CISCO
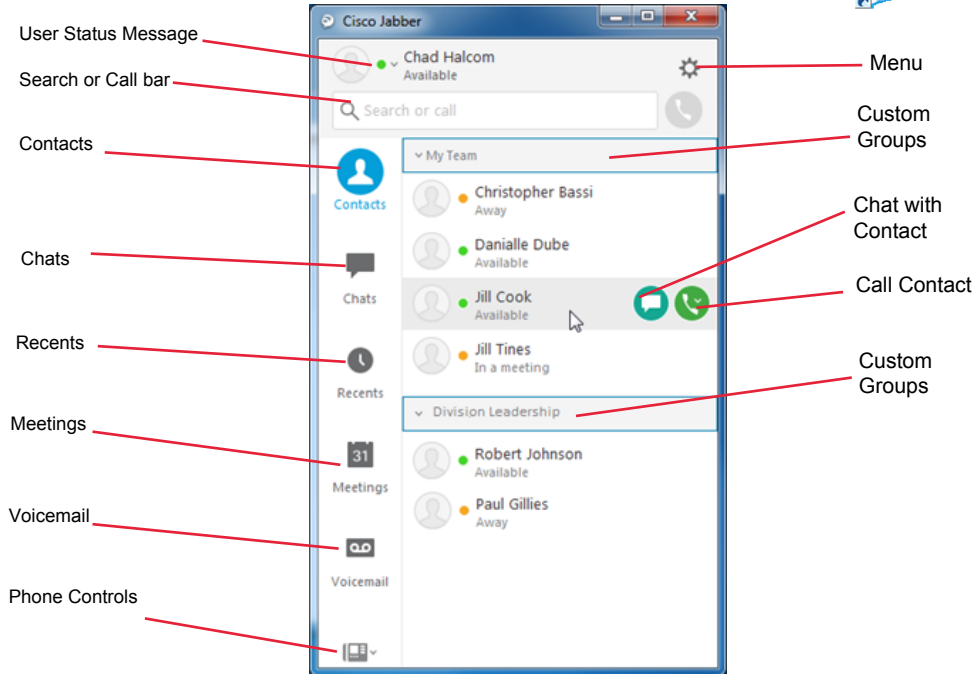
Jabber v12.1.1
Quick Reference Card

The Hub Window

Standard Wayne County display opening from Jabber 🌀 icon

User Status Message
Search or Call bar
Contacts
Chats
Recents
Meetings
Voicemail
Phone Controls

Menu
Custom Groups
Chat with Contact
Call Contact
Custom Groups

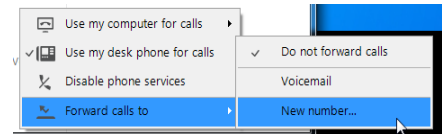
Basic Function Guides

Customize my Client

You can also access your options and preferences in Cisco Jabber to customize how the application behaves for you

1. From the hub window, select the Menu icon, then **File** -> **Options**.
2. Select any Options menu tab to choose.

Forward Phone Calls

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

1. From your hub window, open the Phone Controls drop-down menu.
2. Select Forward Calls To and then New Number. Specify the phone number in the next window screen.

Collaborate with Contacts

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

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

Change User Status

In the hub window, click the arrow in your status message, to change user status.

You can also hover your mouse over the Jabber icon in the dock below your screen, and pick a button.

Add New Contacts

You can add people to your contact list at any time by searching for them in your organization using the Search or Call bar. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat from Jabber.
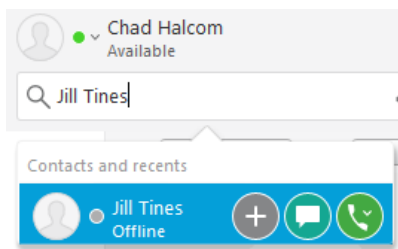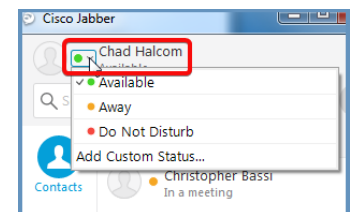

1. In the Search or call bar, start typing the person's name to search the directory, or enter the username directly if you know it.
2. If a name appears as shown (above), select either the **+** icon to add to your contact list, or choose a group to add the new contact to and select **Add.**

Collaborate with Groups

You can work with the people in your custom groups to apply an action to everyone in it.

1. Right-click over the banner of the custom group name, in your hub window (like Team 1, in the illustration below).
2. Select an action from the menu, such as **Alert When Available**, **Start Group Chat**, or **Send Broadcast Message**.
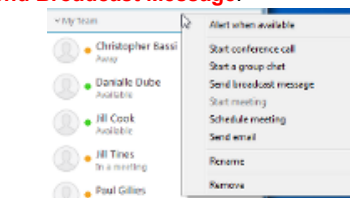
You can also click the icon with the twin dialogue balloons when you hover over the group name bar, to start a group chat.

Chat Options

In any chat wndow, you can:

- Send a screen capture
- Send a file
- Mention a user
- Insert an emoticon
- Edit font size/color
- Add participants to create group chats
- Show chat in a new window