

Jabber Client

Logging In

1. Prior to logging in, connection settings must be changed:
 - a. On the Jabber login screen, click File | Change Connection Settings.
 - b. Under Server Type, select Cisco Unified Presence.
 - c. Under Login Server, select Use the following server, and enter the [presence.sloc.edu](#) and [presence.sloc.edu](#).
 - d. Click Save.
2. To login, enter the following on the Jabber login screen:
 - a. Username: [username](#)
 - No spaces
 - No commas
 - One word
 - b. Password: Enter the password provided to you. (case-sensitive)
3. Check Sign me in when Jabber starts.
4. Click Sign in.



Contacts

All contacts must be associated with a group.

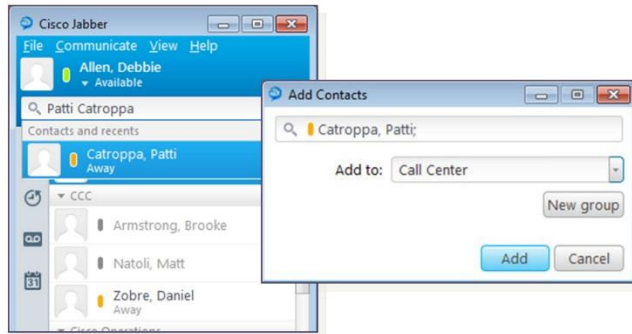
To Create a New Group:

1. From the **File** menu, choose **New | Group**.
2. Enter a group name, and click **Create**.



To Add Contacts:

1. In the **Search/Dial** bar, enter the name of the new contact.
2. Right-click the name, and click **Add Contact**.
3. In the **Add Contacts** dialogue box, select the corresponding group.
4. Click **Add**.



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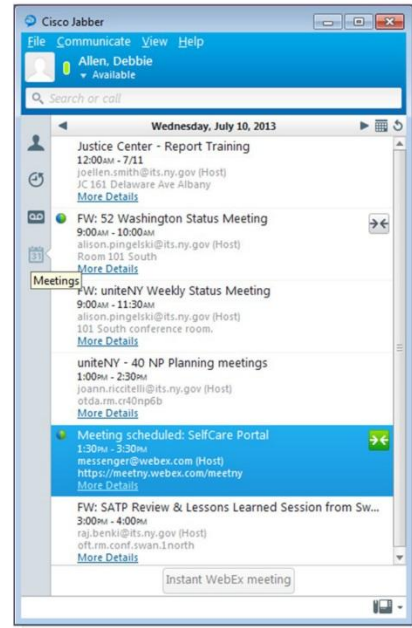
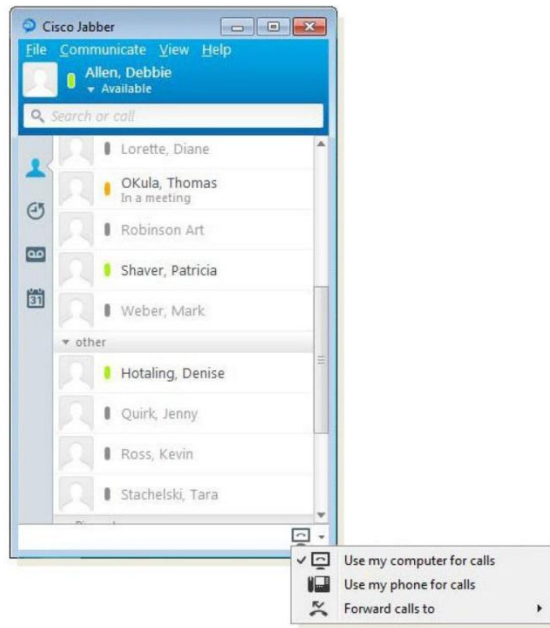
Tabs (cont'd)

Meetings

Jabber is connected to your calendar. This tab displays your WebEx meetings, which you can join by clicking the arrows.

Phone Control

Allows you to select the device to use for calls (computer or phone) and to set up call forwarding.

