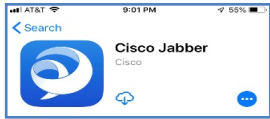


Cisco Jabber iPhone Quick Start Guide

Install the Cisco Jabber for mobile app



Install the Jabber app by following these steps:

Step 1. From your mobile device, locate the Jabber icon from the App Store.

Step 2. Tap the **Install** button.

Step 3. Press the **Accept** button to give Cisco Jabber permissions to access features on your mobile device.

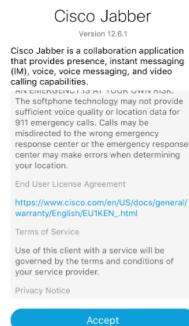
Step 4. Once installed, tap the **Open** button to open Cisco Jabber.

Note: If asked to add a shortcut to your home screen, tap **Ok** for yes or **Cancel** for no.

Logging into Jabber

Step 1. Locate, then tap (Jabber) icon located on your screen

Step 2. If this is the first time opening the Cisco Jabber app, please read, then Accept the “Emergency Calls” agreement.



Step 3. Tap allow to provide Jabber the ability to:

- Access your Contacts
- User Siri
- Send Notifications



Step 4. From the “Collaborate your way” screen, use your finger to swipe left to move to the next screen.

Step 5. Tap Get Started Now.



New Call and Chat Experience

We've redesigned Jabber to bring you a brand new look and feel when you're calling and chatting with colleagues.

Get Started Now

Step 6. Tap **OK** to allow Jabber to access the microphone.



Step 7. First time login requires you to enter your e-mail address i.e. example@northwestern.edu. This will be saved automatically and will not be required for future logins. Tap **Continue**.



Cisco Jabber

username@company.com

Continue

[Advanced settings](#)

Step 8. Enter your NetID and password. Tap the **Sign In**.

Username

Password

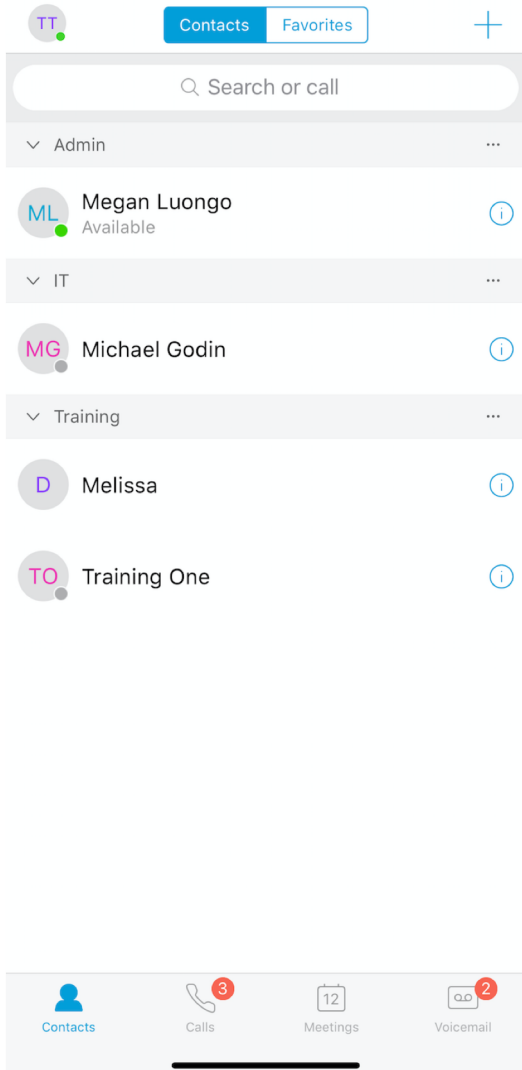
SIGN IN

Cisco Jabber iPhone Quick Start Guide

Hub Window

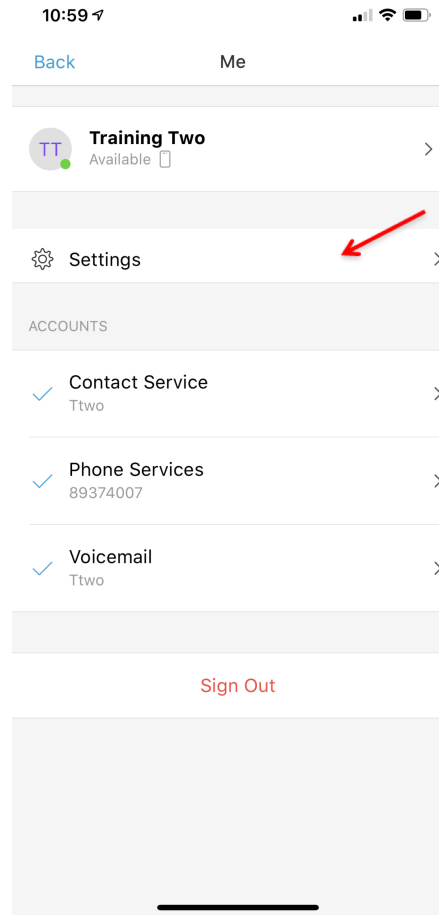
The Hub Window contains:

