Download Jabber Client
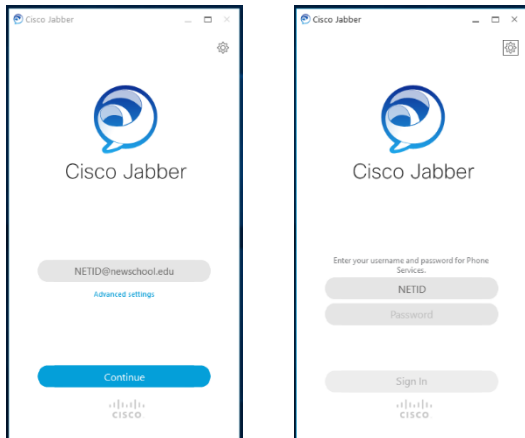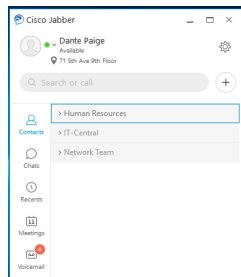
Contact IT Central for Access to Cisco Jabber for Windows

Log into Jabber with your email address 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.

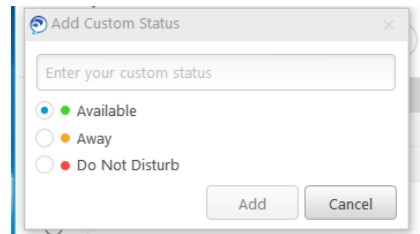Your availability status will automatically update based on your phone or if you in a meeting on Google calendar.

To Set You status manually:

1. Select the circle on the main menu with your initials or photos then, select your status from drop down options.
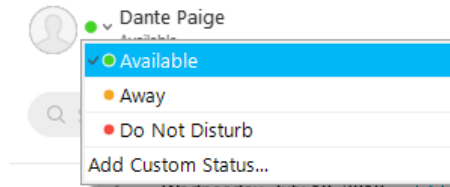
To Set a Customized status:

1. Follow the steps above only select Add Custom Status…

Contacts

The contacts allows you to see presence status of your contacts. To add a contact to you contact list, follow the steps below:

1. Enter the name of the contact in the *Search and Call bar* at the top of your client. The predictive search functionality will present you with possible matches as you type. When you locate the correct contact, right click on their name and choose *Add Contact*.
2. To add a person outside of your organization, select *File* in the top menu bar, then *New* > *Custom* Contact. A pop up window will appear where you may enter the contacts information.

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 + Ctry Code + Area Code +Local #
Ex: 9 + 011 + 33 + 1 + 7621 7640 (Parsons Paris)

NOTE: 911 calling from jabber is not recommended. Please use the dialer native to your mobile device or landline when making a 911 call.

Making a Call

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

1. Float your cursor over the name of a contact in your contact list, then press the green Call 📞 button that appears to the right. Click on the telephone number to place the call.
2. Right-click the name of a contact in your contact list, then select that contact you wish to dial.
3. Enter the name of a contact in your Search or Call bar, then either highlight the contact and press the Call Button, or right-click the contact and select the appropriate phone number to dial.
4. Enter a phone number in the Search Call bar, press enter on your keyboard.

Forward Calls

To forward calls to voicemail or another number hit the phone control button on bottom left of the main Jabber screen.
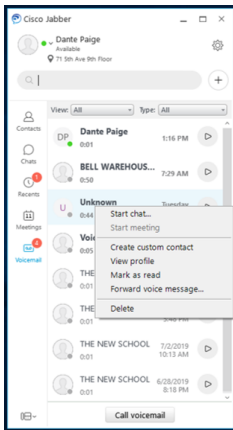
Select Forward calls to and choose Voicemail or New Number

Enter 91 + 10 Digit Number if New Number is chosen.
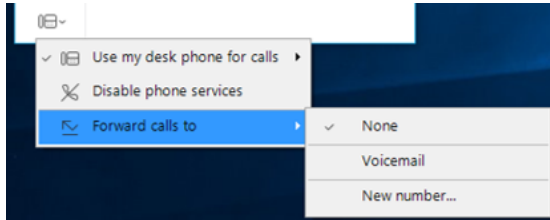
Voicemail

Use the Voicemail tab to manager your voice messages. From here you may *Play*, *Pause*, or *Restart* a message.

To delete a voice message, right-click the message and select *Delete.*

Help

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

Cisco Jabber for Windows

Quick Reference Guide