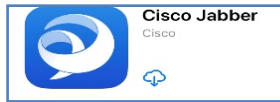


# Cisco Jabber Android Quick Start Guide

## Install the Cisco Jabber for mobile app

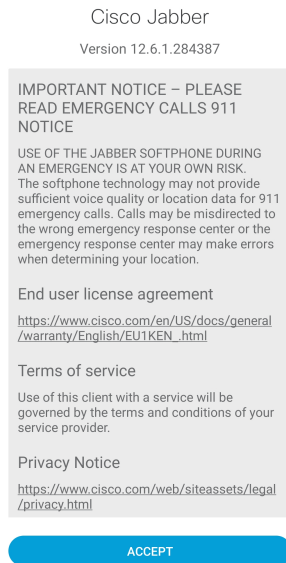
Install the Jabber app by following these steps:

**Step 1.** From your mobile device, locate the Jabber icon from the Google Play Store.

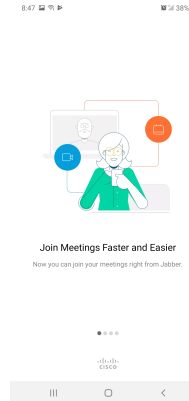


**Step 2.** Tap the **Install>Open**

**Step 3.** Press the **Accept** button to give Cisco Jabber permissions to access features on your mobile device.



**Step 4.** Swipe Right (3) times and review updates.



Tap **Get Started**.

Get Started Now

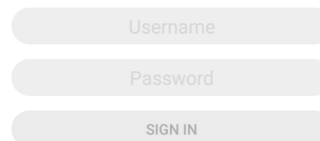
Tap **Allow** to give Jabber permissions to:

- a)Access Contacts
- b)Record Audio
- c)Make Phone Calls
- d)Access photos, media and files
- e)Stop Optimizing batter Usage

**Step 5.** First time login requires you to enter your e-mail address [example@northwestern.edu](mailto:example@northwestern.edu). This will be saved automatically and will not be required for future logins.



**Step 6.** Enter your NetID and **Password** and then tap **Sign-In**.



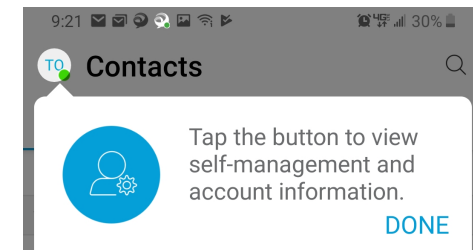
**Step 7.** Confirm **Fingerprint Authentication** preference

Fingerprint Authentication

Do you want to sign in using fingerprint authentication?

CANCEL OK

**Step 8:** Follow instructions to tap the self management account icon or tap **Done**

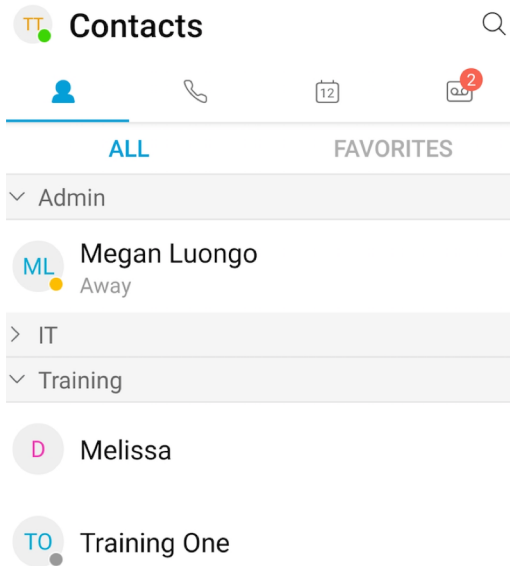


# Cisco Jabber Android Quick Start Guide

## Hub Window

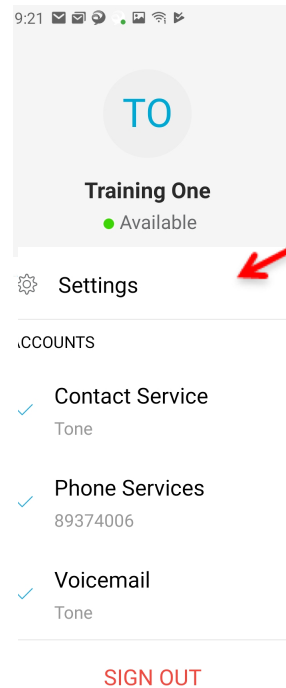
The Hub Window contains:

