CISCO JABBER GUIDE

CONTENTS

1. Download Jabber from Google Playstore & Apple store

2. How to login on Jabber

2.a Login Window.

2.b Fingerprint authentication (Optional).

3. Settings on Jabber

4. Calling on Jabber

4.a Calling to a person or Joining Webmeeting.

4.b Call forwarding (Optional).

5. Chatting on Jabber

Intec
Infonet

How to Download Jabber

For Android:
https://play.google.com/store/apps/details?id=com.cisco.im&hl=en

For Iphone:
https://apps.apple.com/in/app/cisco-jabber/id467192391

Intec
Infonet

Jabber on Google Playstore for Android
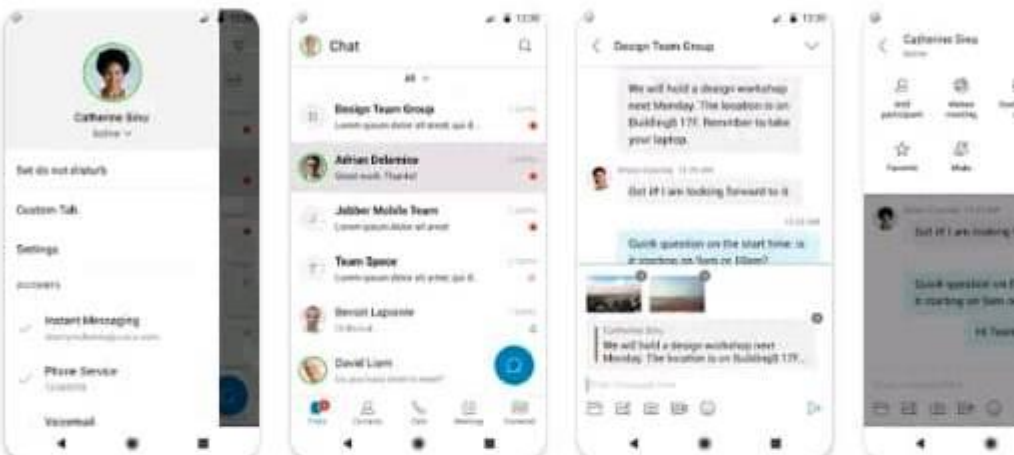
Cisco Jabber for Apple App Store
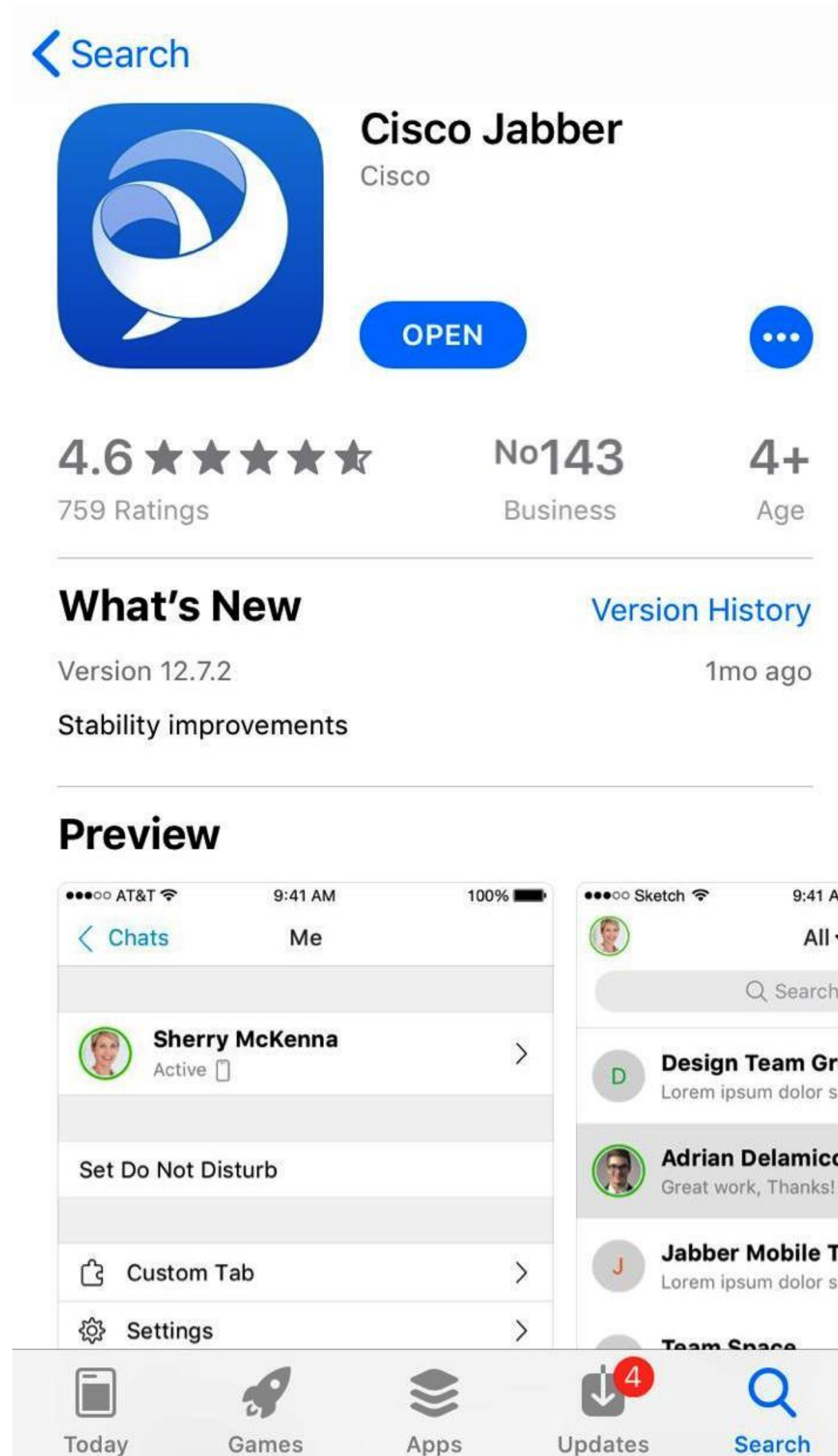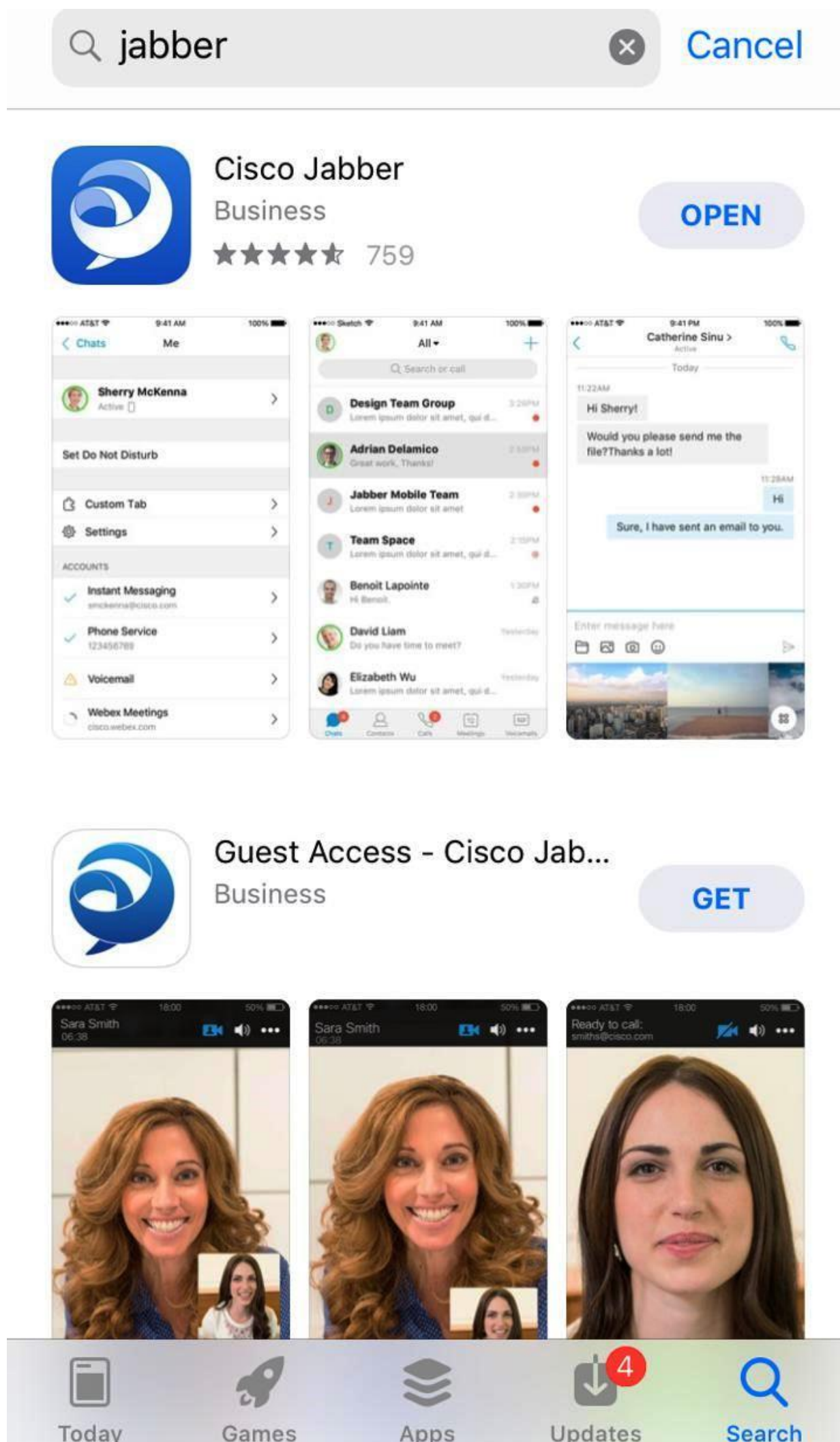
Jabber Login Window:

