
Cisco Jabber Support Guide

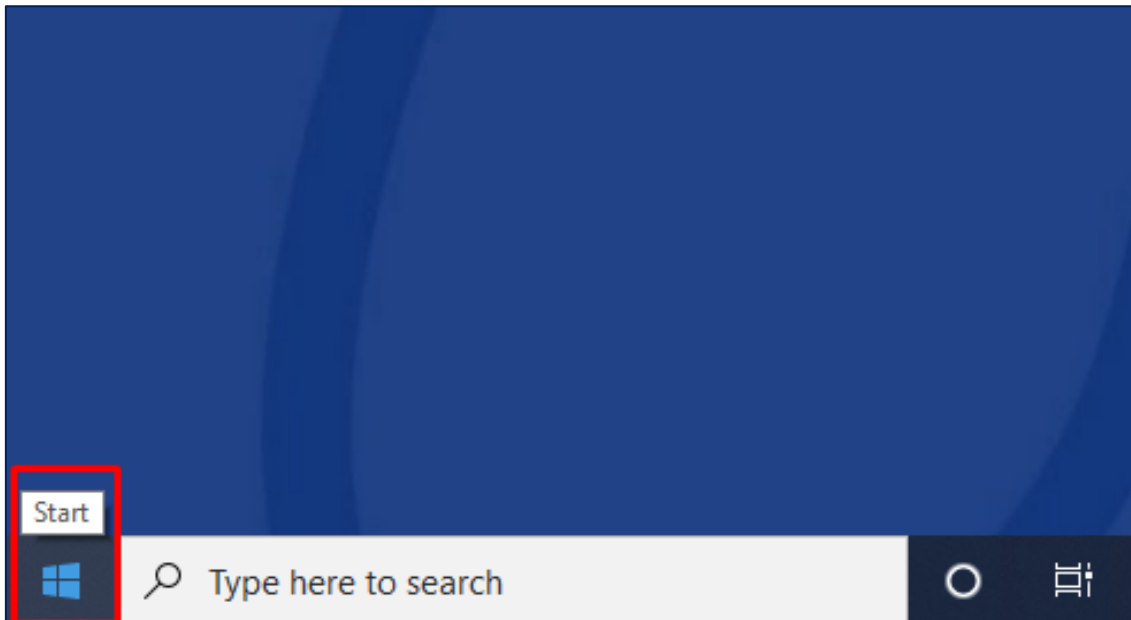
This user guide will show you how to install and use the Cisco Jabber client for Windows.

1. [Cisco Jabber Installation & Setup Guide](#)
2. [Place a call using Cisco Jabber](#)
3. [Call History](#)
4. [Audio Settings](#)

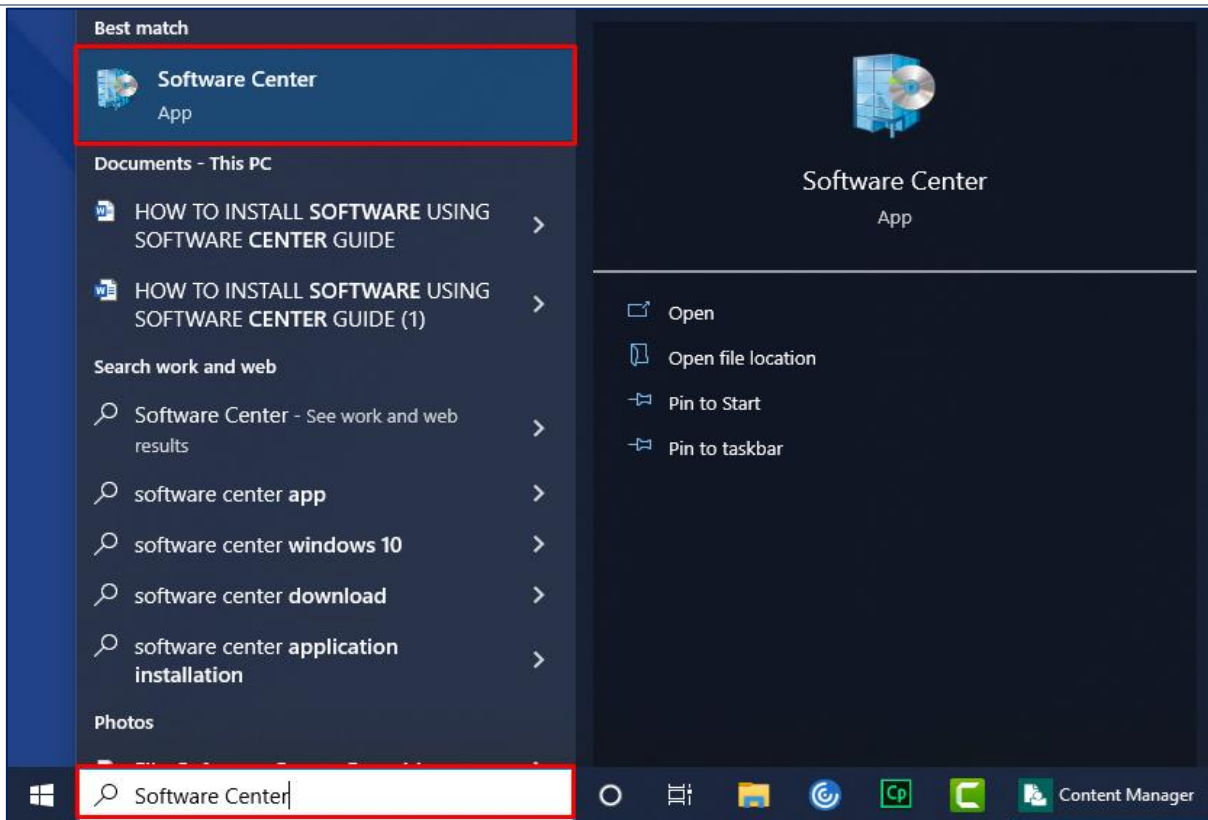
Note: You will need to have a Cisco Jabber account setup before proceeding with the steps below.

