

## Cisco Jabber for Mac Getting Started Guide



### Table of Contents

|                            |   |
|----------------------------|---|
| About Jabber for Mac ..... | 2 |
| Starting Jabber .....      | 2 |
| Jabber Quick Tour .....    | 2 |
| Contacts .....             | 2 |
| Calls .....                | 3 |
| Chats .....                | 4 |
| Recents .....              | 5 |
| Voice Messages .....       | 5 |
| Meetings .....             | 6 |
| Need Help? .....           | 6 |


## About Jabber for Mac

Jabber is a next generation unified collaboration client designed natively for the Mac OS X platform that brings together key Cisco technologies - Enterprise instant messaging (chat), presence, telephone services including point-to-point video calling, and visual voicemail.

With Cisco Jabber, you can:

- Share Your Status with Others
- Organize and Add Contacts
- Use Chats to Communicate
- Make Calls and Adjust Your Settings
- Use Meetings and Calendars

## Starting Jabber

Open your Applications folder and locate Cisco Jabber, or look for the Cisco Jabber icon  and double-click it to open.

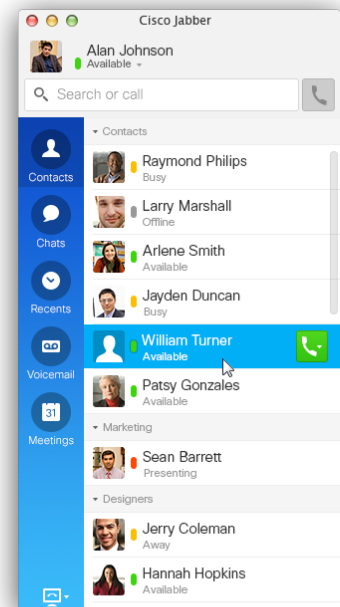
Sign in to Jabber using your gatorlink [username@voip.ufl.edu](mailto:username@voip.ufl.edu) and your gatorlink password.

## Jabber Quick Tour

### Contacts

In the contacts tab you can:

- Change your current presence *Status*
- See your *Contacts*' presence status
- Add contacts to your *Contact List* and sort your contacts into meaningful *Groups*.
- Use your computer as a *Softphone* or control your *Deskphone* from Jabber.
- Start a *Call* or *Chat*.



## Calls

When you receive a call or are in an active call, the Call window appears. In the Incoming Call window, you can:

- Send a call directly to voicemail (*Decline*) or *Answer* the call. For internal callers you may also have the ability to *Chat* a reply.

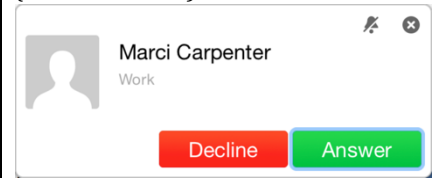
In the Active Call window, you can:

- *Mute* or *Un-mute* the call.
- Control call *Volume*.
- Start or stop your *Video*, place call on *Hold*, display a *Keypad*, *Transfer* or *Merge* calls.
- Begin a *Desktop Share*.

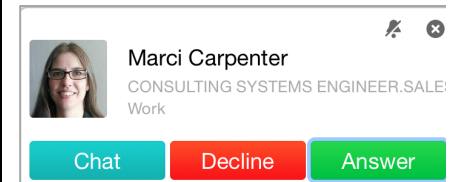
For Click-to-Dial:

- From any application on a Mac, highlight the phone number to dial. Go to the application's *Application* menu > *Services* > *Dial with Jabber*.

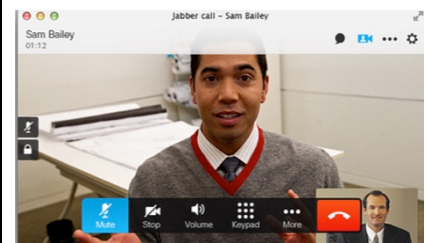
### Incoming Call: (External caller)



### (Internal caller)



### Active Call:



## Chats

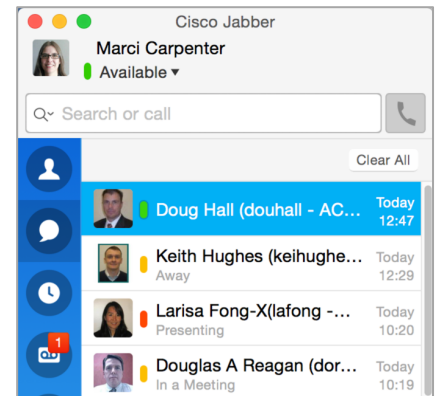
In the Chats tab you can view your *Chat History*.

When you are participating in a Chat, you can:

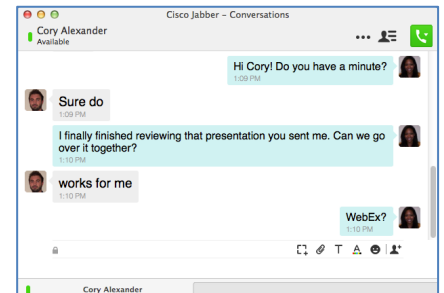
- Escalate a person-to-person chat to a *Call*, *Share Screen* to start a desktop share, or *Meet Now* to start a WebEx meeting.
- Start a *File Transfer*.
- Send a *Screen Capture*.
- Add *Emoticons*.
- Invite others to join a *Group chat*.