Enter your mail ID:

employmentID@iitr.ac.in

CONTINUE

Advanced settings

Click on Continue:

Verify certificate

Cisco Jabber cannot confirm the identity of this server. Do you want to Continue?

Certificate Details:

The service name:
IITRCCMS01.iitr.ac.in

Issued to:

Common name:
IITRCCMP-ms.iitr.ac.in

Organization:
IITR

Organizational unit:
collab

Serial number:
47:00:00:00:0E:DF:D3:AF:FB:88:7A:
5D:A5:00:00:00:00:00:0E

Issued by:

Common name:

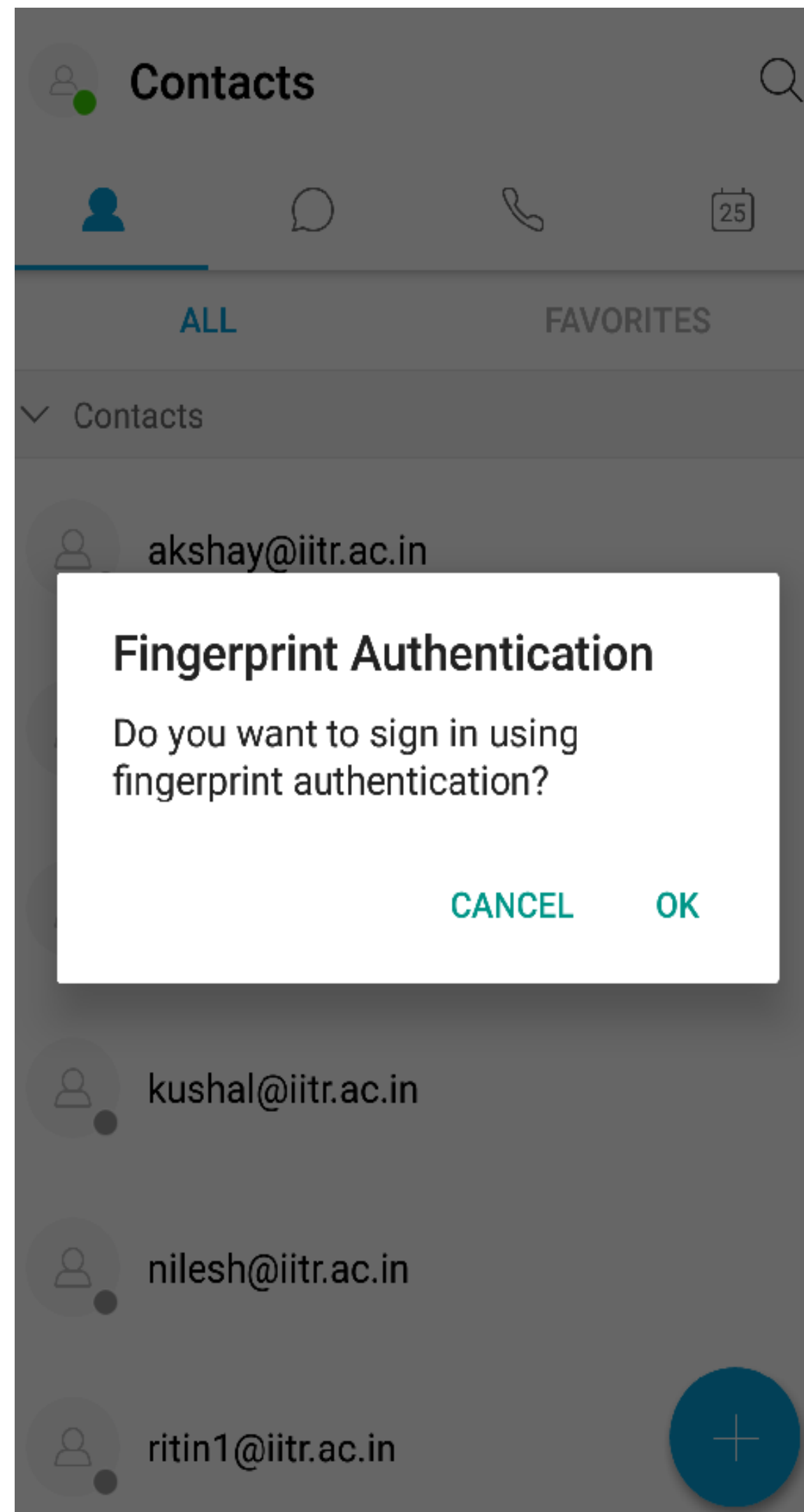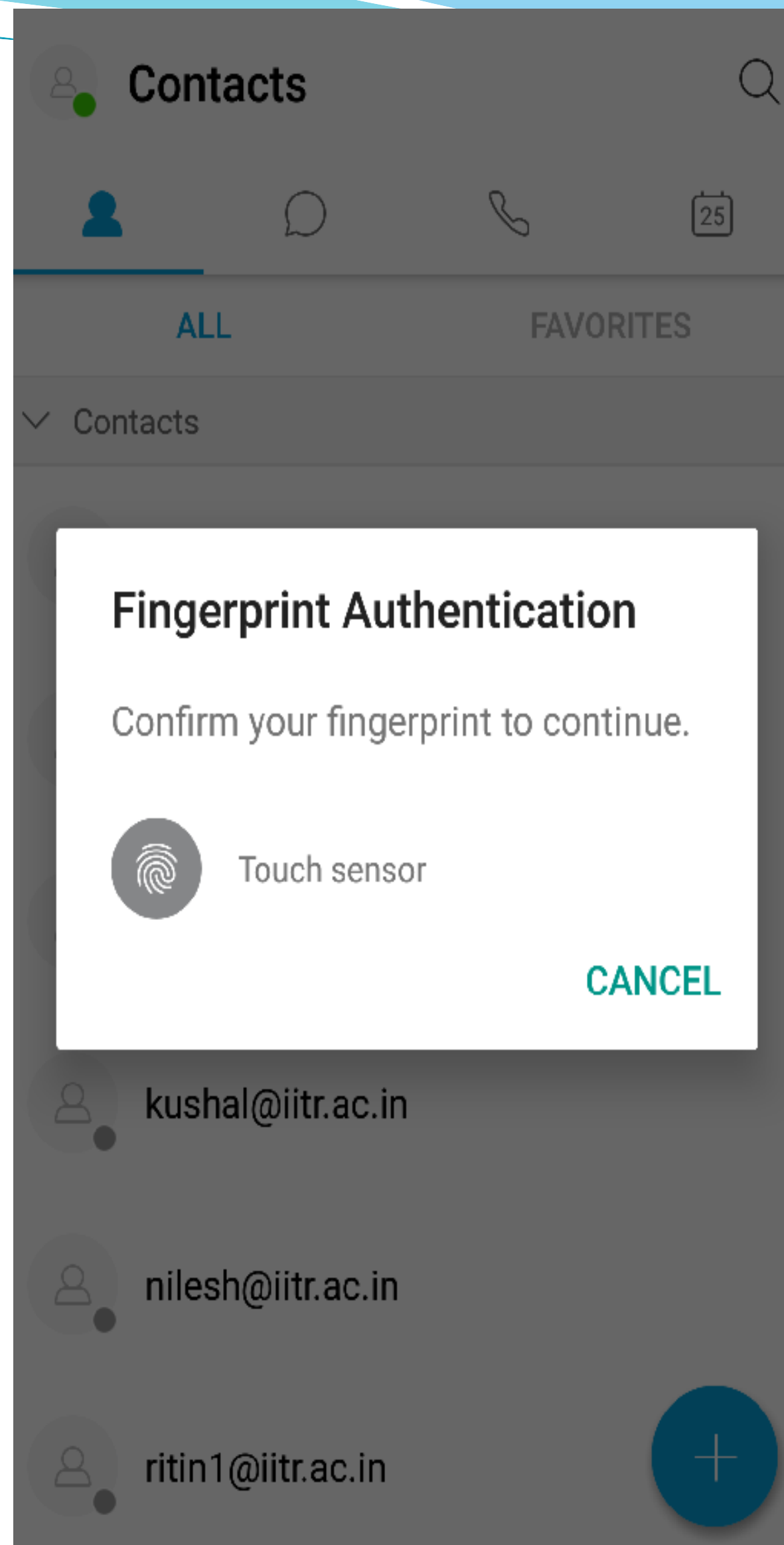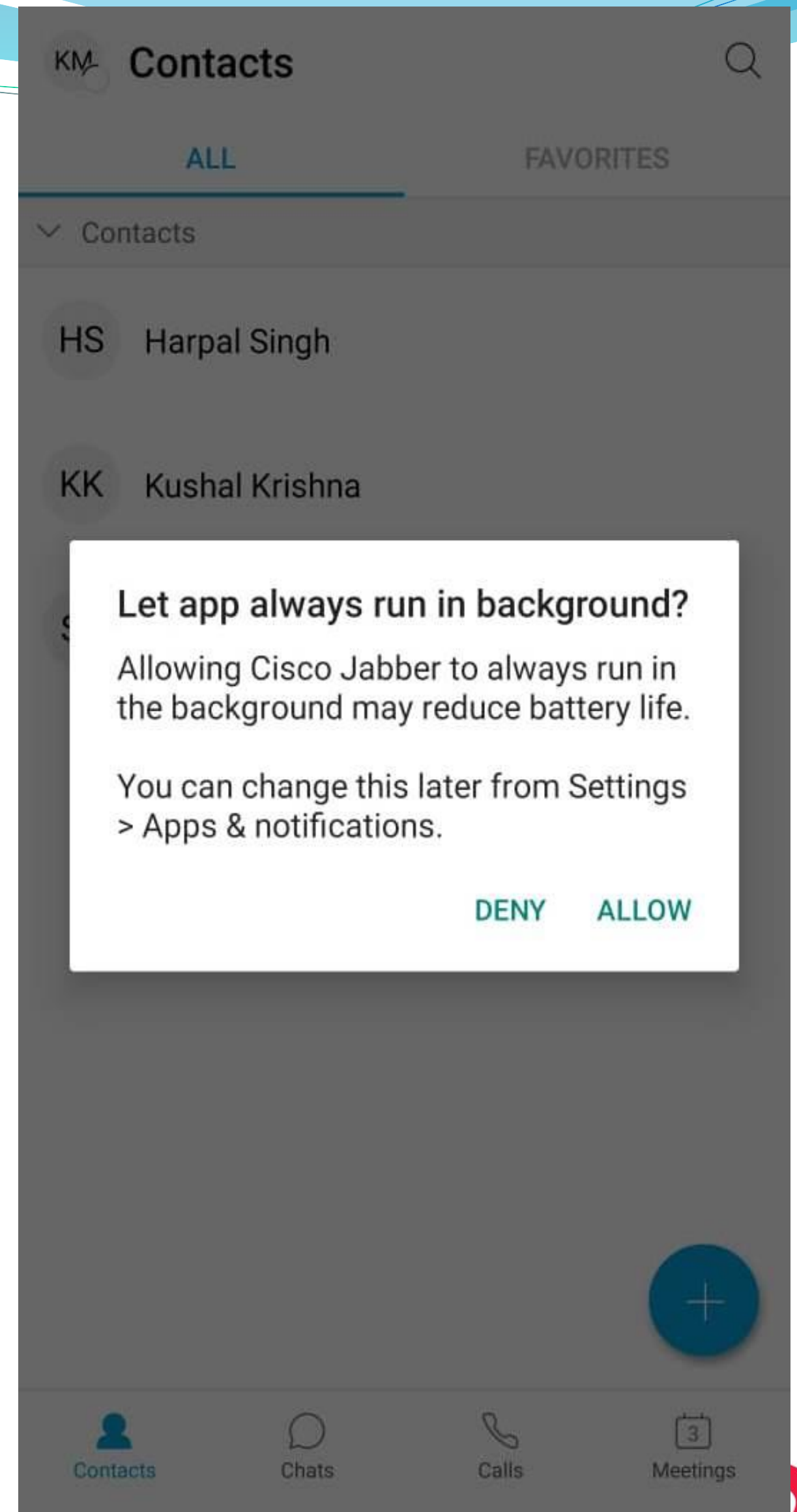DECLINE CONTINUE

