

Use My Computer for Calls

You should set Jabber to send calls to your computer

1. Open the Phone Controls drop-down menu from the bottom left corner of your hub window
2. Select Use my computer for calls

Set Up Phone Accessories

You should verify that the microphone and speakers working correctly for your calls

1. In a chat window, select the Open Audio Options icon
2. Select the speakers and microphone that you want Jabber to use to send and receive your audio. Be sure to test the sound to check that it is working and to set levels.
3. Select Apply then OK

Where to get more information:

- Go to <https://tel.jpl.nasa.gov/jabber>

Need Help? Contact the Unified Service Desk:

- Submit a Service Request from links on <https://jplit.jpl.nasa.gov>
- Call 818-354-4257 (4-HELP)

How to use Jabber



A Jabber Quick Start Guide for JPL Summer Interns
prepared by the Office of the Chief Information Officer

What is Jabber?

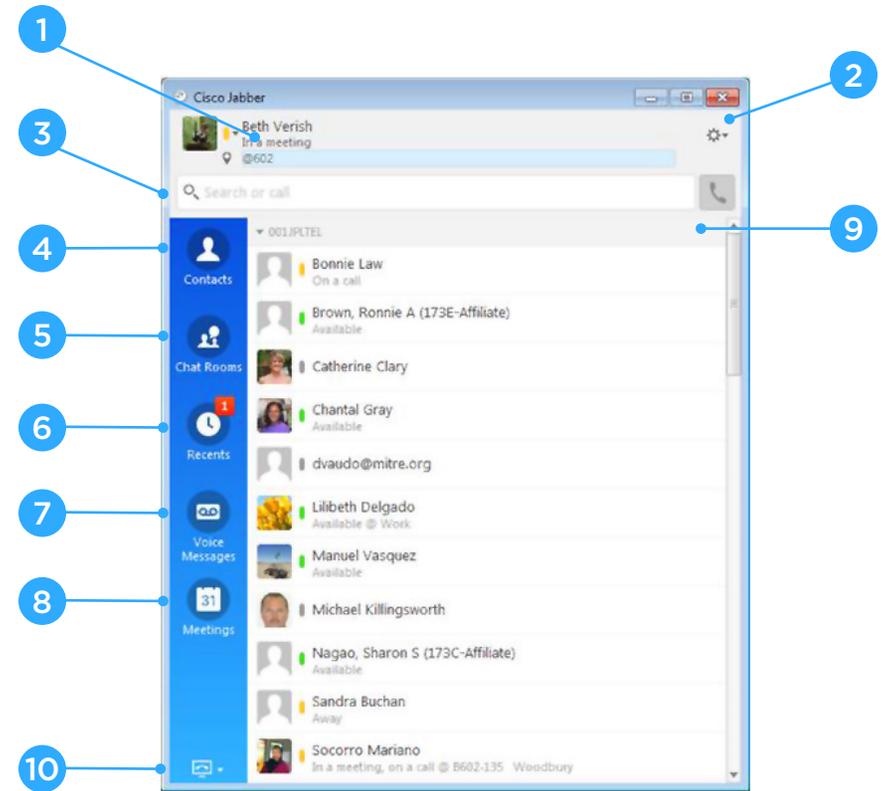
Jabber is a client that runs on your Windows or Mac computer system that gives you access to several communication services in one interface.

- Phone – *audio and video*
- Voice Mail – *view your voice mail messages like on your smartphone*
- Presence – *see the presence of your coworkers*
- Chat – *Chat with your coworkers*
- WebEx – *easily view, attend or start a meeting*

Here's How to Get Started!

1. To start the client, click the Jabber icon on your desktop, or open your programs folder and search for Cisco Jabber
2. When you are prompted to accept Cisco Terms of User, select Accept to proceed
3. Enter your JPL Username@jpl.nasa.gov, and click Continue
4. Enter your JPL Password
5. Select “Sign me in when Cisco Jabber starts”
6. Click Sign In
7. You will also be asked to log in to JPL Single Sign On (SSO), which connects Jabber to JPL WebEx

Anatomy of the Jabber Hub Window



- | | |
|----------------------|------------------------|
| ① User Status | ⑥ Recent calls |
| ② Menu* | ⑦ Voice Messages |
| ③ Search or Call Bar | ⑧ Meetings |
| ④ Contacts | ⑨ Custom Contact Group |
| ⑤ Chat Rooms | ⑩ Phone Control |

* Windows only. Mac users will find the Jabber menu on their application menu bar.