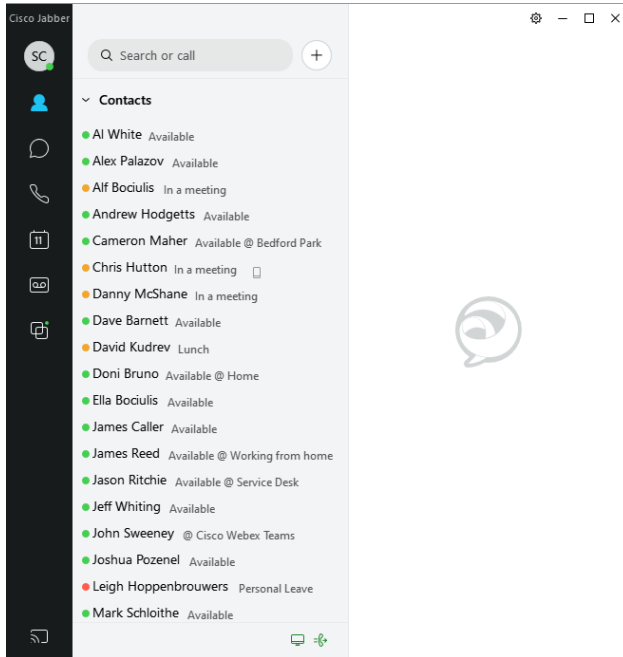


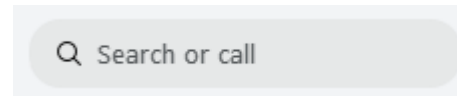
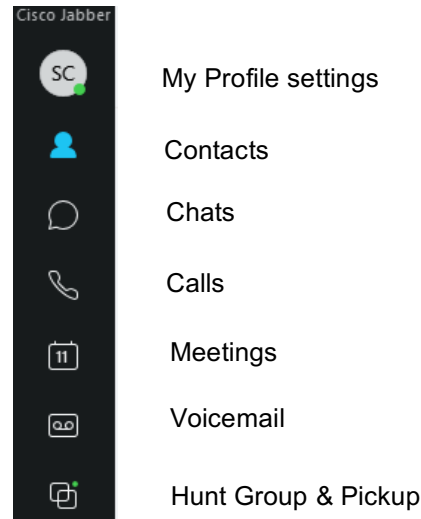
Cisco Jabber Quick Reference Guide

The current Cisco Jabber download for Flinders staff is available through software centre on Flinders supported PC's or via the Flinders website search for Jabber . Once installed launch Cisco Jabber on your PC and you will see the following main Jabber window.



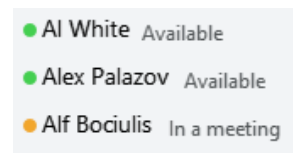
When logging in for the first time Flinders staff should login using your FAN@flinders.edu.au and FAN password, all logins after this just need FAN and password.

Tool bar



The search or call field allows you to search for other staff in the Flinders or enter a five digit extension and call another staff member at Flinders.

Presence Status



Jabber will automatically detect your presence status based on the following

Computer Activity- This shows when you are active on your computer (Green- Available and Orange Away or busy)

Outlook Calendar- Integrates with your Outlook calendar and shows if you are in a meeting (In meeting- Orange)

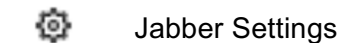
Custom Message- Allows you to set your own custom status and colour e.g. Working from home

Making Calls from Jabber

All staff at Flinders have the ability to make calls from their PC using Jabber. Jabber connects to your Flinders desk phone and you can make and receive calls through the app.



Click on the call setting icon at the bottom of the main Jabber window and choose "Use my computer" this will allow Jabber to make and receive calls on your PC. Your Jabber will use the camera, microphone and speakers in your PC to make calls.



In the top right of the main Jabber window you can adjust settings in Jabber. This allows you to Log out and adjust settings for audio and video devices being used.