed. If when installing you receive a certificate error please click accept and the installation will proceed.

Step1: Launch the application for the first time. This will be installed off the start menu in a Cisco folder. Enter your username. Username is in the format: <UTAD User>@utoledo.edu

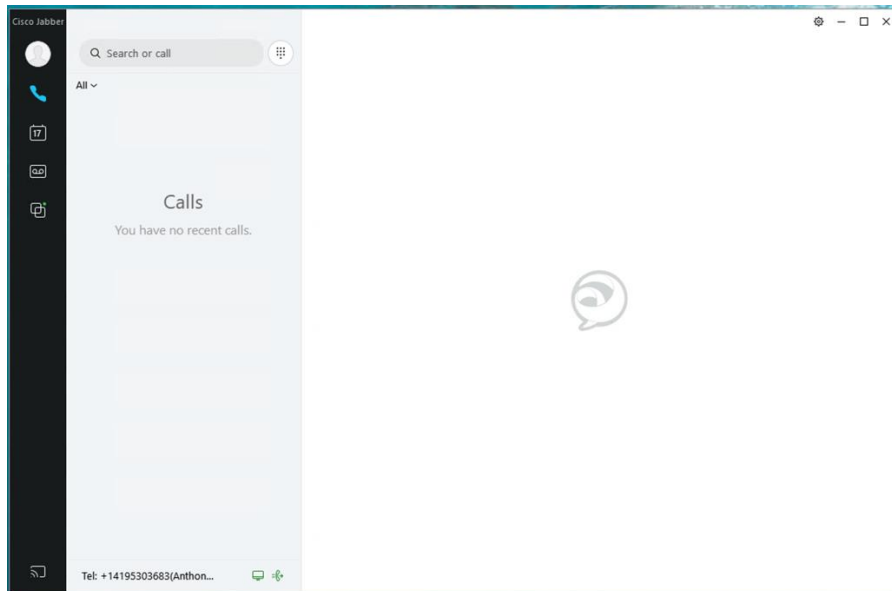


It may take a moment for the application to discover services after you first enter your username. The application will show “Finding services...” and then prompt you for your password. Enter your UTAD password when prompted. (Please do not modify the username field when entering your password.)

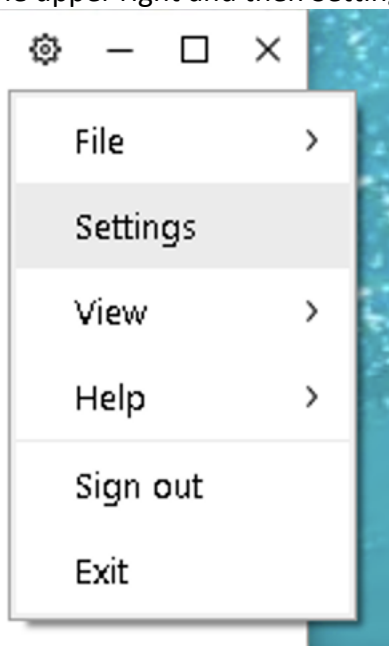
Click Sign In.



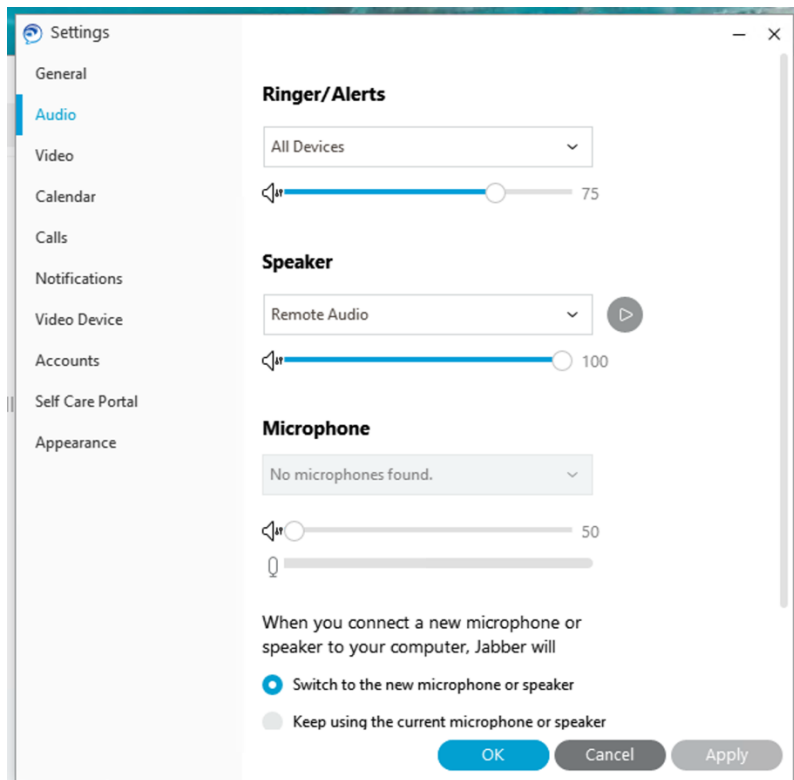
Step 2: Default logged in screen. Once calls are placed/received this screen will show call history.



