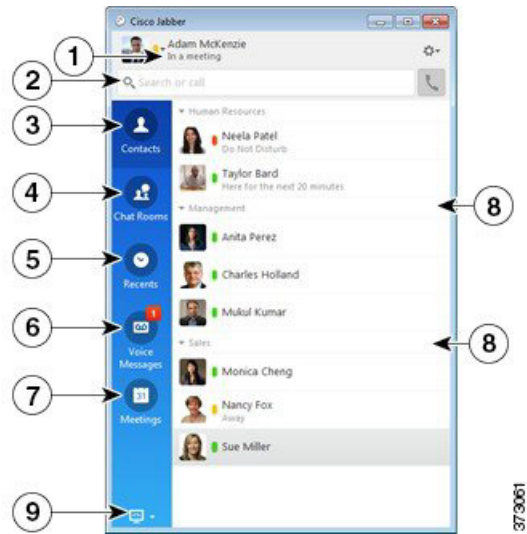# Cisco Jabber for Windows 10.5 Quick Start Guide
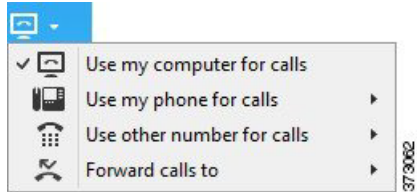
Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.
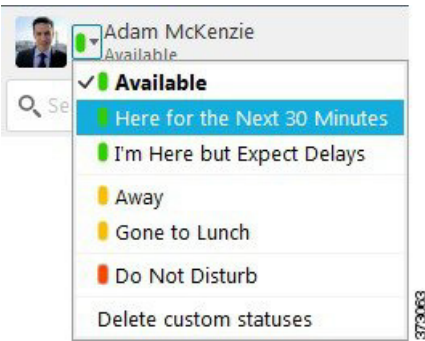
Hub Window

|	
1. Status message	6. Voice Messages
2. Search or call bar	7. Meetings
3. Contacts	8. Custom Groups
4. Chat Rooms	9. Phone Controls
5. Recent calls	

Phone Controls

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

Custom Status Messages

You can create up to three custom status messages for each availability state.

Insert your cursor in the status message field and enter your new status message.

Recents
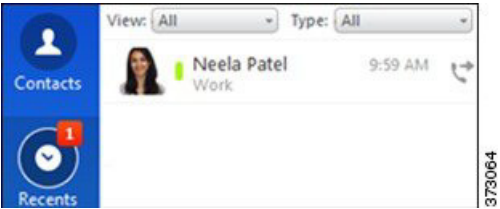
The Recents tab shows a list of recent and missed calls. Hover your cursor over a missed call and select the Call icon to call back.
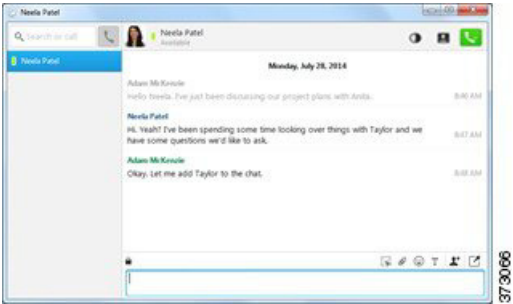
Right-click items to delete them.

Voice Messages
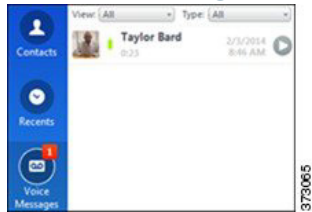
The Voice Messages tab lets you access, play, and manage your voice messages.

Right-click voice messages to delete or call back.

Note You will see notifications on the hub window when you miss calls or receive new voice messages.

Chat Window

Chat windows contain:

- The search or call bar
- Tabs for multiple chats
- Contact picture and availability state
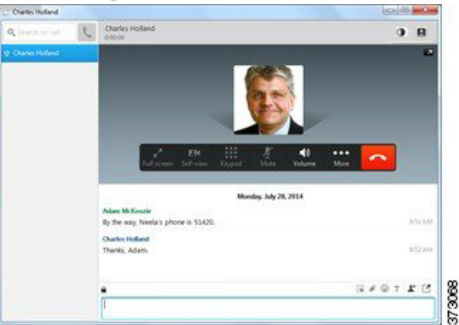- Chat controls and collaboration controls

Chat Controls

Use chat controls to:

- Send a screen capture
- Send a file
- Insert an emoticon
- Edit the font size and color
- Add participants to create group chats
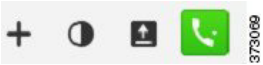- Pop-out the window to show the chat in a new window

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
- Select the Call icon in a chat window with the user

Collaboration Controls

Chat windows can also include controls to:

- Add people to your contact list
- Start a meeting
- Share your screen
- Start a phone call

Call Controls

Call controls let you do the following:

- Go full screen
- Show self-view
- Open a keypad to enter digits
- Mute your audio
- Adjust volume
- Access the following additional controls:
  - Hold calls
  - Transfer calls
  - Merge calls
  - Create conference calls
- End calls

Incoming Calls

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