1. Cisco Jabber Installation & Setup Guide

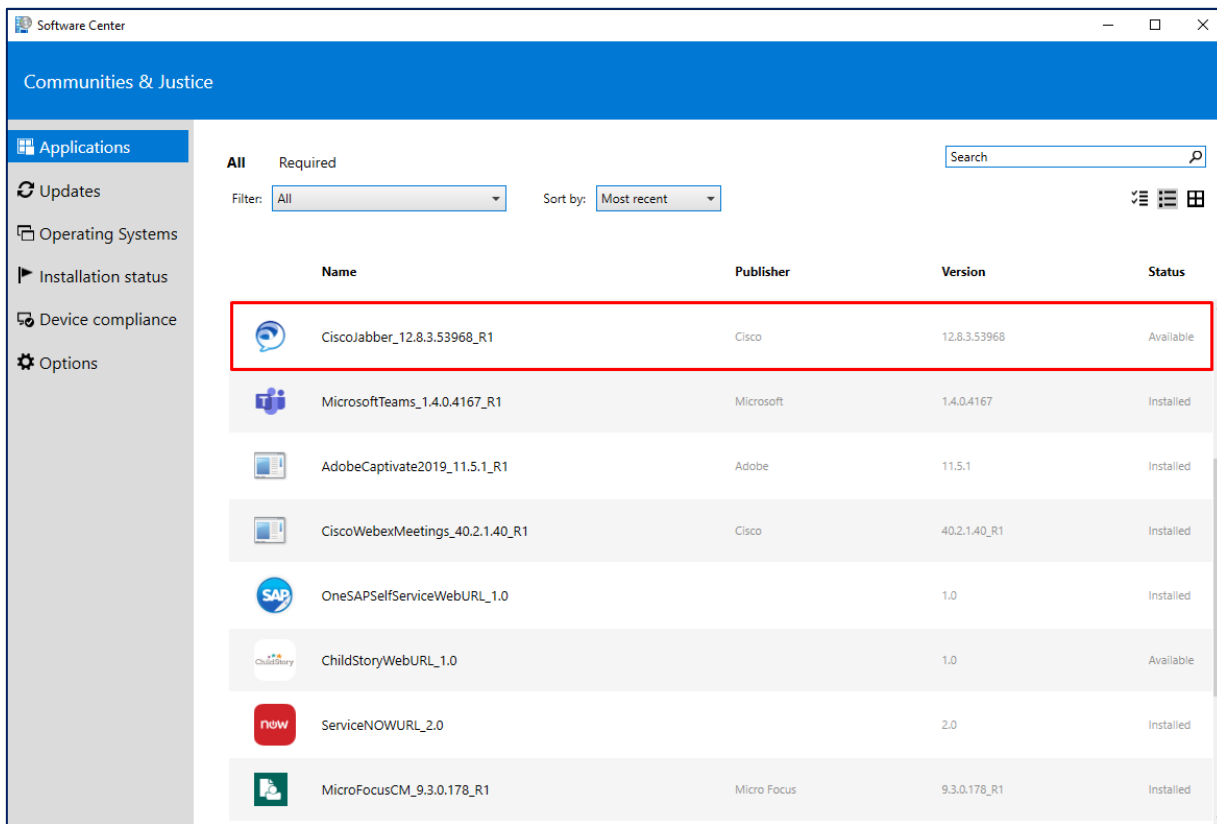
- 1 Cisco Jabber is available from the **Software Center** application.
Click on the **Start/Windows** button on the bottom right-Hand corner of your screen.



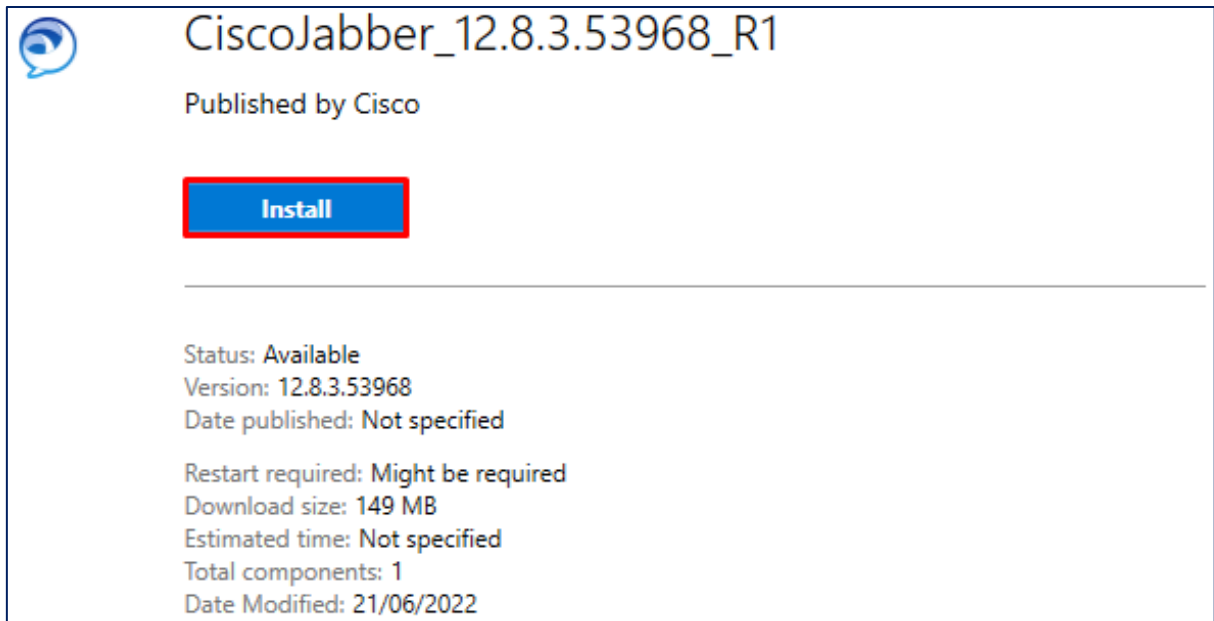
- 2 Type **Software Center** in to the search bar next to the **Start/Windows** button and click on the **Software Center** application.
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3 When the **Software Center** window appears, Click on **Cisco Jabber** from the list.