Step 3: Setup/Confirm audio devices. Open the application preferences by clicking the gear icon in the upper right and then Settings



Select Audio on the left, and the appropriate audio devices for your system:

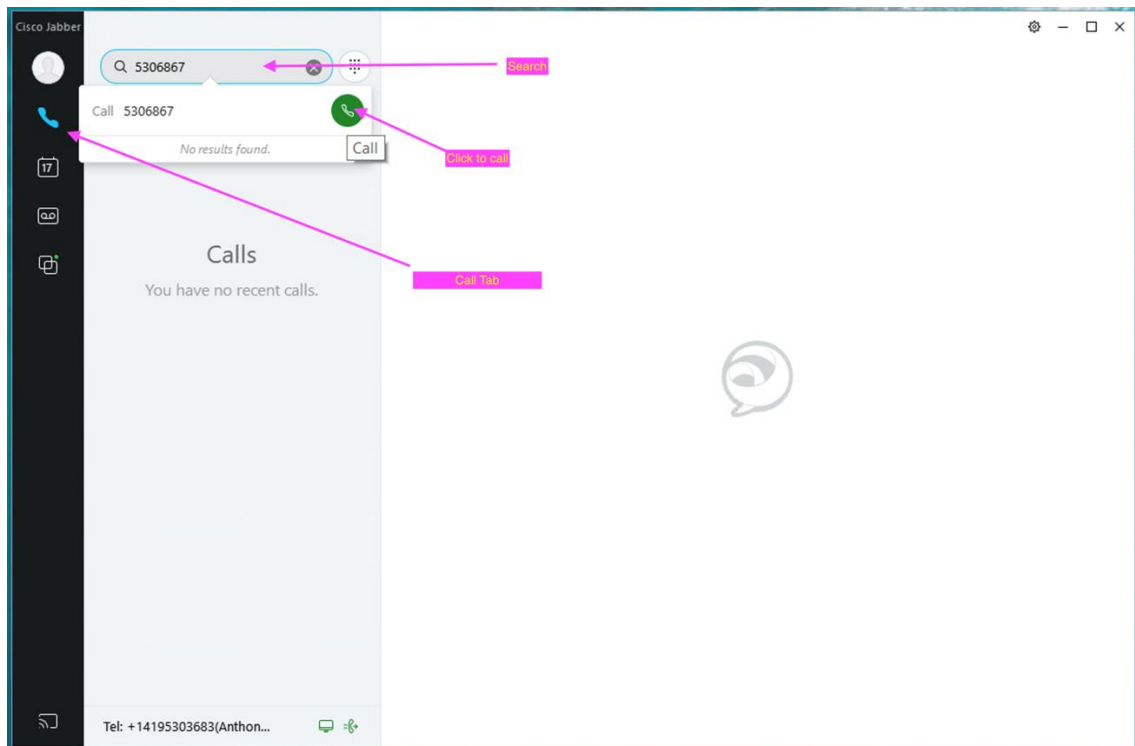


OPERATIONAL BASICS:

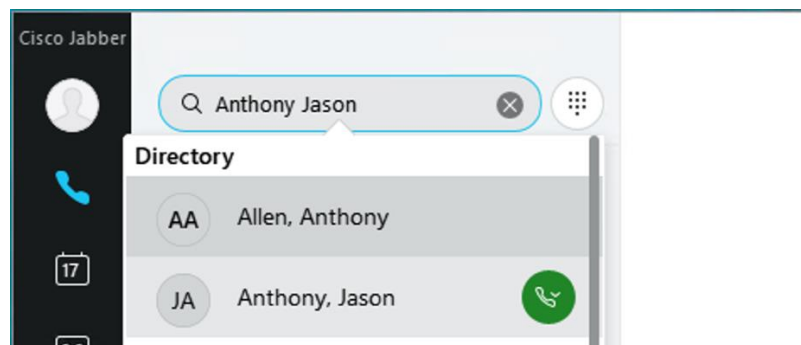
Placing a call:

Select the Phone tab on the left.

