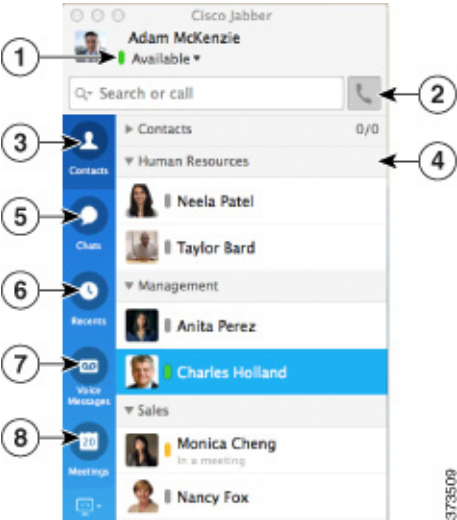


# Cisco Jabber for Mac 10.5 Quick Start Guide

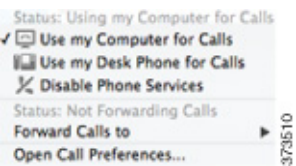
**Note:** This document might include features or controls that are not available in the deployment of Cisco Jabber for Mac that you are using.

## Hub Window



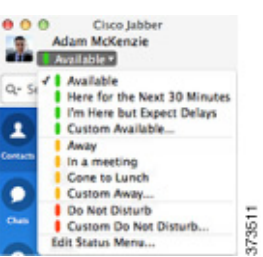
1. Status message	5. Chats
2. Search or call bar	6. Recents
3. Contacts	7. Voice messages
4. Custom Groups	8. Meetings

## Phone Controls



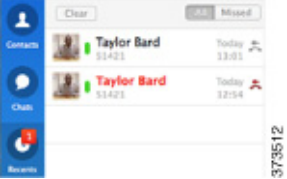
Phone controls let you select an available phone, set up call forwarding.

## Custom Status Messages



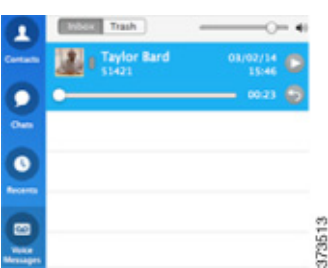
You can create custom status messages for each availability state.  
Select custom status message and enter your new status message.

## Recents



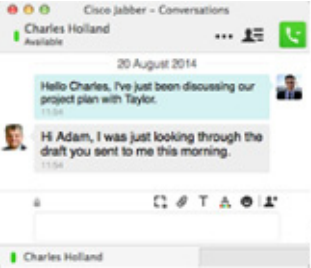
The Recents tab shows a list of recent and missed calls. Right-click a missed call and select the Call icon to call back.

## Voice Messages



The voice messages tab lets you access, play, and manage your voice messages. Notifications are shown on the hub window when you miss calls or receive new voice messages.

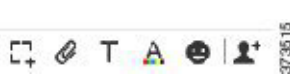
## Chat Window



Chat windows contain:

- Tabs for multiple chats
- Contact picture and availability state
- Chat controls and collaboration controls

## Chat Controls



Use chat controls to:

- Send a screen capture
- Send a file
- Edit the font
- Edit font color
- Insert an emoticon
- Add participants to create group chats

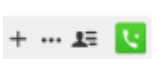
## Making a Call



To call people, you can:

- Enter their phone number in the Search or call bar
- Right-click over their name in your contact list and select Call in the menu
- Select the Call icon in a chat window with the user

## Collaboration Controls



Chat windows can also include controls to:

- Access the additional collaboration controls:
  - Share screen
  - Start WebEx meeting
- Show or hide participant list
- Start a phone call

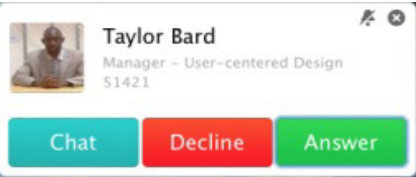
## Call Controls



Call controls let you do the following:

- Mute or unmute your microphone
- Stop or start your video
- Adjust call volume
- Open a keypad to enter digits
- Access additional telephony controls:
  - Transfer
  - Hold
  - Merge
- End call

## Incoming Calls



When you receive an incoming call, you can reply with a chat message, decline the call, or answer the call.

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