Hub Window

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Mac that you are using.

1. Status message
2. Search or call bar
3. Contacts
4. Chats
5. Recents
6. Voice Messages
7. Meetings
8. Custom Groups
9. Phone Controls

Use My Computer for Calls
You can tell Cisco Jabber for Mac to send calls to your computer or to your phone.

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

Start a Conference
Easily start a conference call with your contacts.

Procedure
1. Select two or more contacts or the header of your contact group in the Contacts tab.
2. Choose the call icon.
3. Add additional participants.
4. Update the topic for your group chat.
5. Select Invite.

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

Procedure
1. From your hub window, open the Phone Controls drop-down menu.
2. Select Forward Calls to.
3. Select your preference from the available list.

Use Call Controls
When you are on a call with a contact, you can use the call controls to:
- Mute or unmute the call
- Start or stop self video
- Adjust the call volume
- Show the dial pad
- Transfer the call
- Place the call on hold
- Merge the call
- End the call

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.

Procedure
1. In the hub window, open the Phone Controls drop-down menu.
2. Select Use my Computer for Calls. You can see your current phone accessories.
3. To change your phone accessories, select Audio/Video Preferences... You can also test the sound on your devices.

Customize My Client
You can access your options and preferences for Cisco Jabber to customize how your client behaves.

Procedure
1. Select Jabber > Preferences.
2. Make your selections.
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Start a Group Chat
Easily start a group chat with your contacts.

Procedure
1. Select a contact in the Contacts tab.
2. From the right-click menu, select Start Group Chat.
3. Add additional participants in the People field.
4. Enter the topic for your group chat.
5. Select Invite.

Chat Options
In a chat you can:
- Send a screen capture
- Send a file
- Edit the font
- Edit font color
- Insert an emoticon
- Add participants to create a group chat

Start a WebEx Meeting
Start a WebEx meeting directly from a chat window with another user without having to schedule a meeting in your calendars first.

Procedure
1. From the chat window, select the More icon.
2. Select Meet Now.

Collaborate with My Contacts
When chatting with a contact, you can use controls to:
- Share your screen
- Start a meeting in your Collaboration Meeting Room
- Show or hide the participant list
- Start a phone call

Add External Contacts
When chatting with a contact, you can use controls to add that contact to your contact list.

Procedure
1. Select Contacts then New Contact.
2. Add an IM address for the contact.
3. Add a Display Name, which will be displayed in the contact list.
4. Select a Group to add your contact.
5. Select Add.

Add a Directory Group
Add groups from your organization’s directory to your Contacts.

Procedure
1. Select Contacts then New Directory Group.
2. Enter a directory group.
3. Select Add.