Connecting Flinders

**Cisco Jabber For iPhone
Quick Start Guide**

1. Installing and configuring Jabber on your iPad
Step 1 open the App Store on your iPad

Step 2 In the search bar, search for Cisco Jabber.

Step 3 Tap to download Jabber. If asked enter your apple ID and password
Step 4 Close the app store and you will now see the Cisco Jabber icon on your home screen
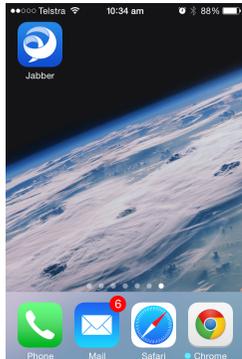
**Step 5** tap the Jabber icon and accept the licence agreement
Step 6 Scroll through the Jabber introduction and tap get started now
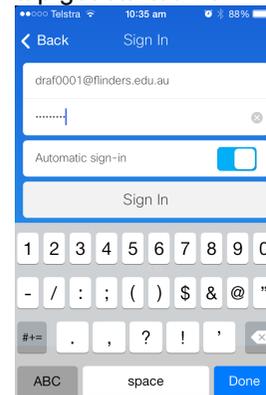
Step 7 Enter email address
Step 8 Enter FAN and password

2. Navigation
The first screen you will see upon login is the contacts screen
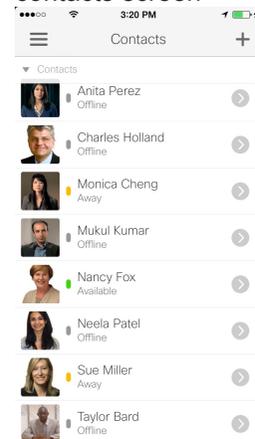
To get to the main menu tap ≡
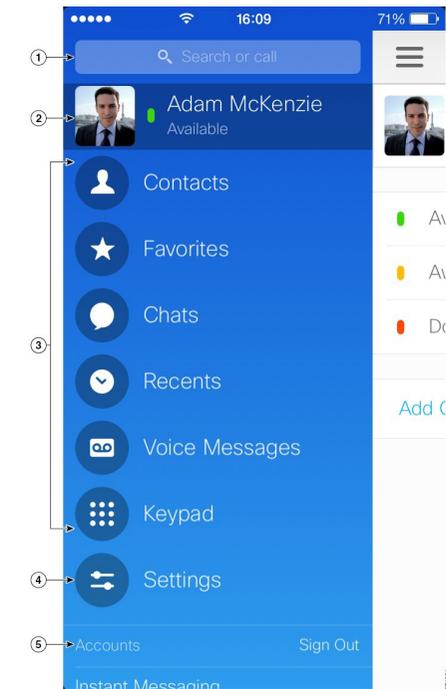
1. Search for contacts and make calls.
2. View and edit your availability status.
3. Access your features.
4. Edit your settings.
5. View account information or sign out of your account.

3. Add Contact from Directory

Step 1 On the **Contacts** screen, tap ➕
Step 2 To search for a contact, follow these steps:
a) Enter a name or user ID in the **Search** box to search your corporate directory, Recents, and Contacts.
b) Tap the desired contact in the search results.
Step 3 (Optional) Assign the contact to a group as follows:
a) Tap **Assign to Group**.
b) On the **Groups** screen, select a group.
c) Tap **Add Contact** to return to the **Add Contact** screen.
Step 4 (Optional) To add the contact to your Favourites list, tap the **Add to Favourites** switch to turn it on.
Step 5 Tap **Done**.

4. Make Call from Contacts

Step 1 On the **Contacts** screen, tap ⟩ to view the contact's profile.
Step 2 On the **Profile** screen, tap a phone number.

5. Make call using search bar

In the main menu, tap in the search or call box and then type in the number you want to call and tap 📞

6. Start Chat from Contacts

On the **Contacts** screen, tap the name of the contact to start a chat with that contact. Once selected a chat box will appear

7. Free Busy status

Once you have added a person to your contact list you will be able to see their free/busy status. This will be indicated by a coloured box accompanied by a status for example if I were available it would have a green box with available next to it.
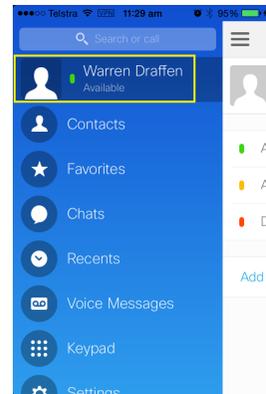
To change your free busy status, in the main menu tap on your name in the top right hand corner. This will then display the free/busy page where you can select your desired status

8. Starting a WebEx from Jabber

At any time a Jabber session can be escalated to a WebEx session
From the main menu find the contact you would like to WebEx with then tap ⟩ In the next menu tap WeBex meeting and it will start a WebEx meeting

If starting the WebEx meeting whilst in a chat session, tap ••• and then select

WebEx Meeting

Note WebEx app must be installed on the iPhone

9. Voicemail

To access voicemail messages and playback from your iPad simply tap the voicemail icon. Select the voicemail you want to play and press the play button.
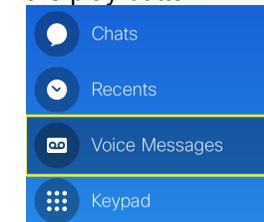
10. Further Help

A comprehensive user guide and some useful videos are available under the settings menu