



Set Up My Phone Accessories

You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.




Procedure

1. From a chat window, select the  **A** icon.
2. Select the speakers and microphone that you want the client to use to send and receive your audio. You can also test the sound to check that it is working.
3. Select **Apply** then .

Customize My Client

You can access your options and preferences for Cisco Jabber to customize how your client behaves.

Procedure

1. From the hub window, select , , .
2. Select any tab in the Options menu to make your choices.

Use My Computer for Calls

You can tell Cisco Jabber for Windows to send calls to your computer or to your phone.


Procedure

1. From your hub window, open the Phone Controls drop-down menu.
2. Select your preference.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

Procedure

1. From your hub window, open the Phone Controls drop-down menu.
2. Select  and specify the phone number.

1. Status message	6. Recent calls
2. Menu	7. Voice Messages
3. Search or call bar	8. Meetings
4. Contacts	9. Custom Groups
5. Chat Rooms	10. Phone Controls

Collaborate With My Contacts





When chatting with a contact, you can use controls to:

- x Add them to your contact list
- x Start an instant meeting
- x Share your screen
- x Start a phone call

Start a WebEx Meeting

Start a WebEx meeting directly from a chat window with another user without having to schedule a meeting in your calendars first.

Procedure

1. From the chat window, select the  icon.
2. Select .

Chat Options





In a chat you can:

- x Send a screen capture
- x Send a file
- x Create a mention
- x Insert an emoticon
- x Edit the font size and color
- x Add participants to create group chats
- x Show the chat in a new window

Start a Group Chat

Easily start a group chat with two or more of your contacts.

Procedure

1. Select all of the requested participants from the Contacts tab. You can use CTRL key while you select multiple participants.
2. From the  icon, select .