

# Connecting Flinders

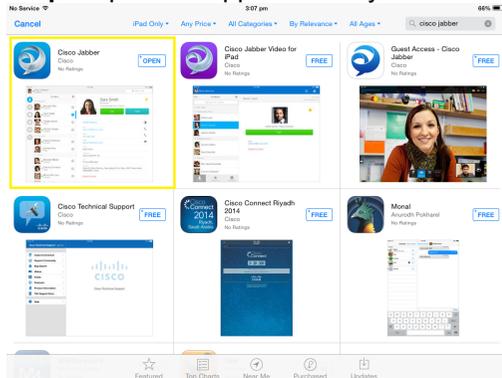


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## Cisco Jabber For iPad Quick Start Guide

### 1. Installing and configuring Jabber on your iPad

**Step 1** open the App Store on your iPad



**Step 2** Search for Cisco Jabber

**Step 3** Tap  to download Jabber. If asked enter your apple ID and password

**Step 4** Close the app store and you will now see the Cisco Jabber icon on your screen



**Step 5** tap the Jabber icon and accept the licence agreement

**Step 6** scroll through the Jabber introduction and click start now

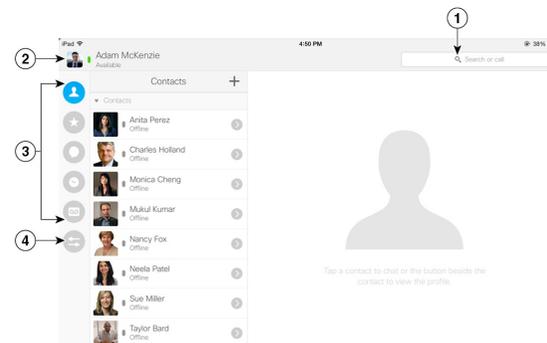
**Step 7** enter email address

**Step 8** enter FAN and password



### 2. Navigation

Read the hint text and then tap anywhere on the screen to see the main screen.  
The main screen appears.



- 1 Search for contacts and make calls.
- 2 View and edit your availability status, view account information or sign out of your account
- 3 Access your features
- 4 Edit your settings

### 3. Add Contact from Directory

**Step 1** On the **Contacts** screen, tap 

**Step 2** To search for a contact, follow these steps:

a) Enter a name or user ID in the **Search** box to search your corporate directory, Recents, and Contacts.

b) Tap the desired contact in the search results.

**Step 3** (Optional) Assign the contact to a group as follows:

a) Tap **Assign to Group**.

b) On the **Groups** screen, select a group.

c) Tap **Add Contact** to return to the **Add Contact** screen.

**Step 4** (Optional) To add the contact to your Favourites list, tap the **Add to Favourites** switch to turn it on.

**Step 5** Tap **Done**.

### 4. Make Call from Contacts

**Step 1** On the **Contacts** screen, tap  to view the contact's profile.

**Step 2** On the **Profile** screen, tap a phone number.

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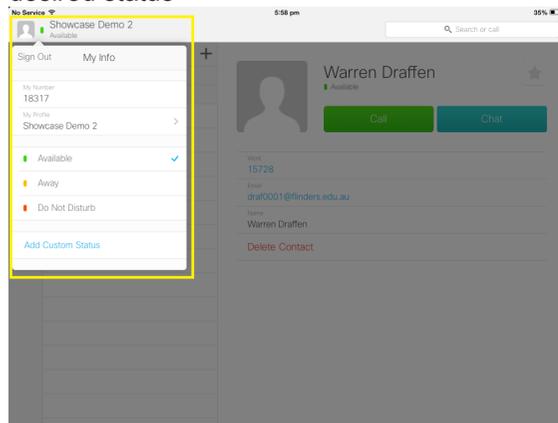
## 5. Start Chat from Contacts

On the **Contacts** screen, tap the name of the contact to start a chat with that contact. Once selected a chat box will appear

## 6. Free Busy status

Once you have added a person to your contact list you will be able to see their free/busy status. This will be indicated by a coloured box accompanied by a status for example if I were available it would have a green box with available next to it.

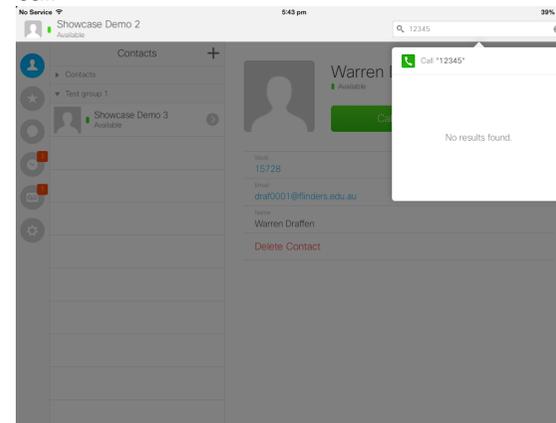
To change your free busy status tap on the icon in the top right hand corner and select desired status



## 7. Making a call

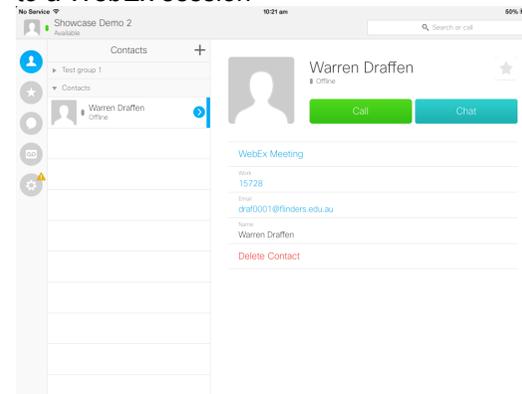
To Make a call Simply select the contact you want to call and tap the call button. If the person is not in your contact list type the

person's number in the search field and tap call



## 8. Starting a WebEx from Jabber

At any time a Jabber session can be escalated to a WebEx session

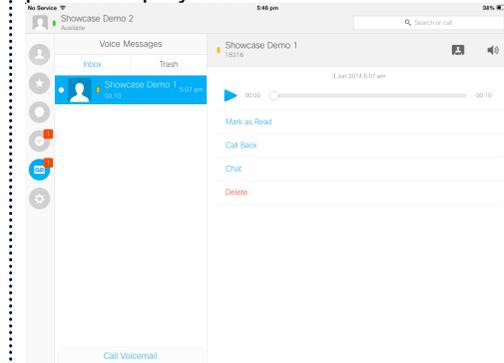


Simply chose the contact and tap WebEx meeting.

**Note WebEx app must be installed on the iPad**

## 9. Voicemail

To access voicemail messages and playback from your iPad simply tap the voicemail icon. Select the voicemail you want to play and press the play button.



When a new voicemail is available a red box will appear next to the voicemail icon which will indicate the number of new voicemails

## 10. Further Help

A comprehensive user guide and some useful videos are available

