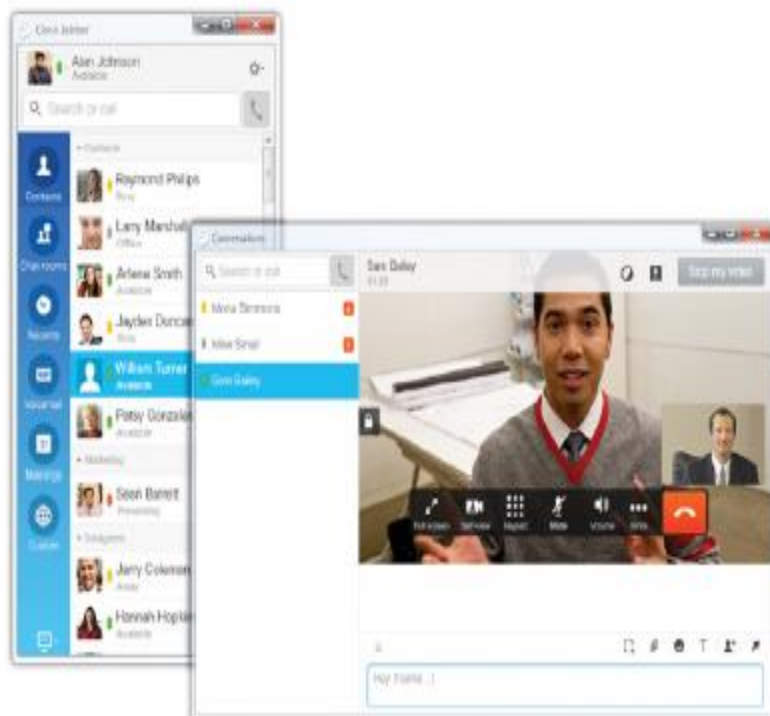


Cisco Jabber



Collaborate anywhere, on any device

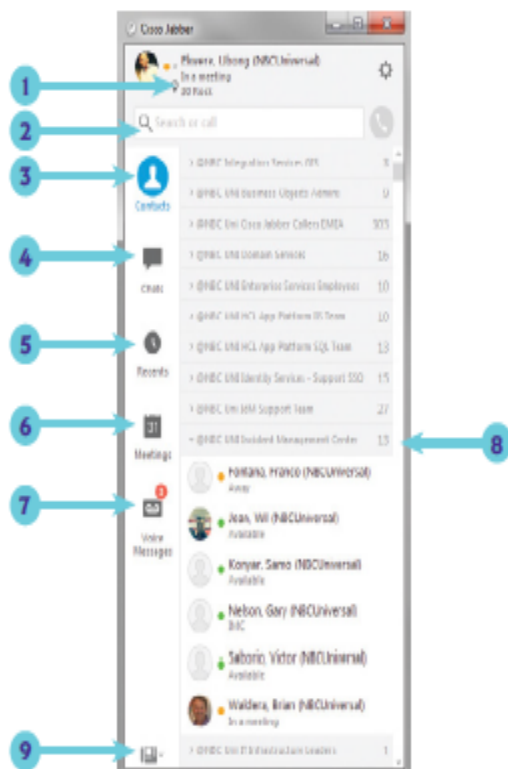
Cisco Jabber for NBCUniversal allows you to collaborate and be more productive from anywhere, anytime, and on any device. Jabber enhances collaboration by letting you access presence, instant messaging (IM), voice, video, voice messaging, desktop sharing and conferencing, all from a single application.



Key Features:

- Business class IP voice and Video Telephony
- Instantly interact with IM and Presence
- Collaborate more effectively
- Accelerate decisions with seamlessly integrated voice, video, and content sharing
- Share information and ideas while managing projects with teams from anywhere around the globe

Cisco Jabber for Windows: Quick Start Guide



- | | |
|-----------------------|-------------------|
| 1. STATUS MESSAGE | 6. MEETINGS |
| 2. SEARCH OR CALL BAR | 7. VOICE MESSAGES |
| 3. CONTACTS | 8. CUSTOM GROUPS |
| 4. CHATS | 9. PHONE CONTROLS |
| 5. RECENTS | |

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.

1. From a chat window, select the **Open Audio Options** icon, or from the Options menu, select **Audio**.
2. Select the speakers and microphone that you want the client to use and receive your audio. You can also test the sound to make sure it is working.
3. Select **Apply** then **OK**.

LOGON TO PHONE SERVICES AND VOICEMAIL

Easily use Jabber as a soft phone or to control your office desk phone.

1. From your hub window, select **Menu > File > Options**.
2. Select the **Accounts** tab in the Options menu.
3. Login to the Phone services fields with your corporate SSO ID and password.
4. Login to the Voicemail fields with your SSO ID and your temporary Voicemail Password - **622864**.
5. Click **Apply** button and then click **OK**.

USE MY COMPUTER FOR CALLS

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

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

SET UP YOUR VOICEMAIL

In order to use your voicemail, you must set it up first.

1. Dial **59999** from your Jabber softphone or go to the Voicemail tab and click **Call Voicemail**.
2. Enter the default password - **622864**.
3. Follow the prompts to setup your voice mailbox.

RESET VOICEMAIL PASSWORD

Voicemail password reset keeps your messages safer. This may be required for your account on first use.

1. Visit the Cisco PCA site for your office location: <http://usmcdtcmducxnpub.inbcu.com/ciscopca>
2. Login with your SSO ID and 622864 as the password
3. Click the **Messaging Assistant** link.
4. From the top menu, select **Passwords > Change Cisco PCA Password** option.
5. Change the password using the form on the page.