4 Click on the **Install** button.



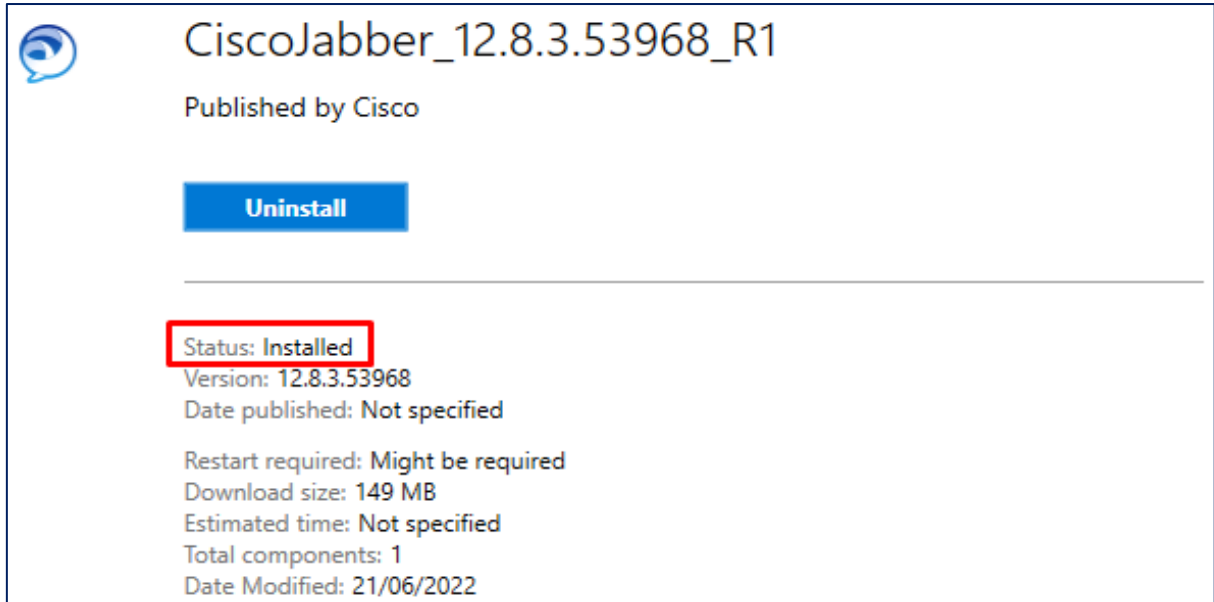
CiscoJabber_12.8.3.53968_R1
Published by Cisco

Install

Status: Available
Version: 12.8.3.53968
Date published: Not specified

Restart required: Might be required
Download size: 149 MB
Estimated time: Not specified
Total components: 1
Date Modified: 21/06/2022

5 Cisco Jabber should now be installed once you see the status has changed to **Installed**. You can close Software Center.



CiscoJabber_12.8.3.53968_R1
Published by Cisco

Uninstall

Status: Installed
Version: 12.8.3.53968
Date published: Not specified

Restart required: Might be required
Download size: 149 MB
Estimated time: Not specified
Total components: 1
Date Modified: 21/06/2022

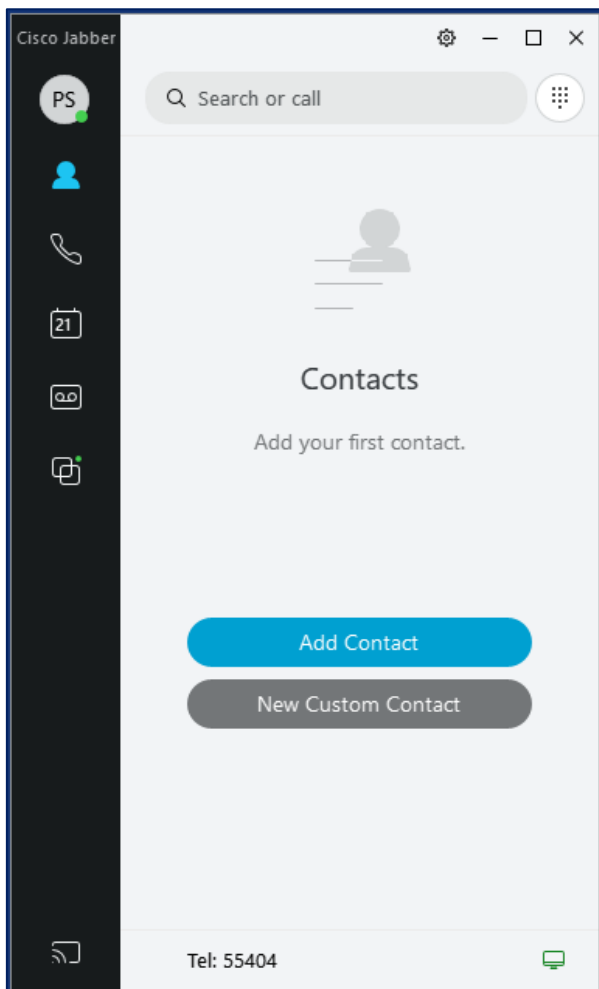
6 You should now see the **Cisco Jabber** icon on your desktop. Double click on **Cisco Jabber** to open the application.