- Status
- Settings
- Sign Out



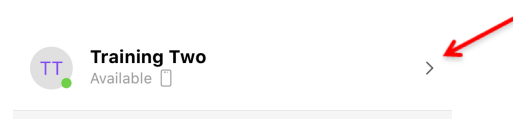
Change Settings

Tap on your status (left corner) or swipe left to right.



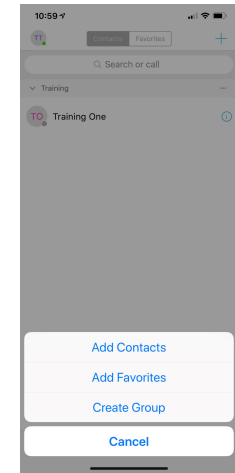
Change Presence

1. Tap on your status (left corner) or swipe left to right.
2. Tap the Presence Status icon.
3. Change Status.



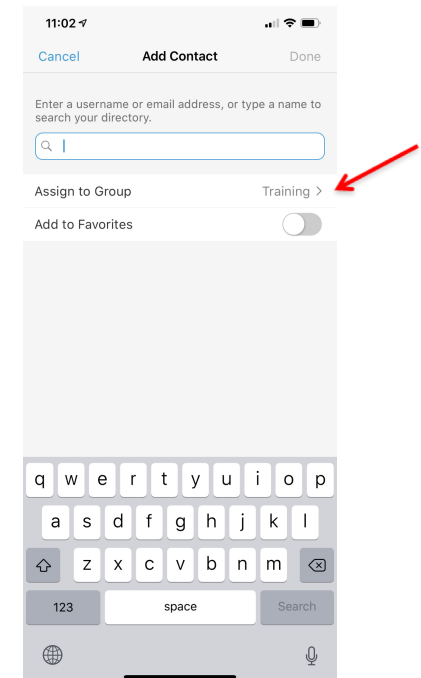
Add a New Contact

1. To add a contact, tap on the  icon.



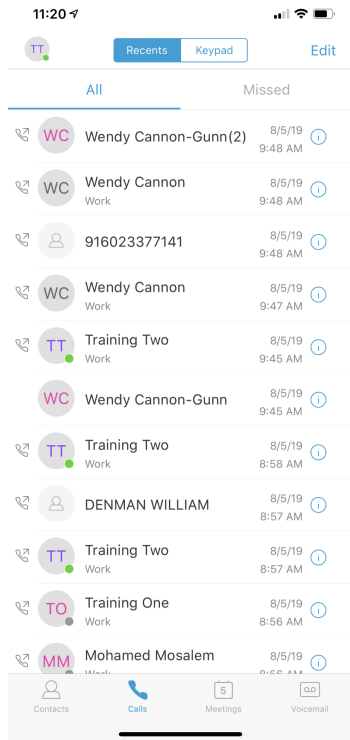
2. Select **Add Contacts**.

3. Search for contact and Select person
4. **Assign to group**. If need to create a Group tap on + and add a new group. Tap the back < then the **Done** icon.



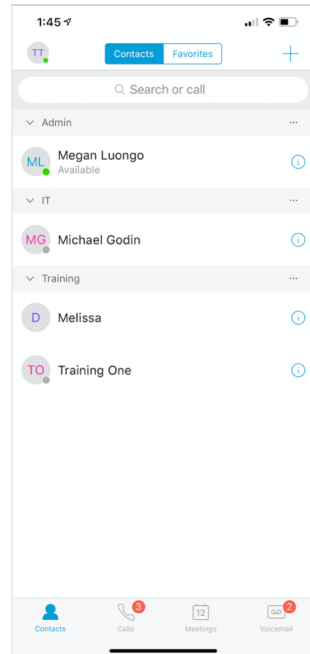
Placing a Call

1. Tap the **Call** icon.
2. Select from Recents for Call History or tap the Keypad.

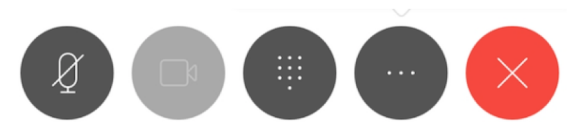


Placing a Call to a Created Contact

1. Select contacts icon.
2. Locate the desired contact from your list of contacts.
3. Select the Contact to initiate the call.