**Note:** The options available in your Chat will vary based on the capabilities of the person with whom you are chatting.

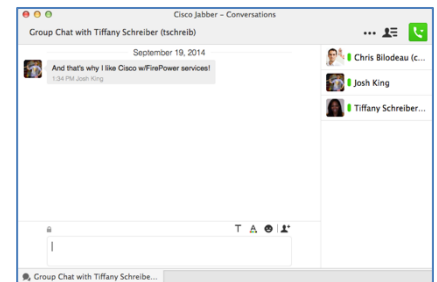
## Chats tab:



## Person to Person Chat:



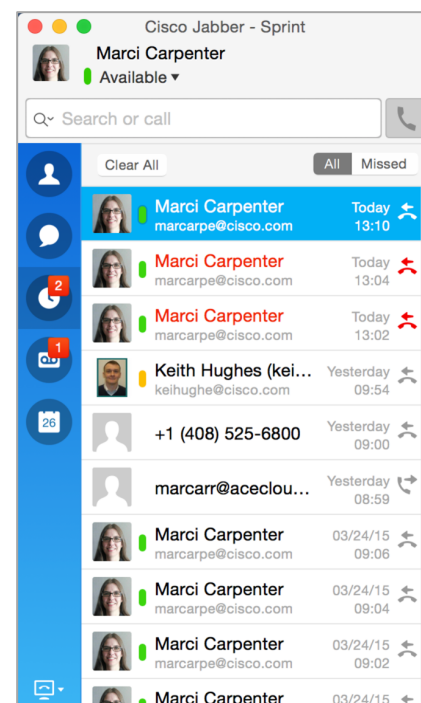
## Group Chat:



## Recents

In the Recents tab you can:

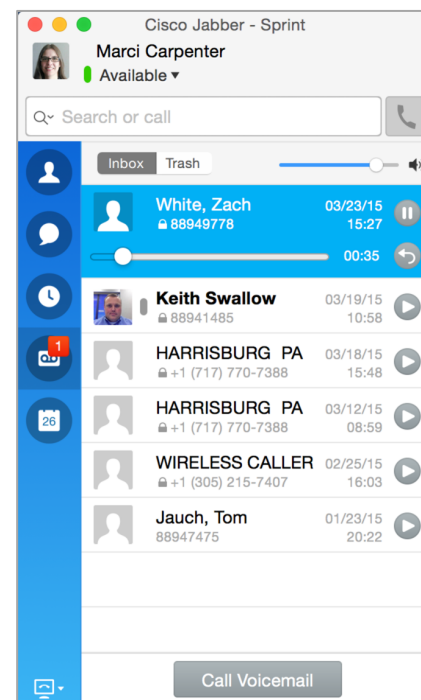
- View all your *Missed*, *Placed* and *Received* telephone calls.
- Caller ID, time and date of call, will be displayed for all calls. If the caller is an internal contact, you will also be able to see their current availability.
- Missed call will be displayed in red.
- Select the *Call* button in each entry to dial directly from your Recents list.



## Voice Messages

In the Voice Messages tab you can:

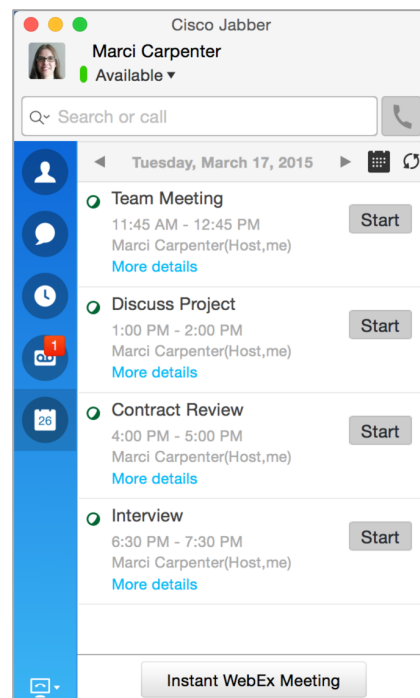
- View your *New* and *Saved* voicemail messages.
- View message *Details*, such as the time and date of message delivery, the length of the message, and caller ID when available.
- For internal calls, you will also be able to view the *Presence* details of the contact.
- *Play*, *Pause* or *Restart* a message.
- Use the *Slider* during voicemail playback to move *Forward* or *Rewind* your message.
- Right click for additional options, such as *Delete*, *Mark as Unread*, *Chat* and *Call Back* options.



## Meetings

From the Meetings tab you can:

- View all your upcoming meetings.
- Toggle the meeting list for future or past dates.



## Need Help?

For the duration of the Jabber pilot please direct any questions or concerns to 352-294-2099, or email [jabber-pilot-1@list.ufl.edu](mailto:jabber-pilot-1@list.ufl.edu).