

Making Calls with Cisco Jabber

1) Open Cisco Jabber from the Desktop.

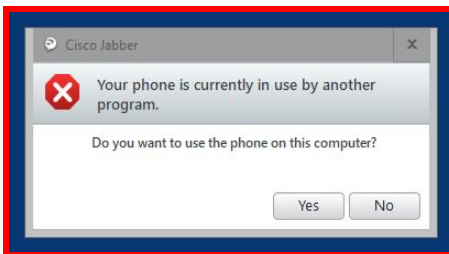
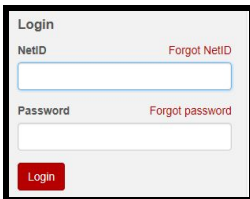


2) Enter NetID@wisc.edu.*



NOTE: (*If immediately directed to NetID login instead of the above screen, and your NetID doesn't work, refer to back of this sheet)

4) Enter NetID and password in popup.



NOTE: (**If shown this message box, click yes. Be aware that this will disconnect any other open Jabber session using your account)

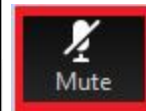
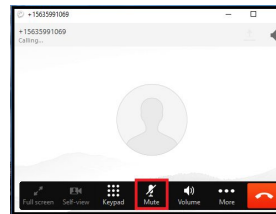
6) Dial phone number using VoIP Dialing Patterns.

Campus or local state agency	seven-digit dialing	262-4357
Local calls	1 and seven-digit local number	1-555-1234
Toll free calls	1 and 1 and ten-digit number	1-1-800-555-1234
Long distance calls	1 and 1 and ten-digit number	1-1-212-555-1234

7) Type the phone number next to the search icon. Click the green phone to dial the number.



NOTE: when using WisLine, you will want to **MUTE** Jabber until you've completed dialing and entering the PIN.



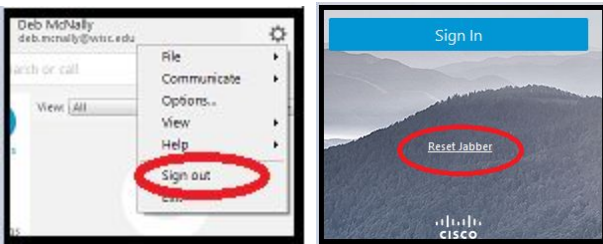
8) Please Sign Out and Reset Jabber when finished.



Jabber Special Settings and Troubleshooting

Change User:


1) If Jabber is open under another user's account, click the gear symbol, then Exit.*

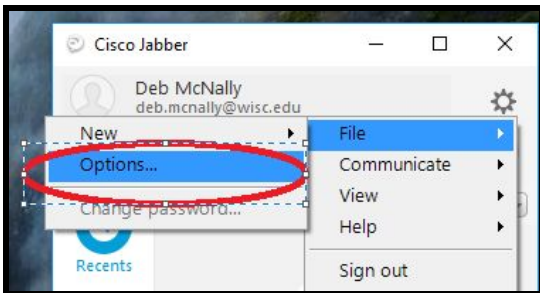


2) Continue at step 3 on front side.*

NOTE: (*If still experiencing issues logging into Jabber, **RESTART** computer)

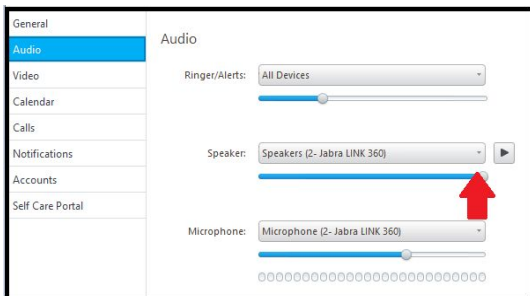
Changing Audio Settings:

1) Click on the  Icon > File > Options




2) Click on Audio and adjust devices by drop down arrow for Speaker. (Mic will default to Logitech)

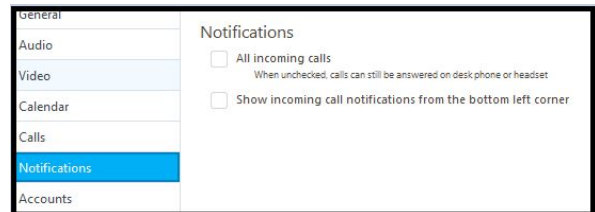
- ExtronScalerD = Room Speakers in ceiling
- Echo Cancelling Speakerphone = Logitech Speaker



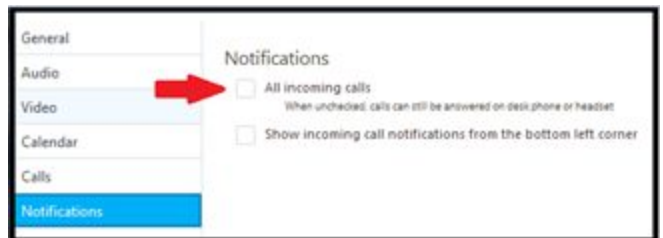
Turning OFF call notifications for Jabber:

NOTE: (For users with a phone, you will want to turn off call notifications in Jabber to be able to answer calls on your phone and not in Jabber)

1) Click on the  Icon > Options > Notifications.



2) UNCHECK the box next to "All incoming calls" (this will turn OFF notifications in Jabber)



3) Click Apply to save settings.