Intec
Infonet

Enter your Password:

Choose OK only if you want fingerprint authentication else choose CANCEL.

Confirm fingerprint if previous option was selected.

Click on allow to run the Jabber always in the background.

Successfully Login:

User Name
● Available

⚙ Settings

ACCOUNTS

✓ Instant Messaging
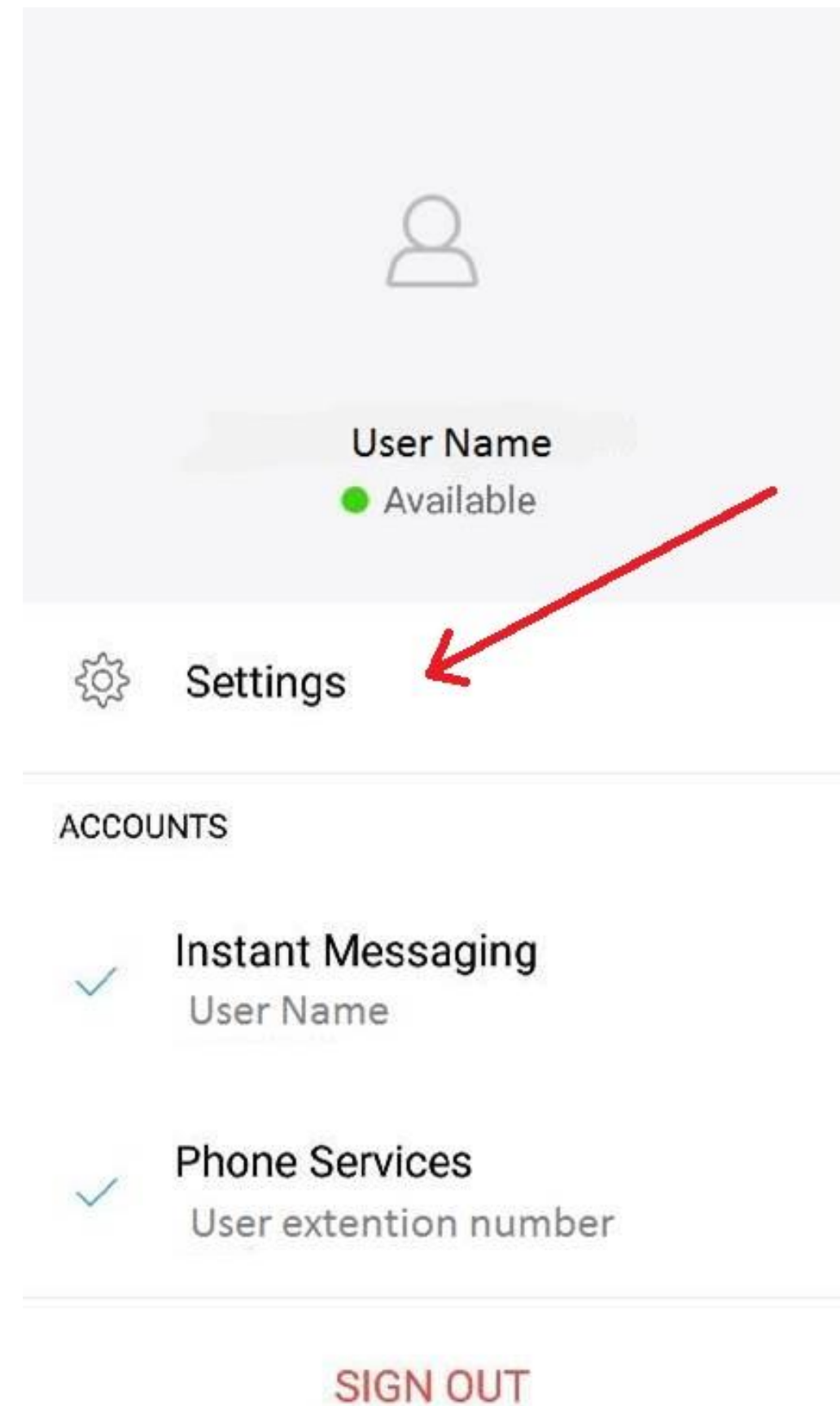User Name

✓ Phone Services
User extention number

SIGN OUT

Intec
Infonet

SETTINGS

To be configured by the user

Intec
Infonet

Click on the icon

Settings Option Menu

Settings

General

Sounds

Vibrate

Privacy

Status

Display

Custom tab

Cached files   0 B

Call

Audio and video

Call options

Call forwarding
Do not forward calls

Accounts

Instant Messaging
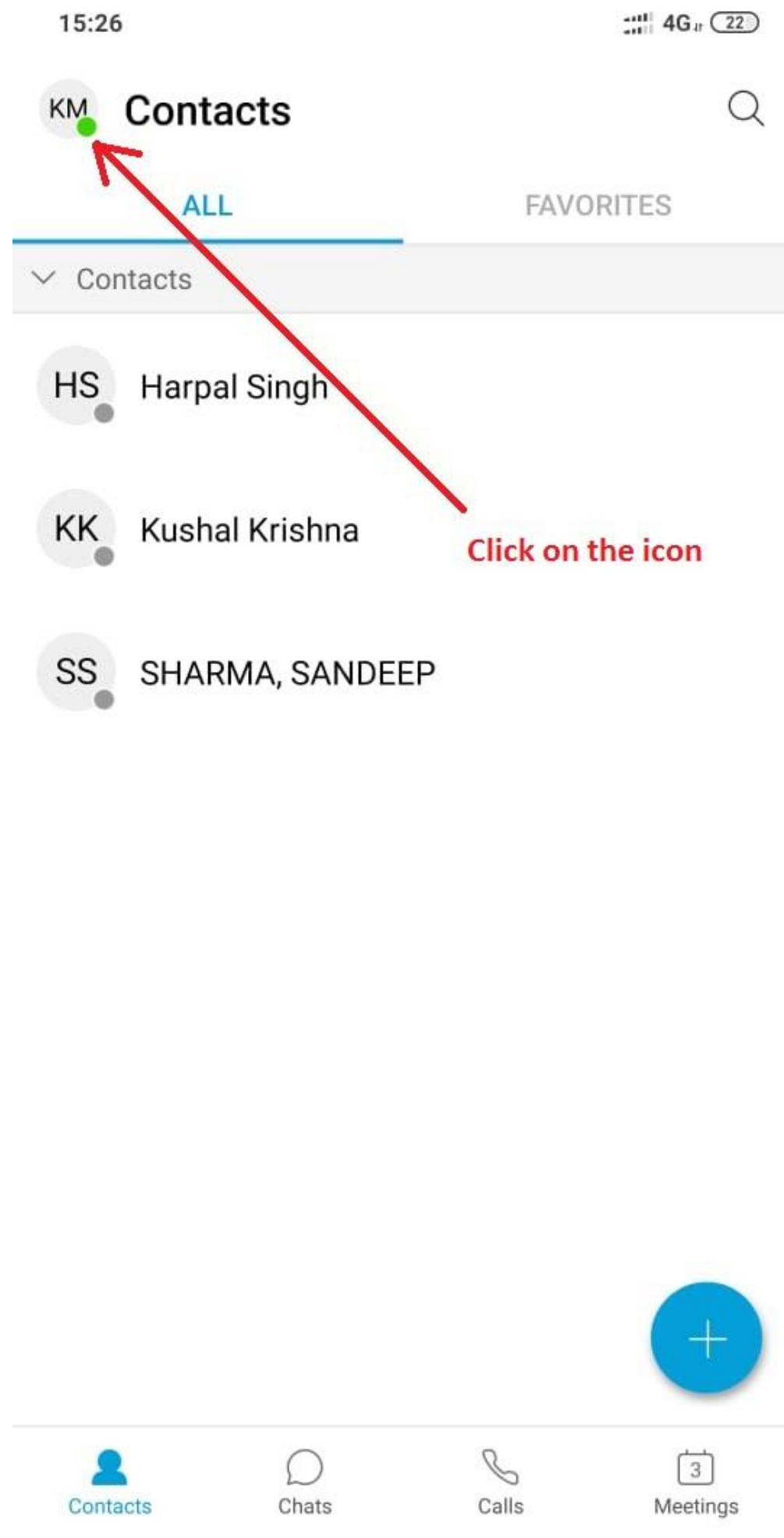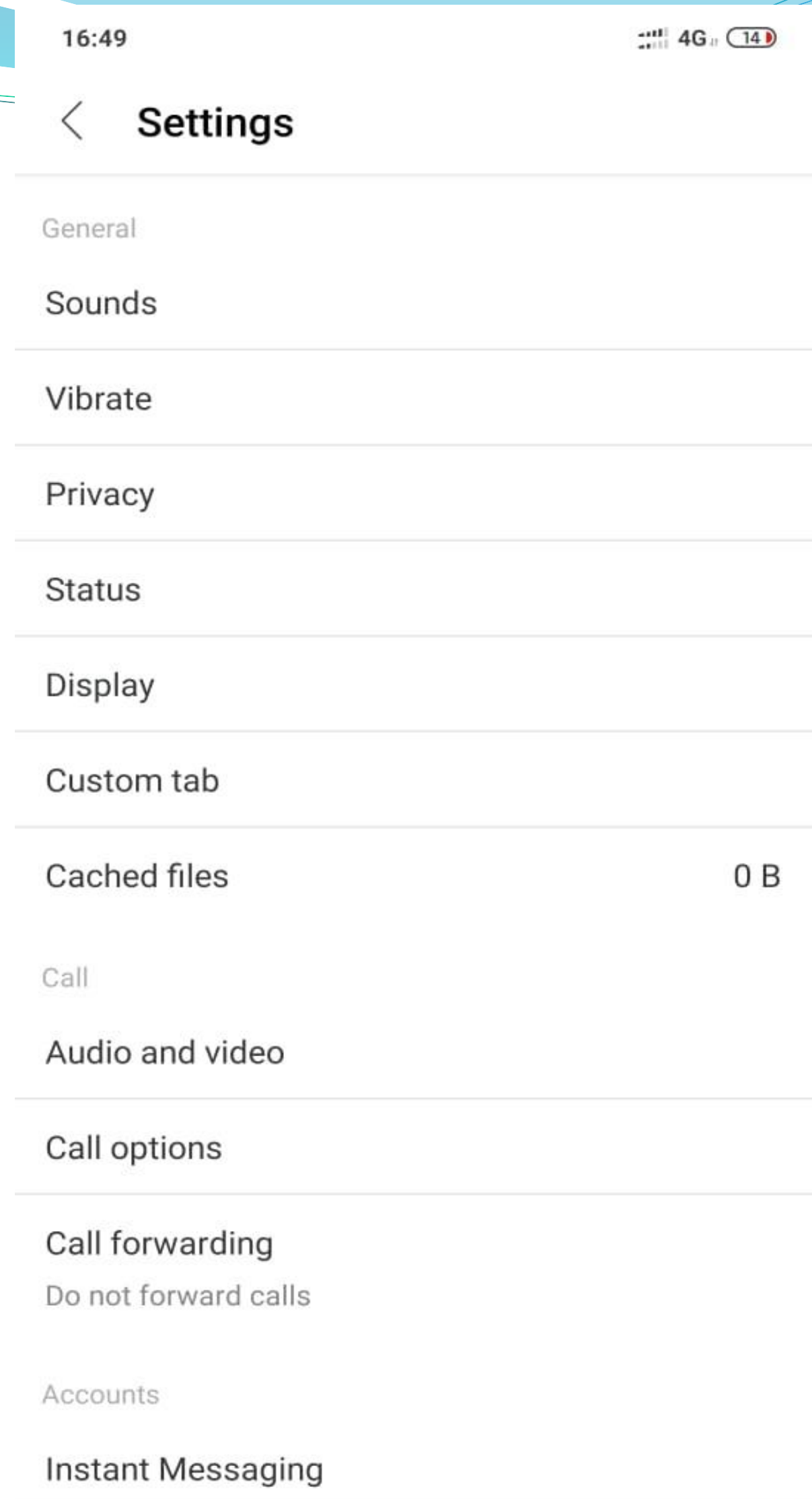
Go to Call options in the Settings menu and select the audio and video