Call Controls

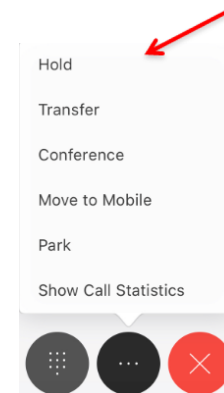


Call controls let you do the following:

- Mute Audio
- Start/Stop Video
- Keypad to enter digits
- More Options provides access the following:
 - Hold calls
 - Transfer calls
 - Merge calls
 - Create Conference calls
- End Call

Place a call on Hold

To place a existing call on Hold, tap the **Options** Icon and Tap **Hold**.



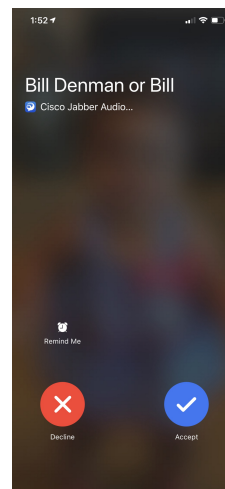
Tap on number to call .
OR
Select "I" to get contact information.

Tap Keypad to dial a number.



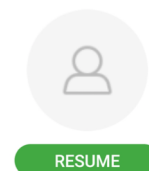
Answer Incoming Call

Tap **Answer** to answer the incoming call.



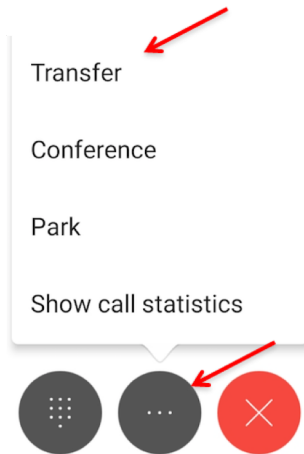
Tap **Decline** to send the call to Voicemail.

Tap **Resume** to reconnect to the call.

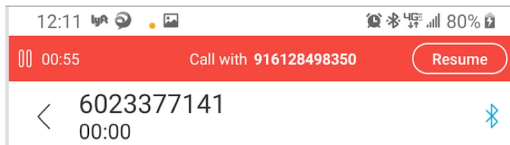


Transfer a Call

To transfer an existing call, Press the **Options** icon and Press the **Transfer** icon (this will place the current call on hold)



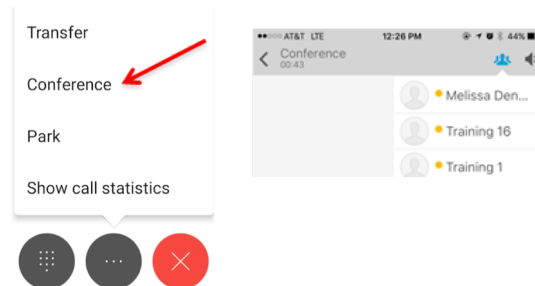
Enter the **targeted number** or use the predictive search field to call an internal colleague. Select the **Transfer** icon to complete the Transfer



Conference Call

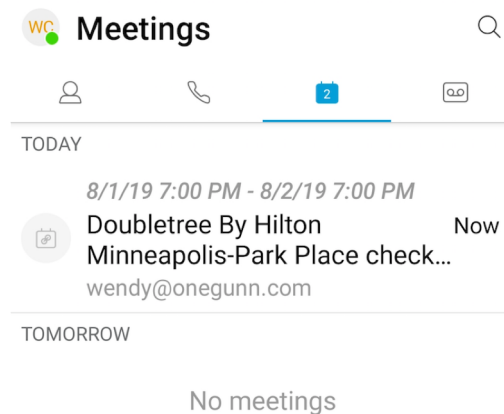
To add additional people to a current conversations:

1. Choose **Conference** from **Options** icon.
2. The Conference window will open. Enter the number or name in the search field.
3. When the second dialed party answers, the Conference option will appear. Choose the Conference option to connect to the caller(s).
4. Repeat these steps to add additional callers to the conference.



Meetings

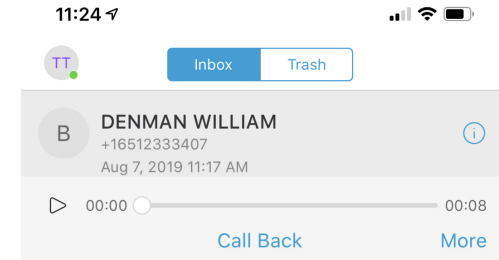
Tap the **Meetings** icon to view and start meetings.



Voicemail Access

The Voicemail Tab offers you options to play and manage your voicemail messages.

1. Select the **Voicemail** icon.
2. Use the radio buttons to **listen to messages**.



Select **More** on the voicemail message to delete or forward the Voice Message.