Type a number in the search field, for example: 5306867, click the green phone icon to place the call:



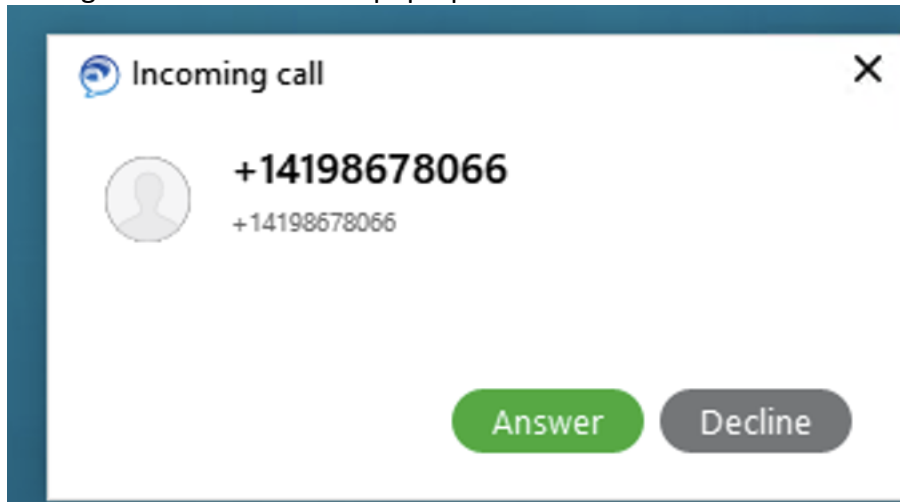
You can also search for names in the search box:



Click the green phone icon to call the user (or select which number to call if/when the user has multiple options).

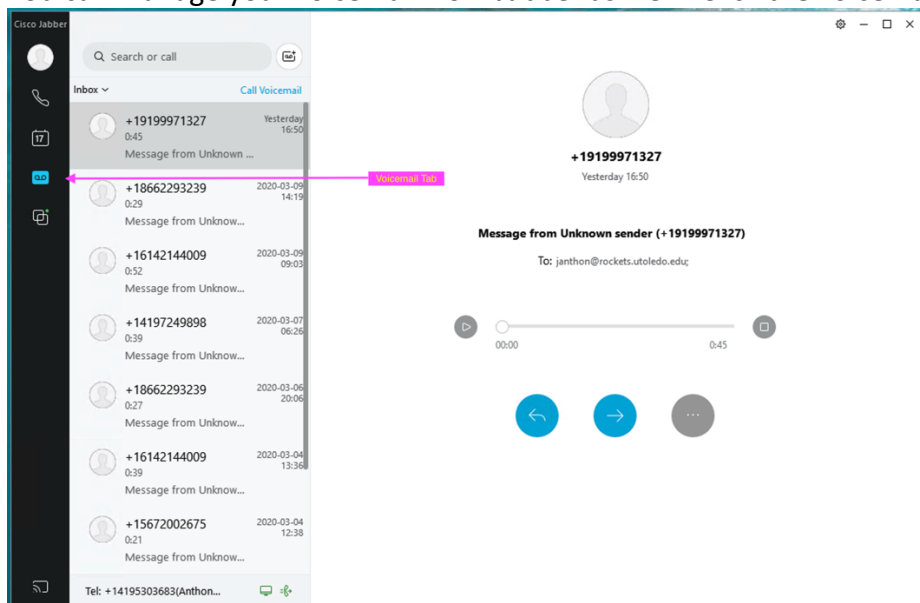
Receiving a Call:

When receiving a call, you will hear a ringtone on the device(s) selected for Ringer and Alerts in settings. You will also see a pop-up windows with call controls.



Listening to Voicemail:

You can manage your voicemail from Jabber as well. Click the voicemail tab:



You can also right click on a message for additional options.

