Download the Jabber Client
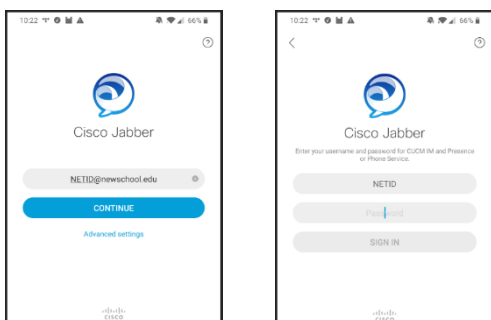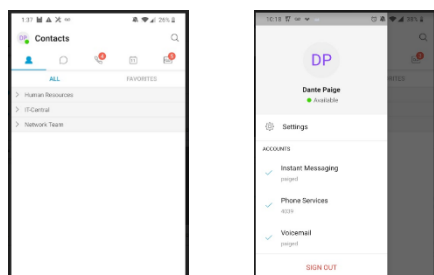
Search for Cisco Jabber in the Google Play Store.

Log into Jabber with your Email followed by your NETID and Password


Main Menu

Availability Status

Status shows your availability to others. Your status shows available upon login to Jabber. There are four statuses: green *Available*, yellow *Away or Busy*, Red *Do Not Disturb*, grey Offline.

Your status will automatically change to *On a call* when making a call.

To Set You status manually:

1. Select the circle on the main menu with your initials or photos then, select your status from the options.
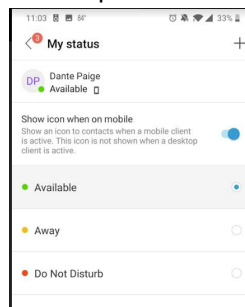

To Set a Customized status:

1. Tap + to Add Custom Status option on My Status Tab.
2. Type you desired status in the space provided and hit *Save*.

Contacts

The *Contacts* tab of your jabber gives you the option to save people you interact with frequently. To add a contact to you list:

1. Tap on the Contacts icon and Search Icon 🔍 .
2. Type the name, username or email address of the person you wish to add to your contact list. Select the entry from the directory and hit *ADD TO CONTACTS.*
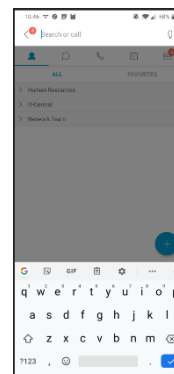
The New School Jabber Dialing

Internal Dialing:
Any TNS 4 digit extension

External Dialing:
9 +1 + area codes + 7 Digit #
Ex: 9 + 1 + 212 + 229 + 5150

9 + Intl Prefix + Intl Code + Area Code +Local #
Ex: 9 + 011 + 33 + 1 + 7621 + 7640

Making a Call

To Initiate a Phone Call, do one of the following:

1. Tap the Call 📞 icon, then the Keypad Icon to dial manually.
2. Tap the Contact icon 👤, select a contact from your existing contacts you wish to dial, then click the green Call icon.
3. Tap the Contact Icon 👤, tap the Search or Call window, manually enter 91 + the number, then tap the green Call icon 📞 to dial.

NOTE: Dialing 911 from Jabber is not recommended. To dial 911 use the native dialer on the cell phone or use a land line phone.

Voicemail Messages

A visual indicator will show on the main menu if you have a Voicemail. To play a voice message, or call a contact back, tap on the voice messages icon, then on the message hit the arrow to play the message.

To delete a voice message, select *Delete.*
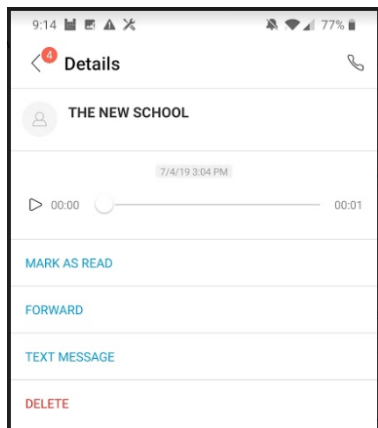
Help

For Help or to report an incident with Jabber, contact IT-Central by dialing HELP (4357) or email ITCENTRAL@newschool.edu
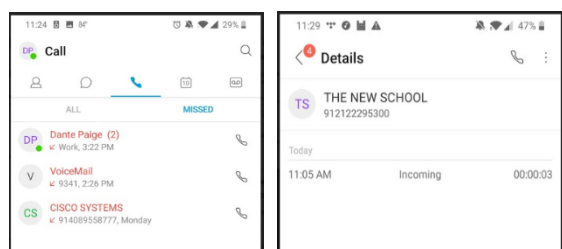
Recent Calls

Tap on the Call icon to view all your Placed, Missed and Received calls. Use the tabs at the top of the Resents window to view All calls, or filter only your Missed calls.

Tap the phone icon on the right to call back directly, or the number/contact to view details.

In Details view, tap the Call icon to call back directly, or Text icon to respond by text.

Cisco Jabber for Android

Quick Reference Guide