Go to STATUS option in the settings Menu and then follow the below steps
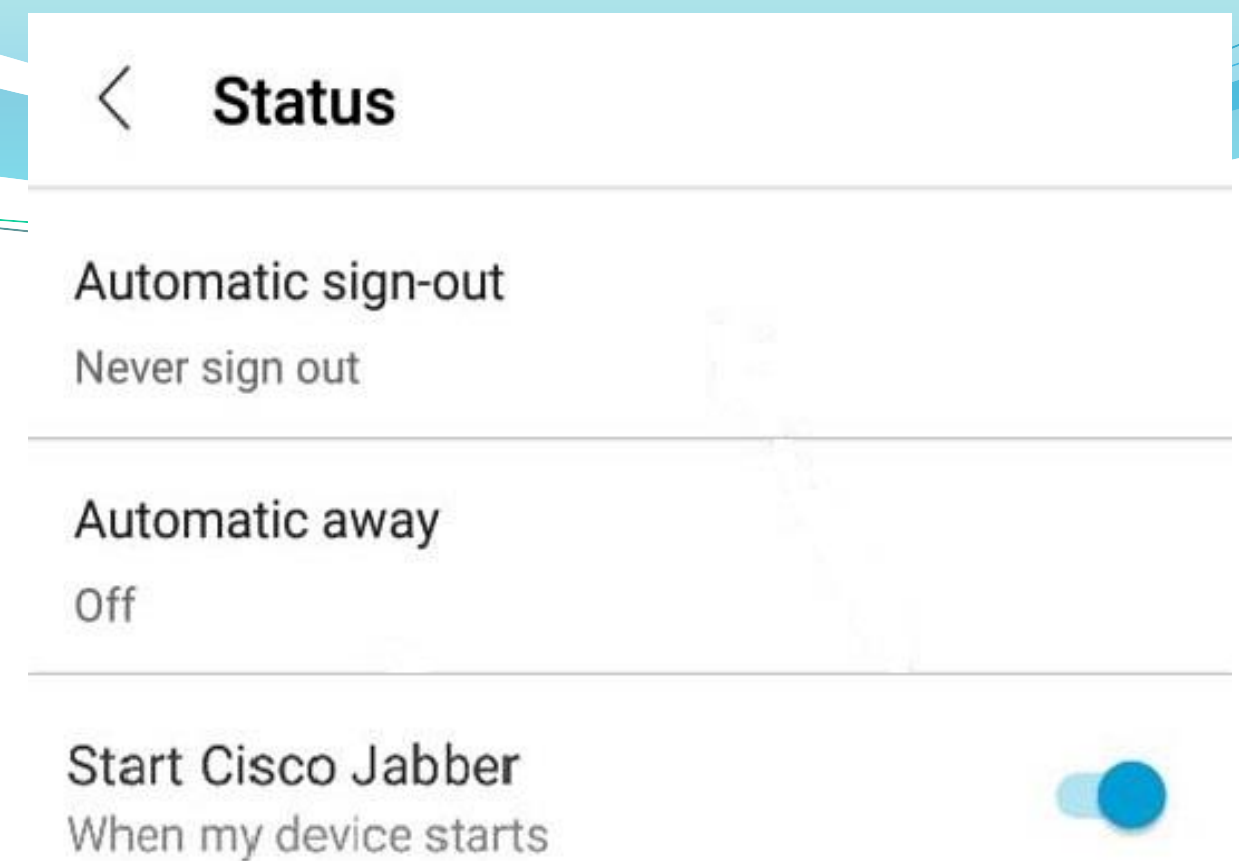
 # Check the Start Cisco Jabber.