COLLABORATE WITH MY CONTACTS

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



- Add them to your contact list
- Start an instant meeting
- Share your screen
- Start a phone call
- You can also start a phone call by inserting the telephone number in the Jabber search fields.

WAYS TO MAKE A CALL ON JABBER

From the Hub Window or the Dock Window

- From your **Search or Call** field on the hub window, type in the telephone number or the name of **Contact**.
- Click the **Dial** icon.

From the Contacts List

- Look for the **Contact** on your list.
- Hover the mouse-over the **Contact** and click the **Phone** icon to dial.

From the Chat Window

- Click on the **Dial** icon on the top right corner of the chat window, or type the telephone number in the **Search or Call** field or the name of the **Contact**, and click the **Dial** icon on the left.

In Outlook

- Hover over the contact card for an email recipient or on your Outlook contacts list.
- Click on the **Telephone** icon to start a call.

Other Methods:

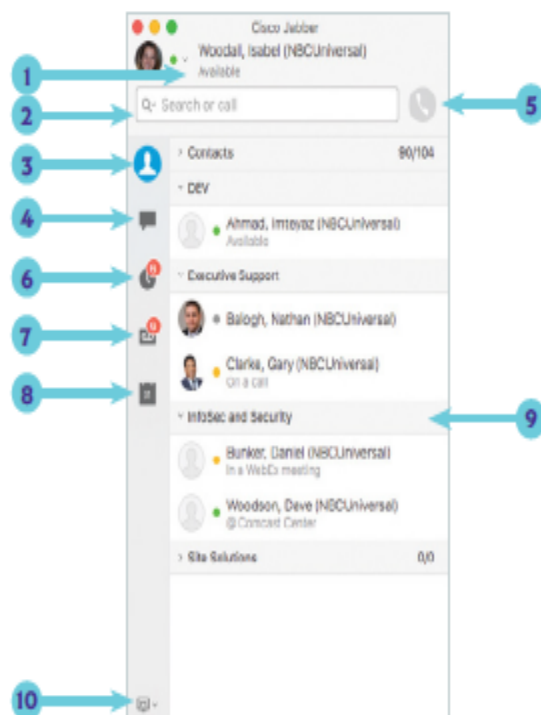
- Click on a telephone number in a Chat window to dial the number.

CHECK VOICEMAILS MESSAGES

Check your voicemails right from Jabber

- Click the **Voicemail Messages** tab along the left.
- Click on the **Play** icon of a message to listen to it.
- Right-click and select **Delete** to delete a message.

Cisco Jabber for Mac: Quick Start Guide



- | | |
|-----------------------|----------------------------|
| 1. STATUS MESSAGE | 7. VOICE MESSAGES |
| 2. SEARCH OR CALL BAR | 8. MEETINGS |
| 3. CONTACTS | 9. CUSTOM GROUPS |
| 4. CHATS | (right click to CUSTOMIZE) |
| 5. DIAL ICON | 10. PHONE CONTROLS |
| 6. RECENT CALLS | |

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.

1. Select **Jabber > Preferences > Audio/Video**.
2. Select the audio and video options 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. Close the window to apply the changes.

LOGON TO PHONE SERVICES AND VOICEMAIL

Easily use Jabber as a soft phone or to control your office desk phone.

1. Select **Jabber > Preferences**.
2. Select the **Accounts** tab in the Preferences window.
3. Select the **Phone Services** option and login with your corporate SSO ID and password.
4. Select the **Voicemail** option and login with your SSO ID and your temporary Voicemail password 622864.
5. Click **Apply** button and close the window.

USE MY COMPUTER FOR CALLS

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

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

SET UP YOUR VOICEMAIL

In order to use your voicemail, you must set it up first.

1. Dial **79900** from your Jabber softphone or go to the Voicemail tab and click **Call Voicemail**.
2. Enter the default password - **622864**.
3. Follow the prompts to setup your voice mailbox.

RESET VOICEMAIL PASSWORD

Voicemail password reset keeps your messages safer. This may be required for your account on first use.

1. Visit the Cisco PCA site for your office location:
<http://usushlaucxnpub.inbcu.com/ciscopca/>
2. Login with your SSO ID and 622864 as the password.
3. Click the **Messaging Assistant** link.
4. From the top menu, select **Passwords > Change Cisco PCA Password option**.
5. Change the password using the form on the page.

COLLABORATE WITH MY CONTACTS



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

- Show or hide participant list
- Start an instant meeting
- Share your screen
- Start a phone call

WAYS TO MAKE A CALL ON JABBER

From the Hub Window or the Dock Window

- From your **Search or Call** field on the hub window, type in the telephone number or the name of **Contact**.
- Click the **Dial** icon.

From the Contacts List

- Look for the **Contact** on your list.
- Hover the mouse-over the **Contact** and click the **Phone** icon to dial.

From the Chat Window

- Click on the **Dial** icon on the top right corner of the chat window, or type the telephone number in the **Search or Call** field or the name of the **Contact**, and click the **Dial** icon on the left.

In Outlook

- Hover over the contact card for an email recipient or on your Outlook contacts list.
- Click on the **Telephone** icon to start a call.

Other Methods:

- Click on a telephone number in a Chat window to dial the number.

CHECK VOICEMAILS MESSAGES

Check your voicemails right from Jabber

- Click the **Voicemail Messages** tab along the left.
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