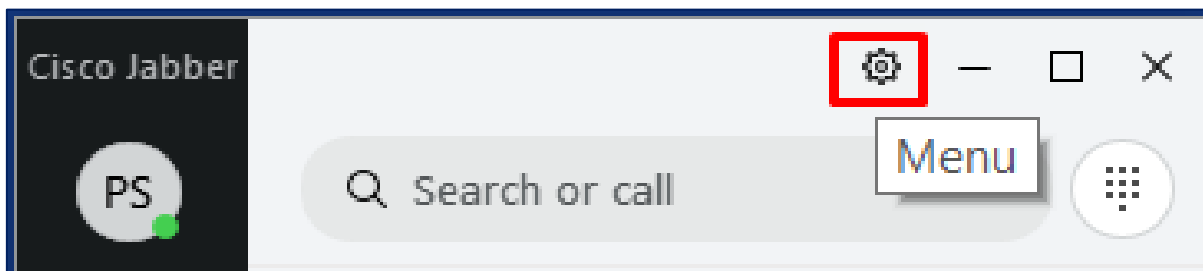
7 Enter your **network username** and **password** into the intended field.



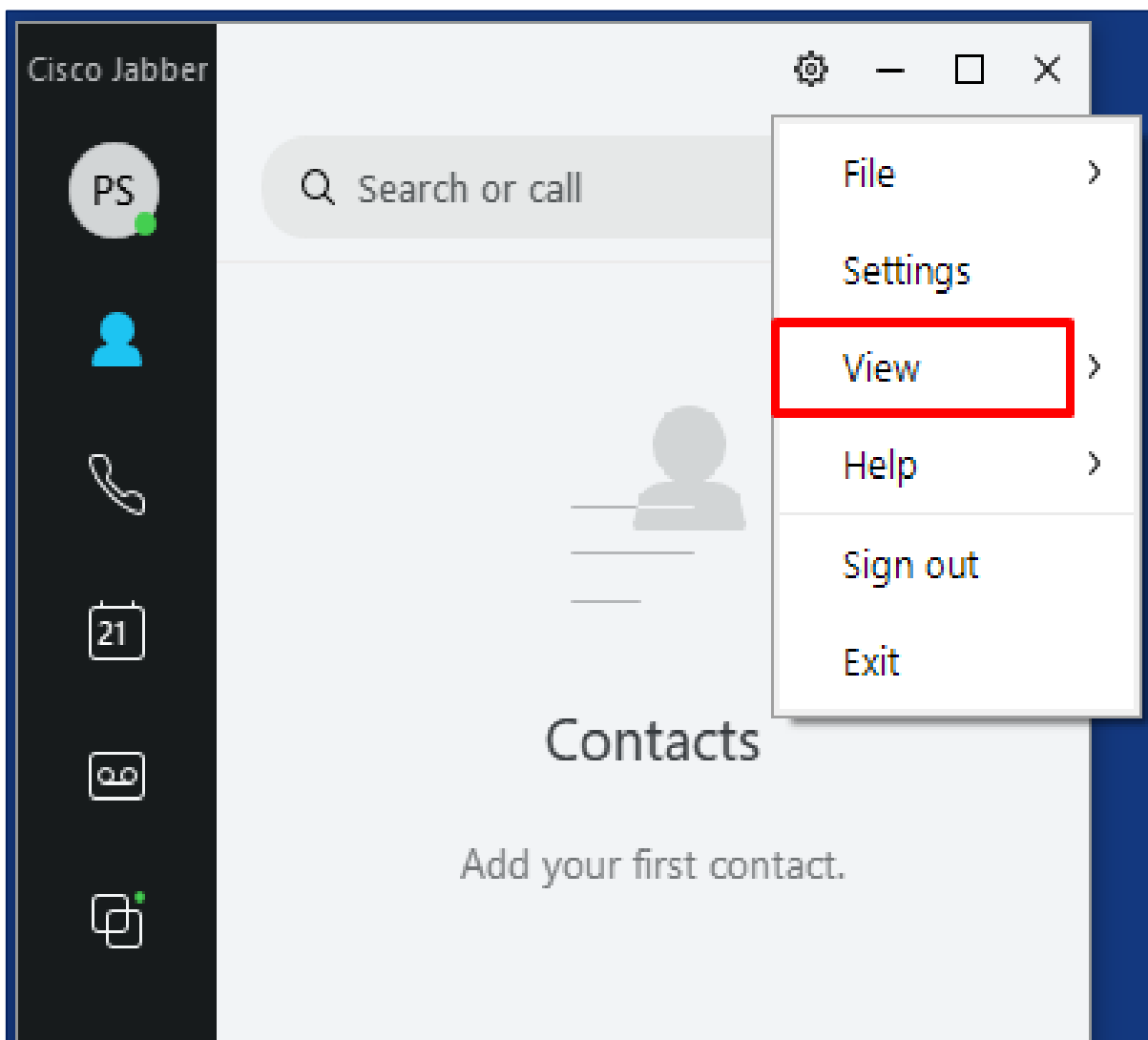
8 You should now be successful signed into **Cisco Jabber**.