 # Select the option Never for automatic sign-out option.

 # Select OFF for automatic away option.

Status

Automatic sign-out
Never sign out

Automatic away
Off

Start Cisco Jabber
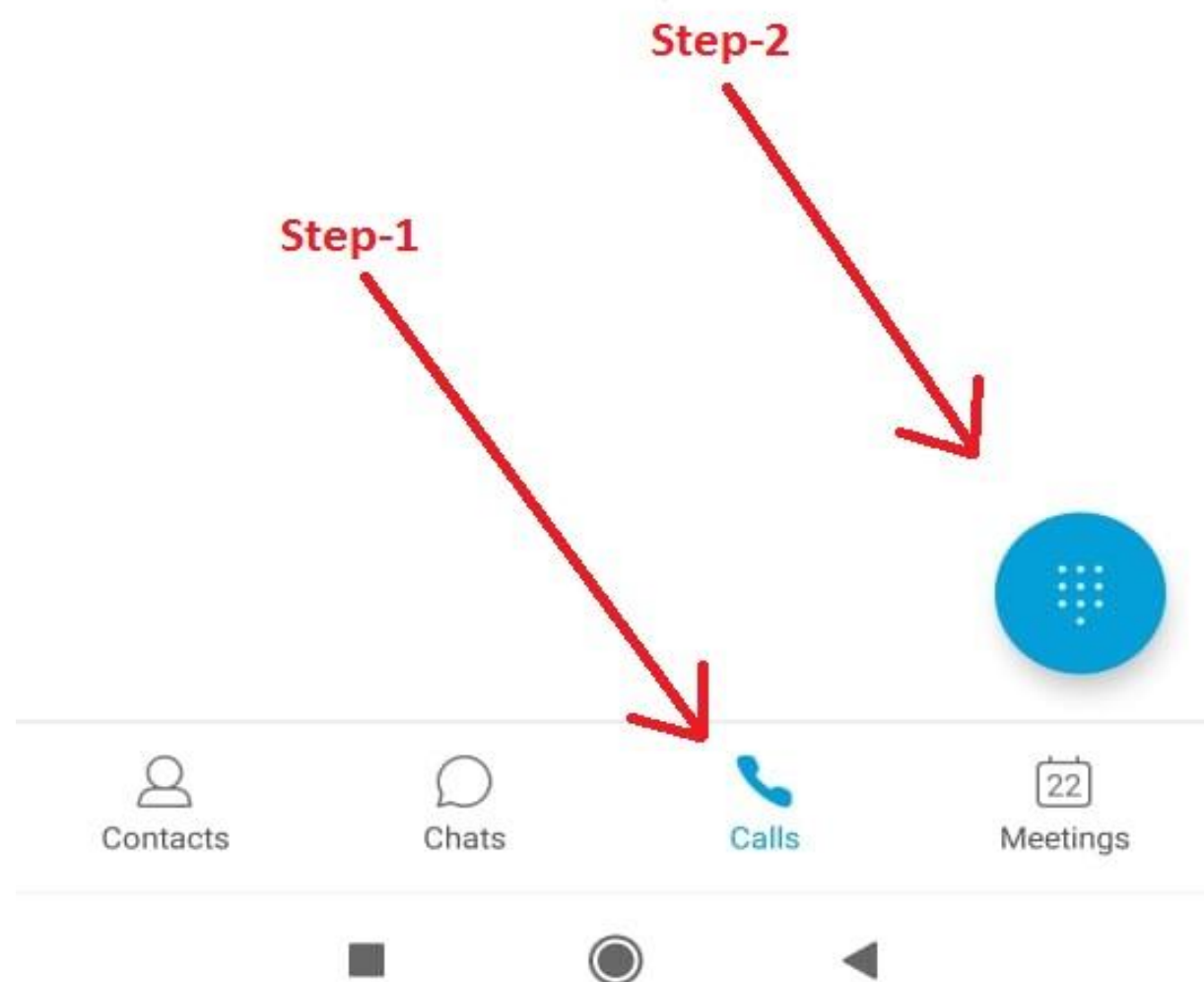When my device starts
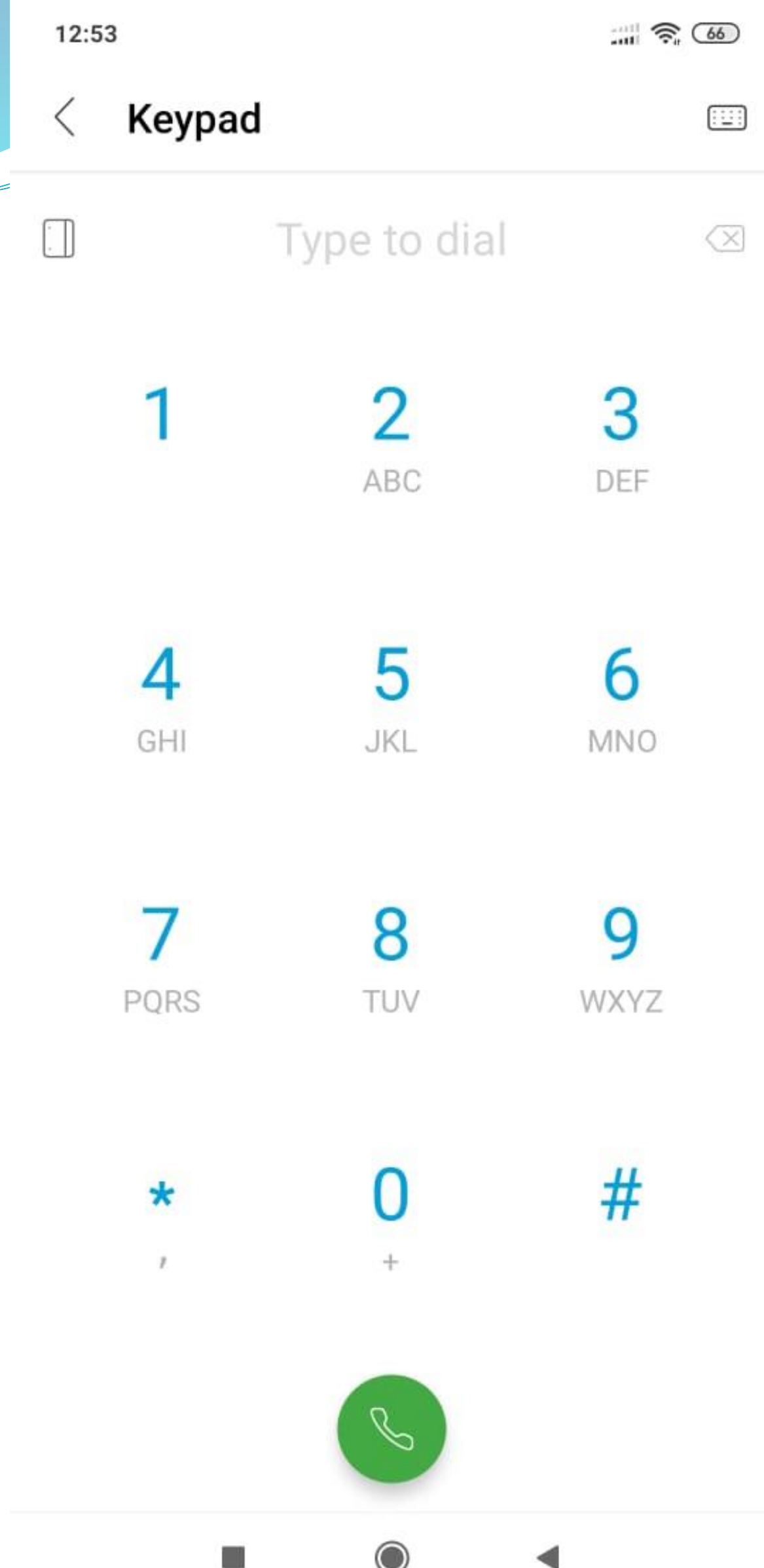
Intec
Infonet

CALLING FROM JABBER

Call from Jabber

Step:1 Click on the phone icon mentioned below on screen.