- Status
- Search Or Dial bar
- Contacts
- Call History
- Voicemail



## Change Settings

Tap on your current status  
Select **Settings**  
Modify **Preferences**



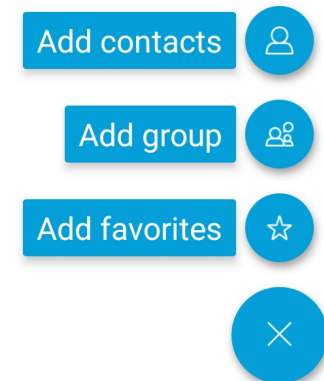
## Add a New Contact

To add a new contact Select the Contacts icon.  
Select the **Plus** icon



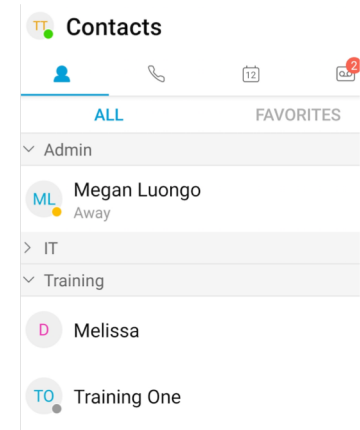
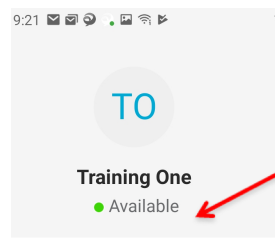
Select **Add Contacts**.  
Search for contact  
Select the new contact  
**Assign to group**

If need to create a Group tap **Add Group**  
and add a new group.



## Change Presence

Tap on your current status  
Select **Presence** icon  
Select new status

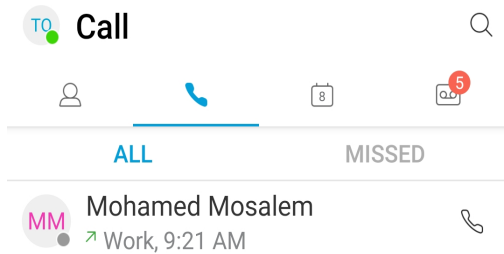


## Placing a Call

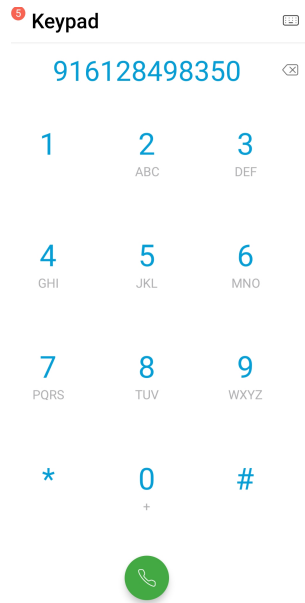


Tap the **Call** icon.

From Recents for Call History or the Keypad



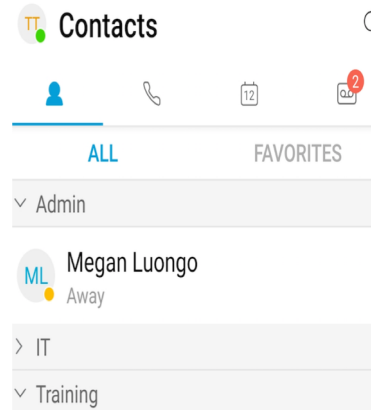
Press on number to call OR Select "I" to obtain information.



## Placing a Call to a Created Contact

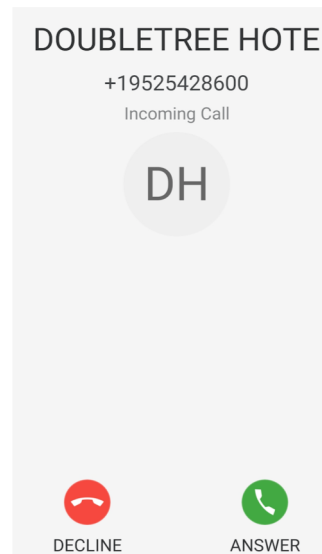
Select contacts or Search by name.

Select the contact to dial the number.



## Answer Incoming Call

Tap **Answer** to answer the incoming call.



Tap **Decline** to send the call to Voicemail.