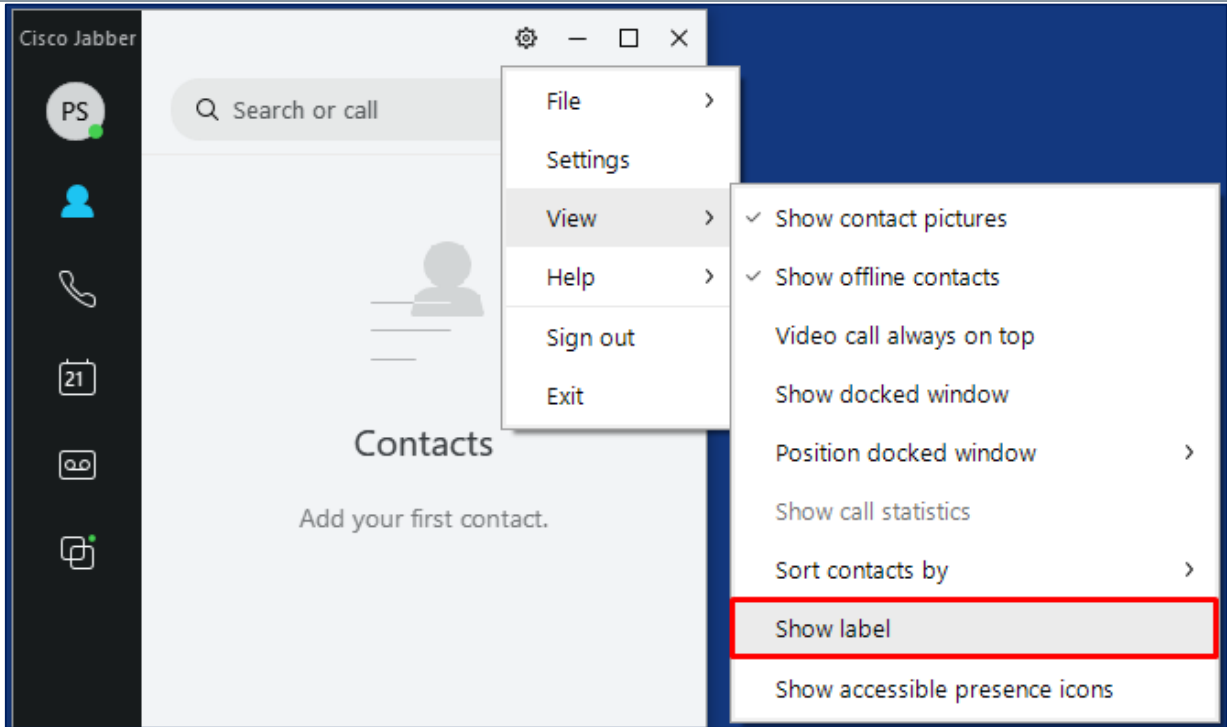
- 9 **Optional:** If you are unfamiliar with the icons tab, click on the **Menu/Gear** icon on the top right-hand side of the application.



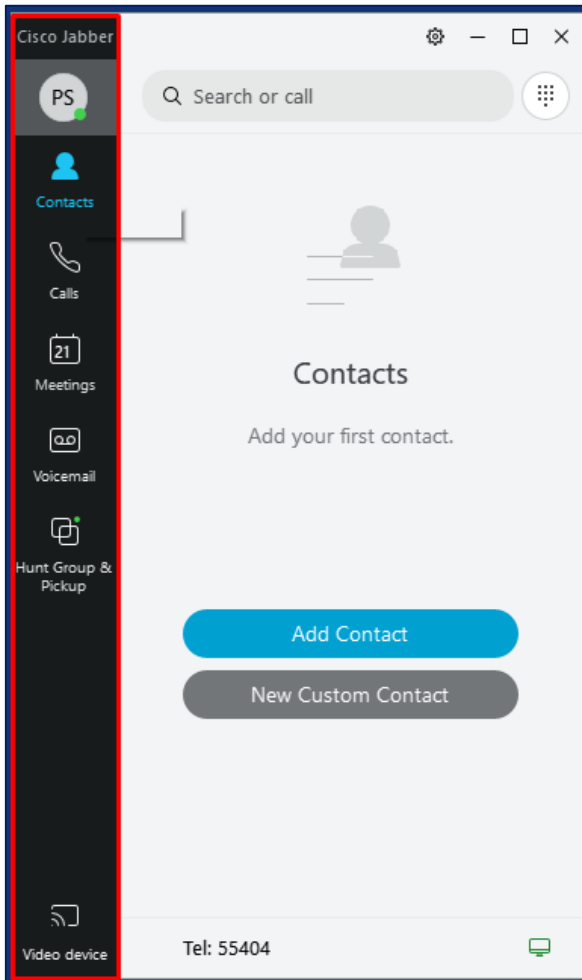
- 10 Click on **View**.



- 11 Click on **Show Label**.