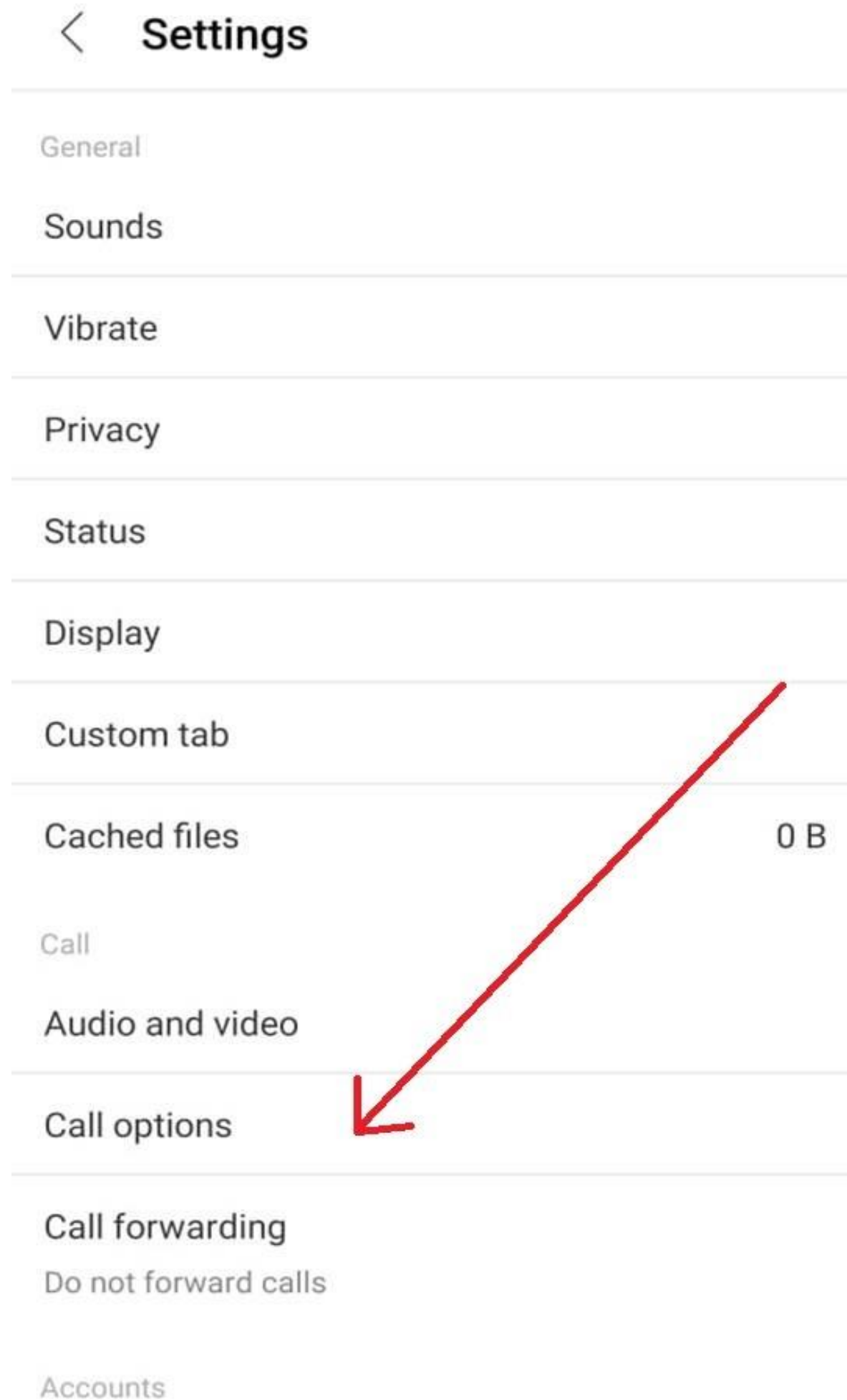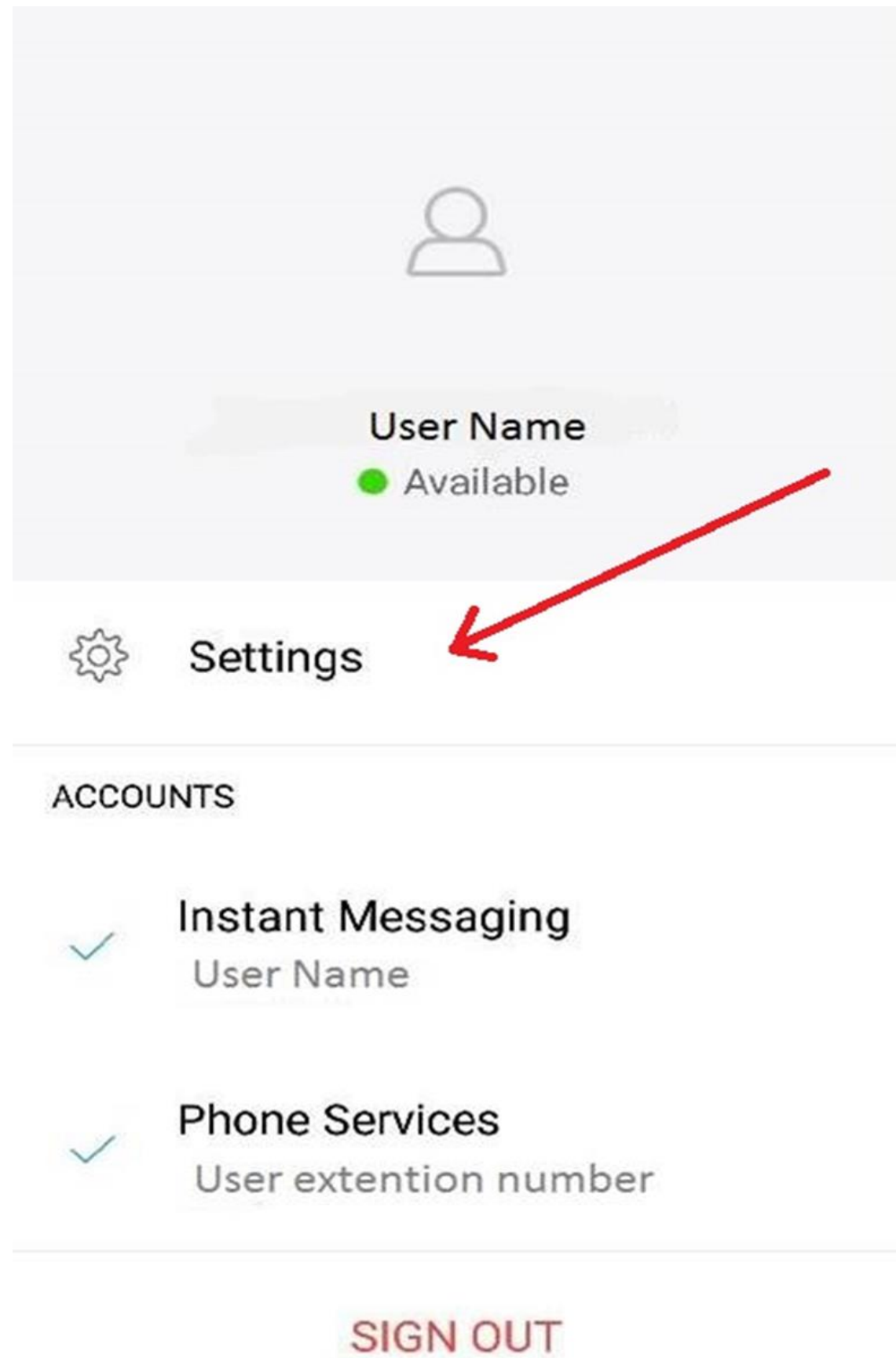**Step:2** Then press the key icon for dialing.

For Dialing to a person:
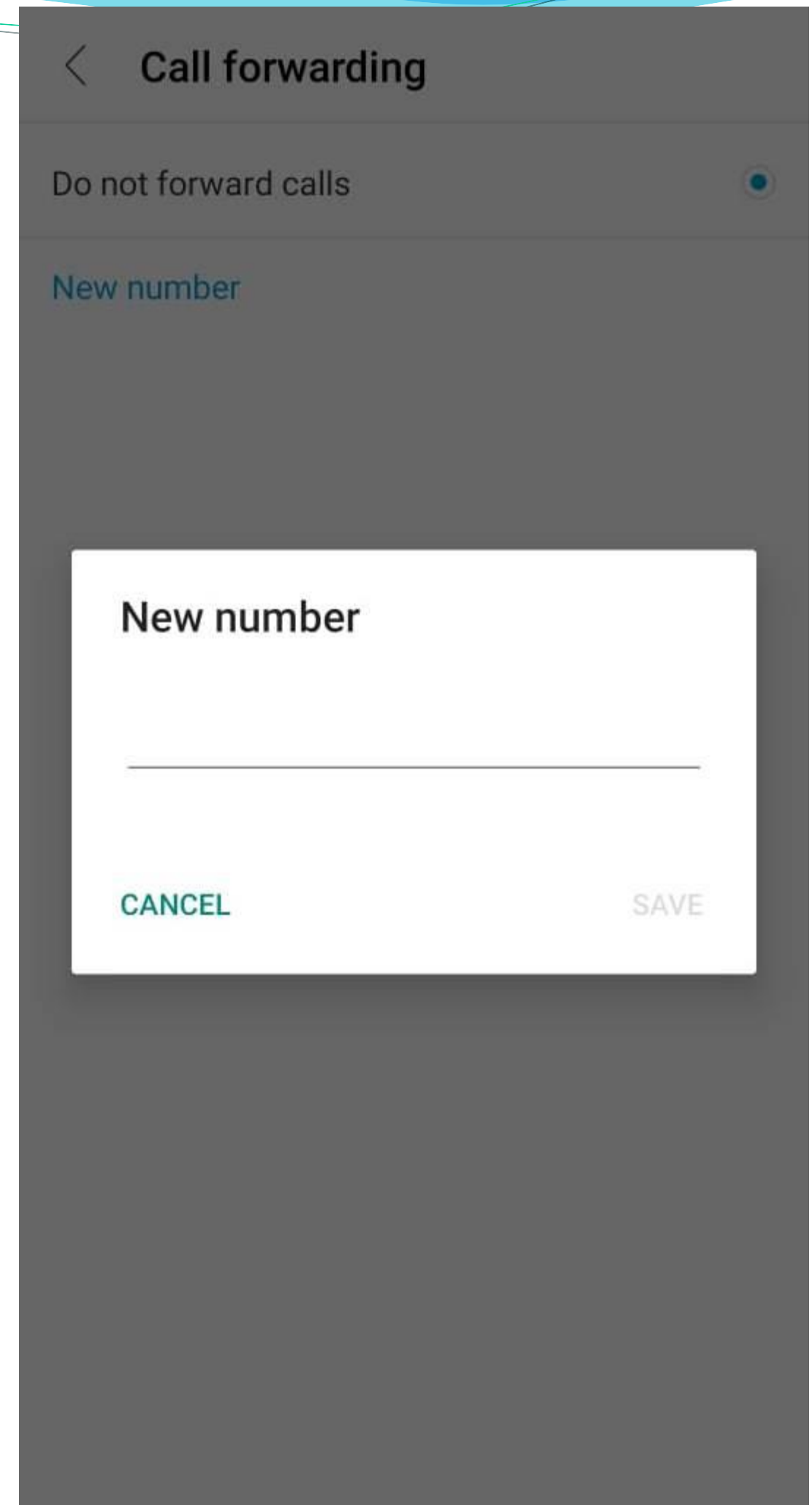Type the concerned person extension number and press the green button.

