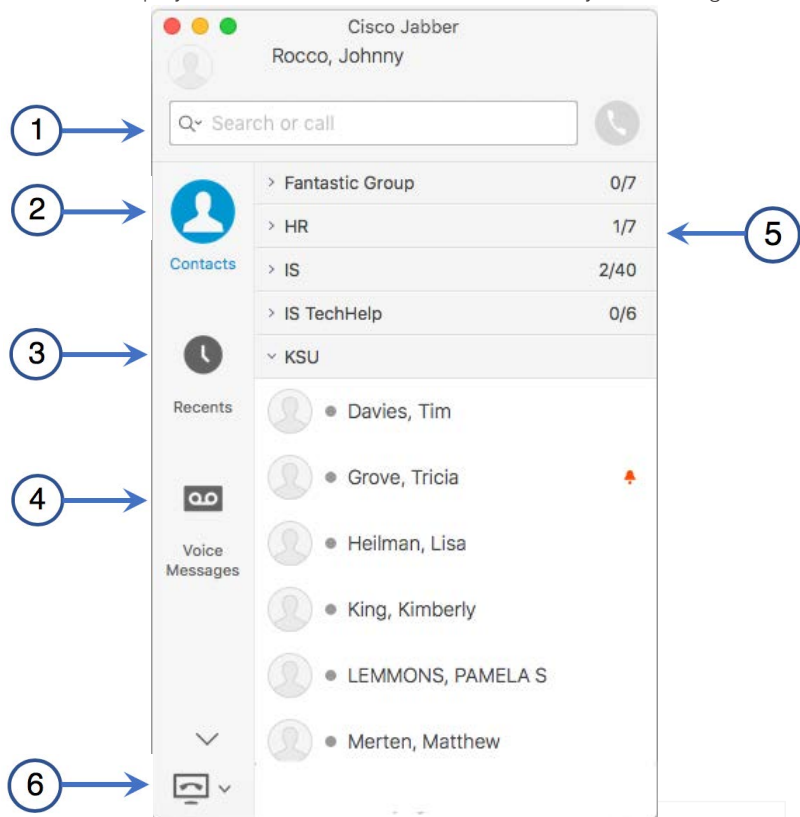


Hub Window

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.



1. Search or Call Bar	4. Voice Messages
2. Contacts	5. Custom Groups
3. Recent Calls	6. Phone Controls

Use My Computer for Calls

You can tell Cisco Jabber for Windows to send calls to your computer or to your phone.

1. From your hub window, open the Phone Controls drop-down menu.
2. Select your preference.

Add New Contacts

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

1. In the **Search or call** bar, start typing the person's name to search the directory, or enter the username directly if you know it.
2. Select which group to add the new contact to and select Add.

Making Calls

You can place a call directly from Cisco Jabber in different ways

1. Hover the mouse over the contact name and click on the phone icon to initiate a call.
2. Hover the mouse over the contact name and when the contact details window appears, click the "Call" option.
3. Right-Click on the contact name and from the selection box, Place Call option click on the phone number.

Forward Calls

To avoid missing calls when you are not at your desk, you can forward calls to another phone number.

1. From your hub window, open the Phone Controls drop-down menu.
2. Select **Forward Calls To** and specify the phone number.

Forward Voice Messages

You can forward voice messages to other users and groups, and include your own recorded message to send with it.

1. On the Voice Messages tab, select the voice message that you want to forward.
2. Right-click over the message, and select Forward Voice Message.
3. Specify who you want to receive the voice message.
4. To record your own personal message to be played before the voice message, select the Record button then Done when you are finished.
5. Send the voice message.