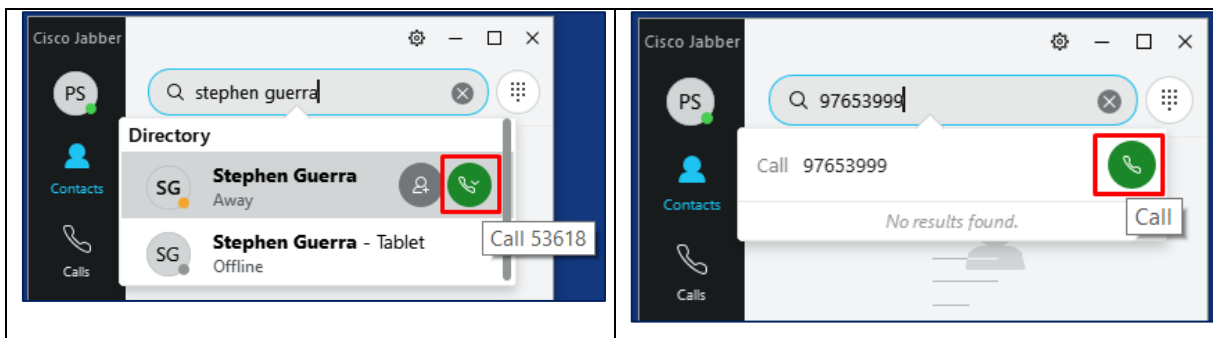


12 You should now be able to see the labels against the icons on **Cisco Jabber**.

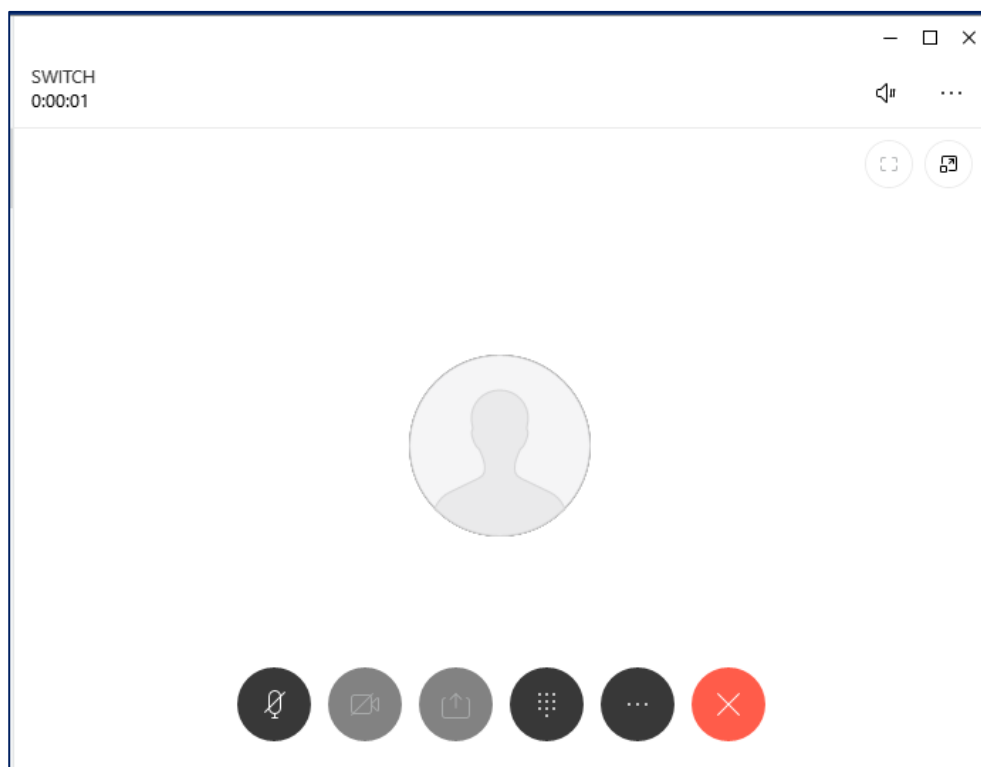








2. Place a call using Cisco Jabber

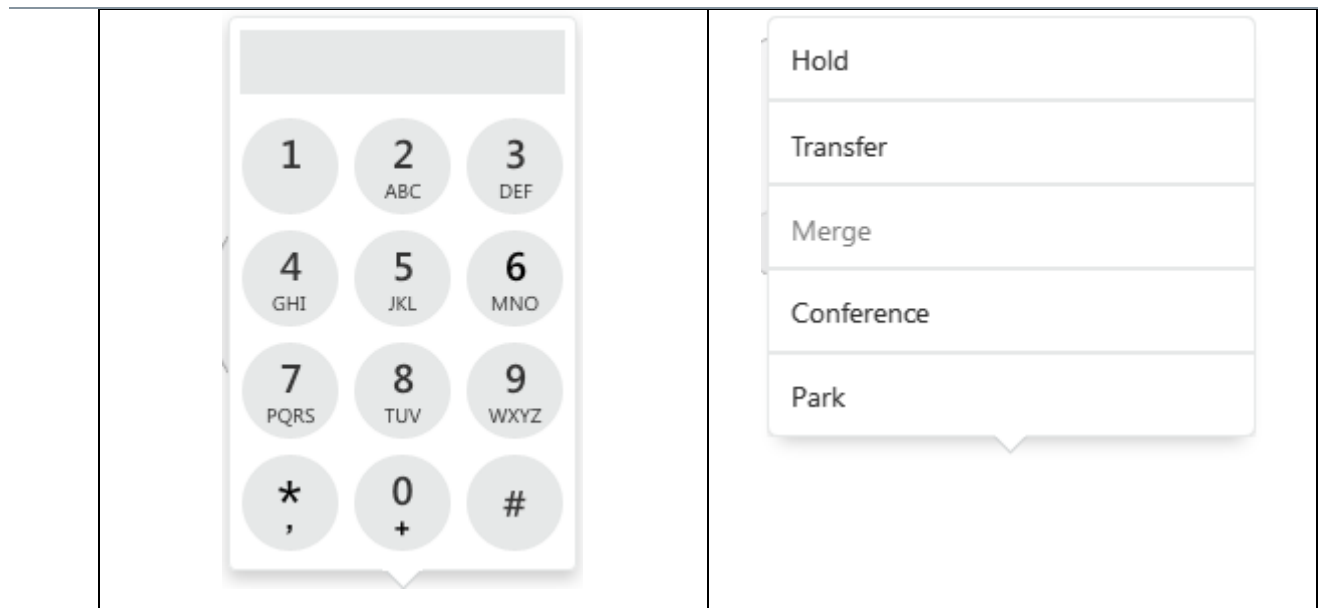
- 1 To call a number or user, simply enter either the **intended name** or their **direct extension number** and a **Call** button will appear to initiate the call.



- 2 A new **call control window** will appear where a variety of functions are available.