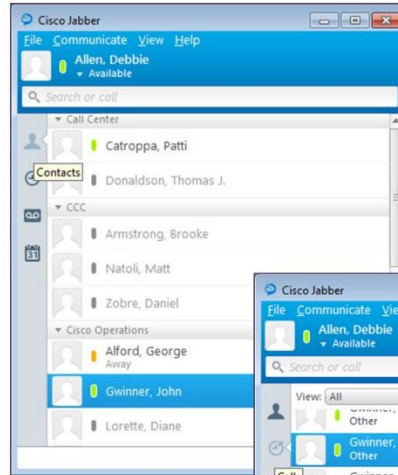


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Tabs

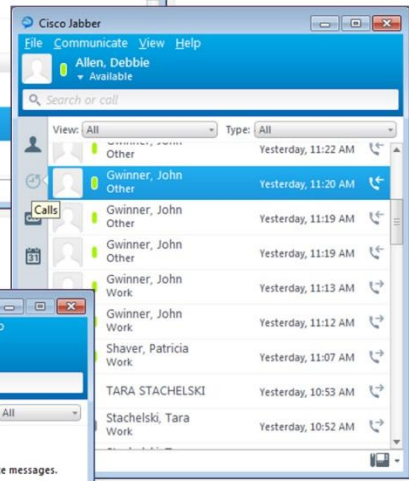
Contacts

The listing of your contacts, by groups.



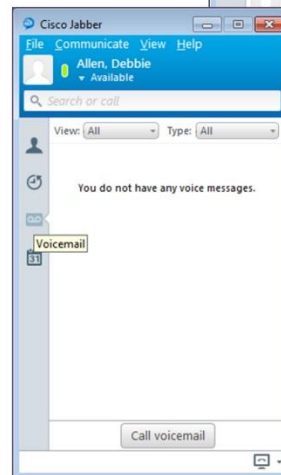
Calls

Displays a list of recent and missed calls. To call back, highlight the call instance, and click the **Handset** icon.



Voice Mail

Displays voice mail notifications. To retrieve messages, click the **Call Voicemail** button.



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Chat

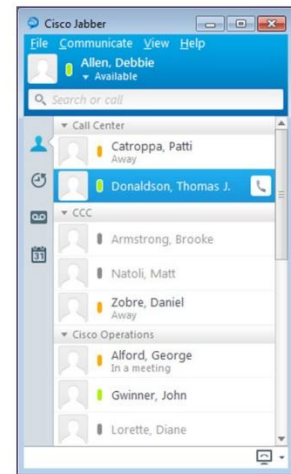
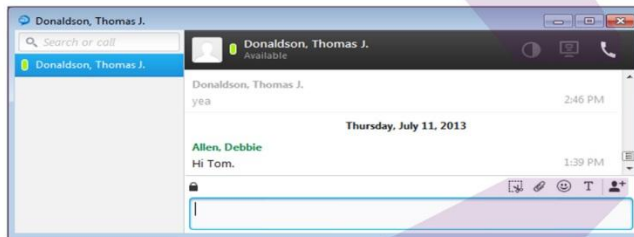
1. To start a **Chat**, double-click a contact in your contact list.
2. Begin your **Chat**.

Collaboration Controls



Collaboration controls are feature sensitive:

- Start an online meeting
- Share your desktop (must be on a call to share your desktop)
- Start a phone call



Chat Controls



Chat controls perform the following actions:

- Take a screen capture
- Send files
- Send emoticons
- Adjust font size and color
- Add participants to create group chats

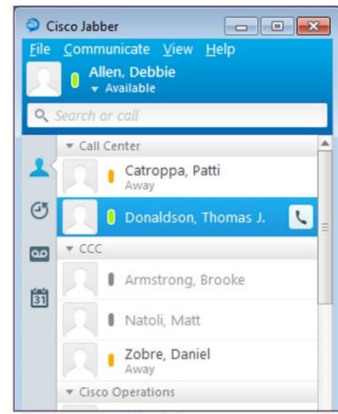


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Make a Call

Perform one of the following:

1. Float your cursor over the contact name, and press the **Call** button.
2. Right-click the contact, and select **Call**.
3. Enter the name in the **Contact** bar, and either:
 - a. Highlight the contact, and press **Call**, or
 - b. Right-click the contact, and select **Call**.
4. Enter the 10-digit number in the **Search** bar, and press **Enter** on the keyboard.



Call Controls



Call controls allow you to do the following:

-  Display full screen
-  Toggle self-view
-  Open a keypad to enter digits
-  Mute audio
-  Access the following additional controls: Hold calls, transfer calls, merge calls, and create conference calls
-  End calls