For Joining the webmeeting:
Type the meeting ID no. and press the green button.

Call forwarding (Optional)

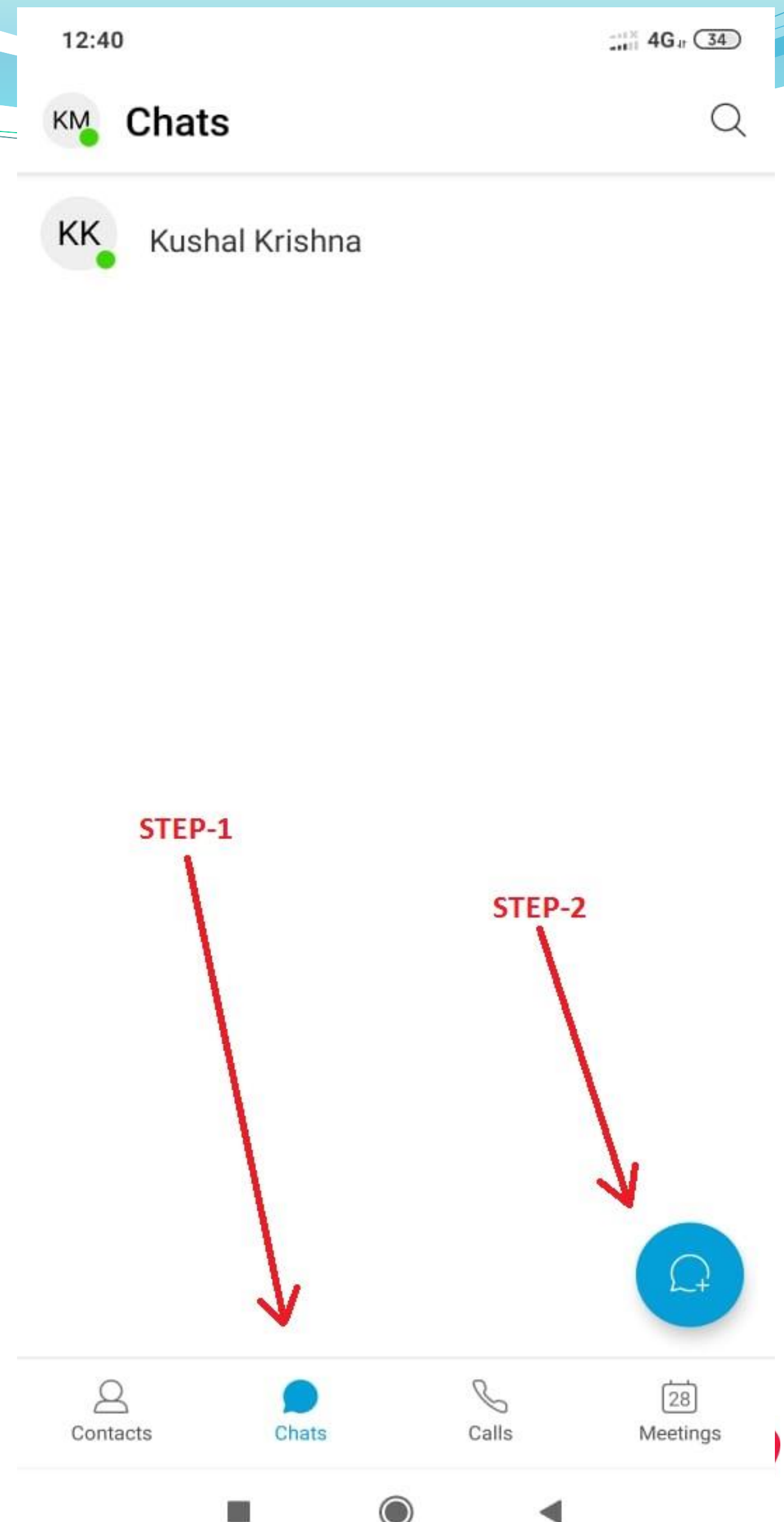**Click on NEW NUMBER and enter the extension number on which you want all the calls to be forwarded and save.**

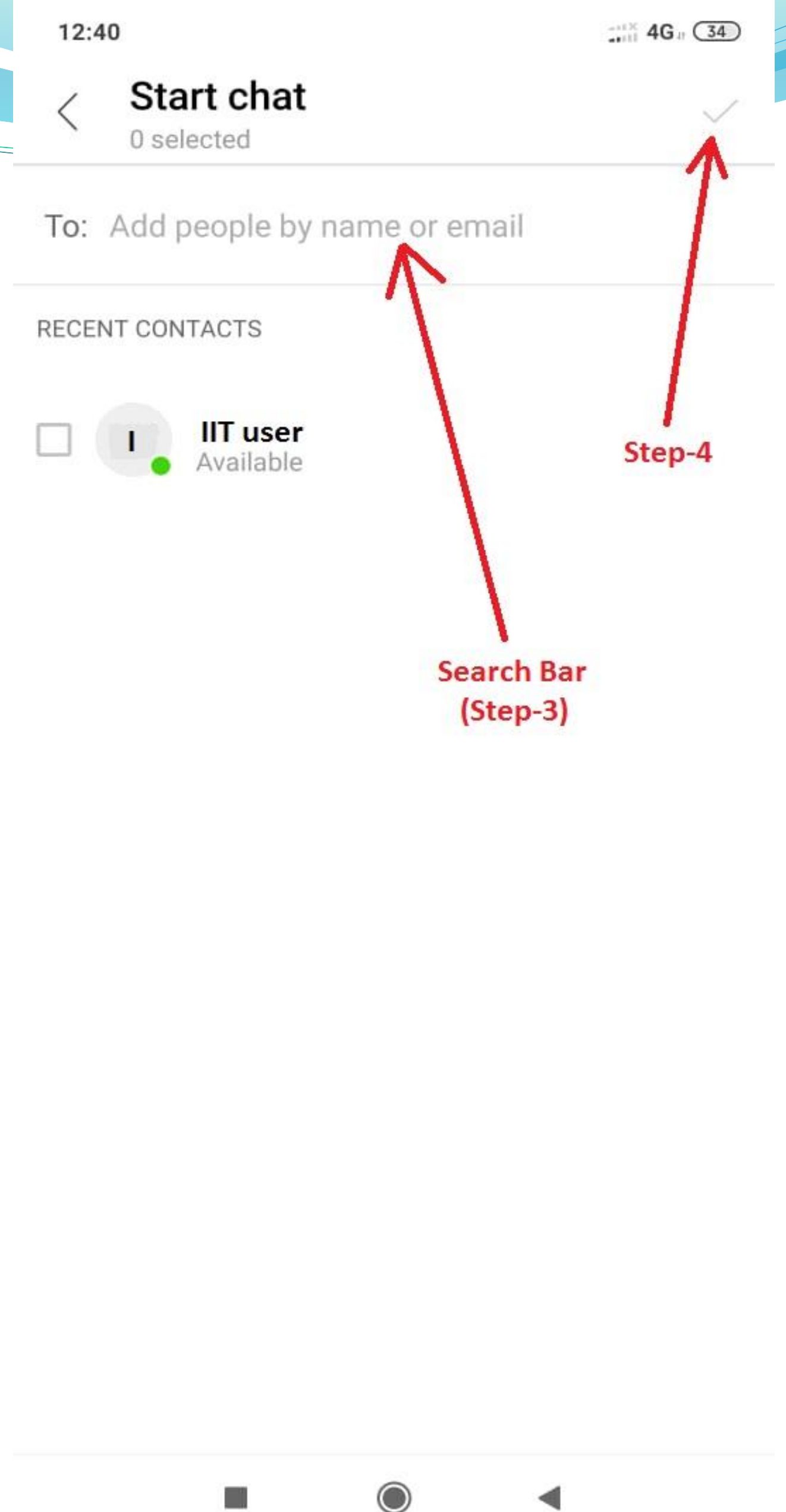# CHATTING ON JABBER

How to Chat on Jabber

Step-1 Click on the Chat icon

Step-2 Click on the plus icon to add the participant to whom you want to chat.

Step-3 Click on search bar and Search the name of participant.

Step-4 Click on the tick button after the successful participant search.

Now you can start the chat

Thank You