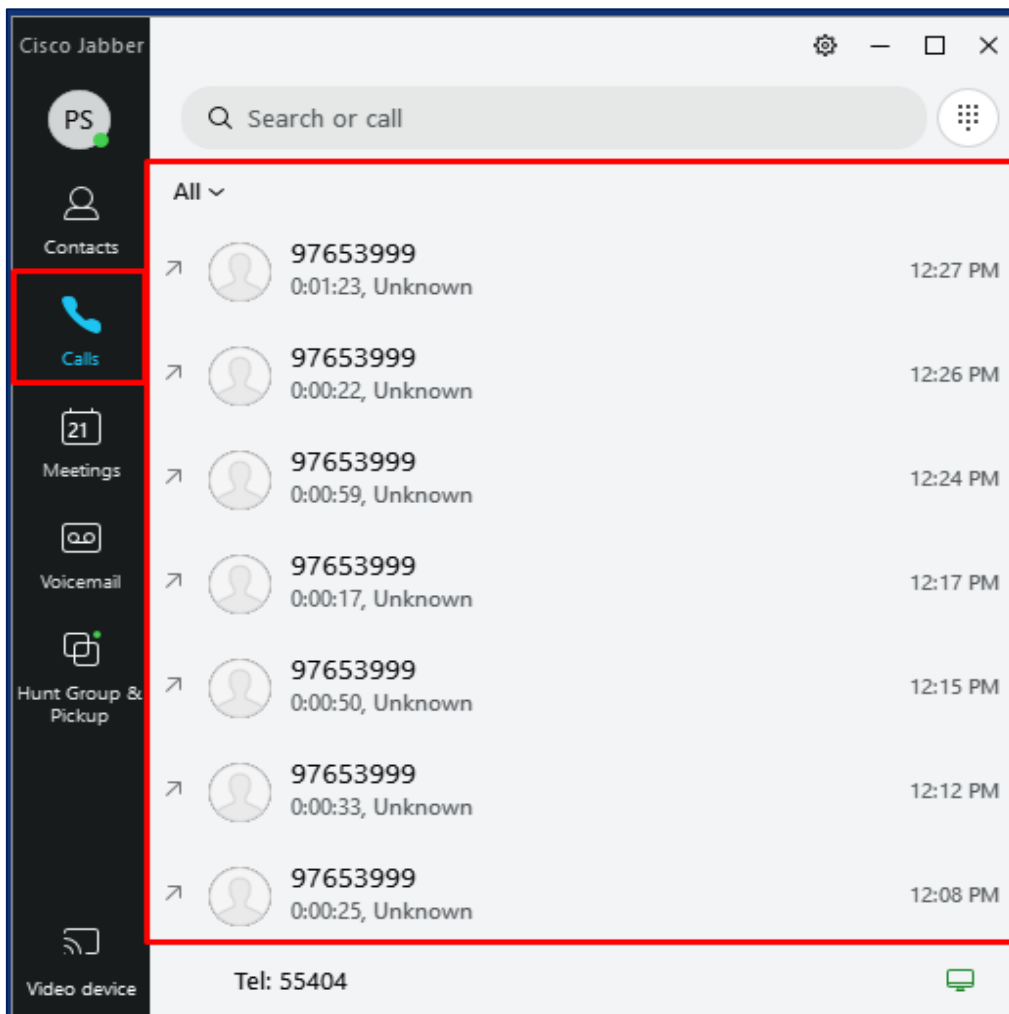


Mute Audio	Video	Share Screen	Keypad	More Call Controls	End Call
					
Expanded Keypad View			Expanded More Call Controls		



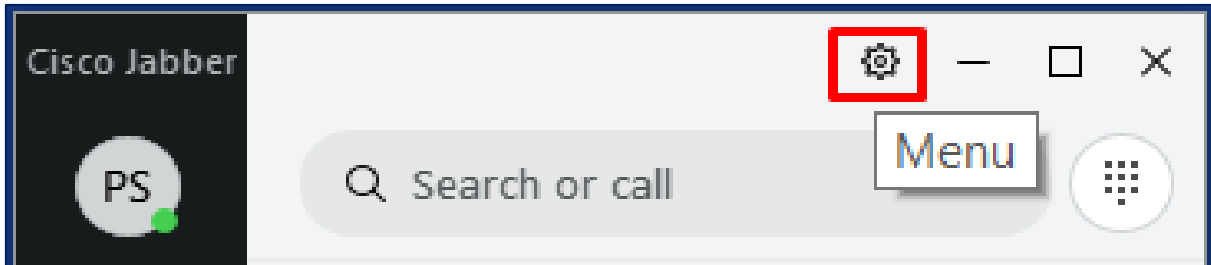
3. Call History

- 1 Click on the **call tab** will reveal your **call history** such as received and missed calls.