## Call Controls

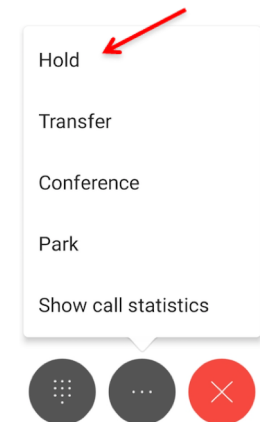


Call controls let you do the following:

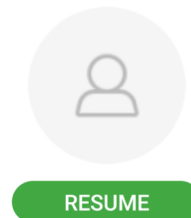
- Mute Audio
- Start/Stop Video
- Keypad to enter digits
- More Options provides access the following:
  - Hold calls
  - Transfer calls
  - Merge calls
  - Create Conference calls
- End Call

## Place a call on Hold

To place a existing call on Hold, tap the **Options** Icon and tap **Hold**

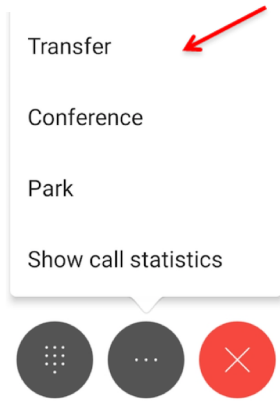


Tap **Resume** to reconnect to the call

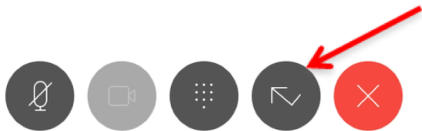
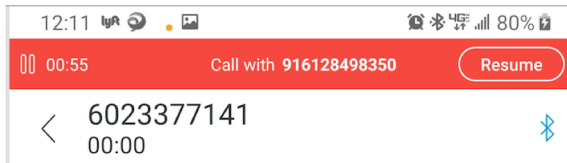


## Transfer a Call

To transfer an existing call, Select the **Options** icon and press the **Transfer** icon.



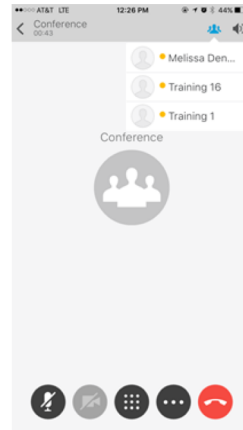
Enter the targeted number or use the predictive search field to call an internal colleague. Select the **Transfer** icon to complete the transfer



## Conference Call

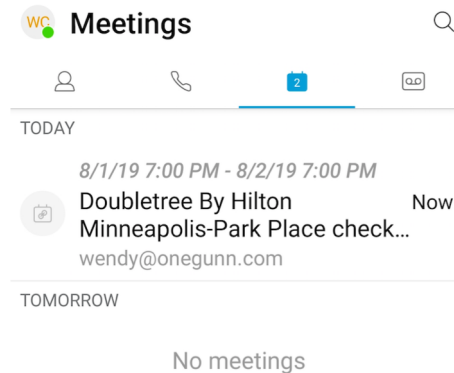
To add additional people to a current conversations:

1. Choose the **Conference** option from the **Options** icon.
2. The Conference window will open. Enter the number or name in the search field.
3. When the second dialed party answers, the Conference option will appear. Choose the Conference option to connect to the caller(s).
4. Repeat these steps to add additional callers to the conference.



## Meetings

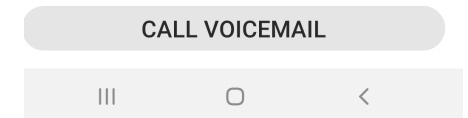
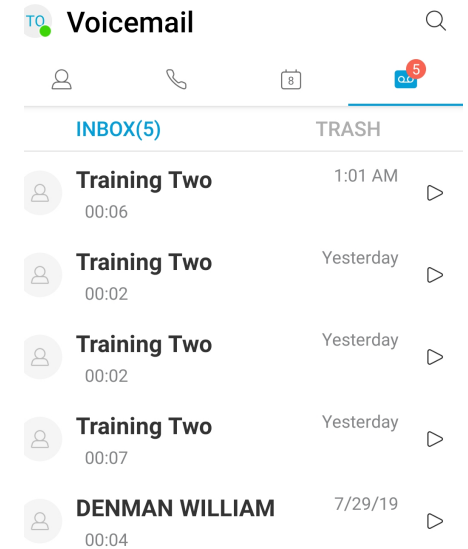
Select the Meetings icon to view and start meetings.



## Voicemail Access

The Voicemail Tab offers you options to play and manage your voicemail messages.

1. Select the **Voicemail icon**.
2. Use the radio buttons to **listen to your messages**.



Select **More on the** voicemail message to delete or forward the Voice Message.