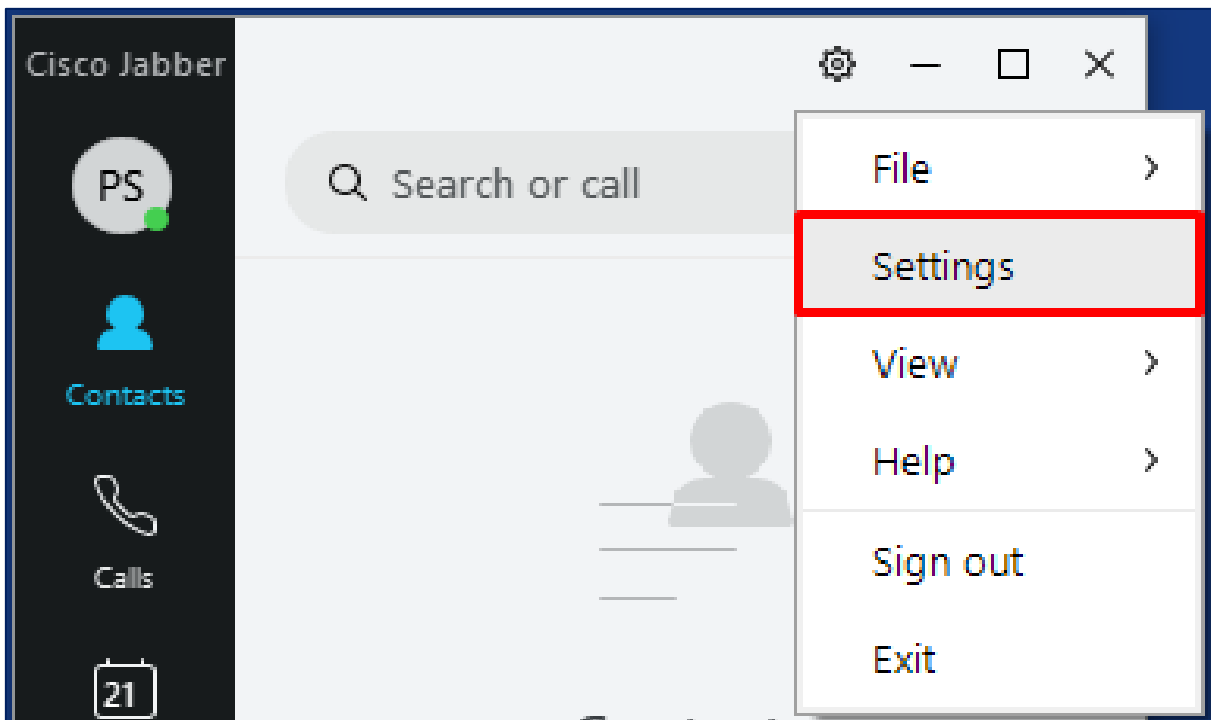


4. Audio Settings

- 1 To change your **audio settings** such as selecting your **speaker(or headset)** and **microphone source**, click the **Menu/Gear** icon.



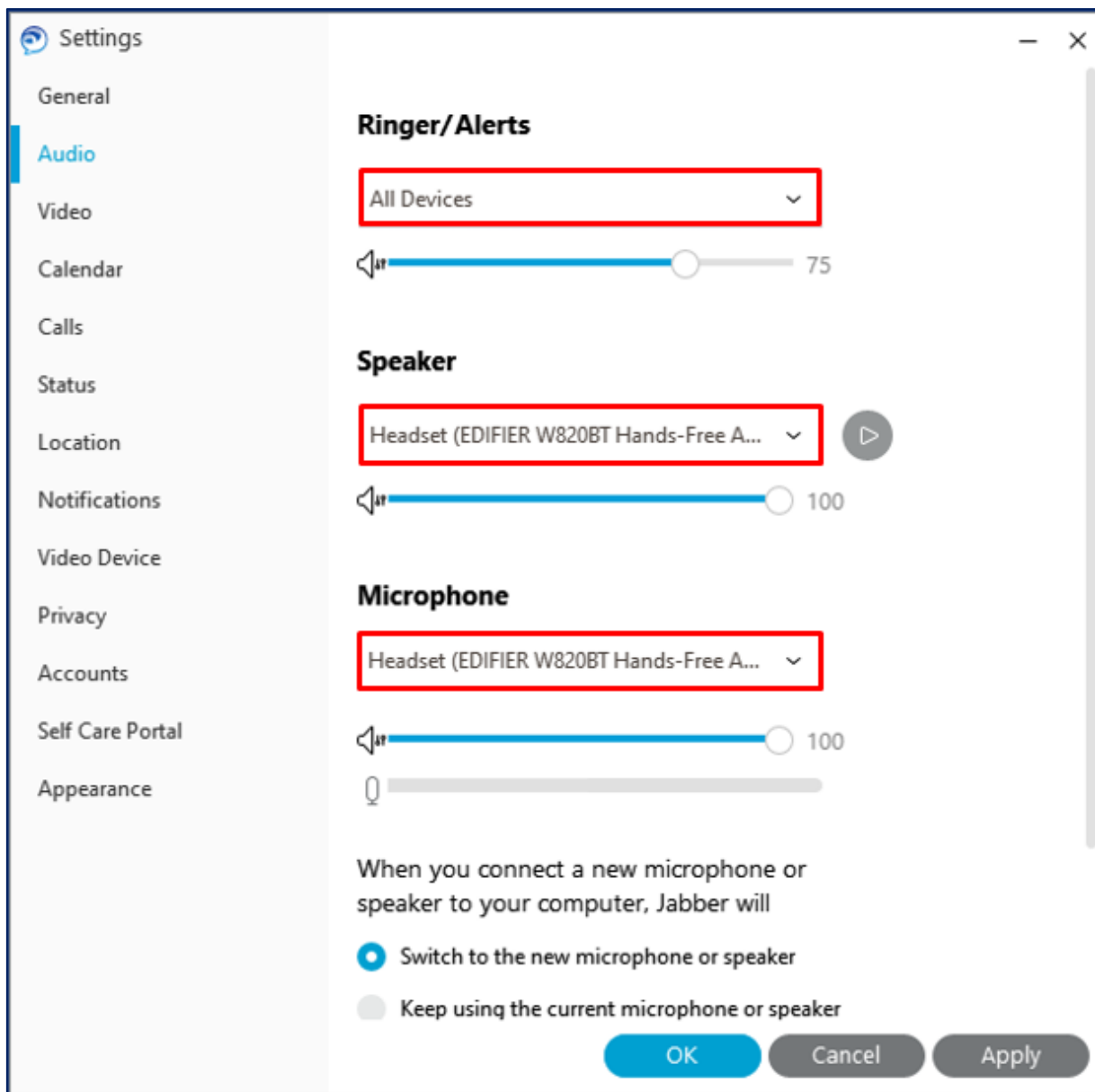
- 2 Click on **Settings**.



- 3 Click on the **Audio** tab.



- 4 From this window you can adjust your **Ringer/Alerts**, **Speaker** and **Microphone** to play from your **intended device**(speaker, monitor, computer or headset) using the drop-down options.



End of Guide