Hub Window

1. Status message
2. Search or call bar
3. Contacts
4. Chats
5. Recents
6. Voice Messages
7. Meetings
8. Custom Groups
9. Phone Controls

Use My Computer for Calls
You can tell Cisco Jabber for Mac 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.

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 select your preference.

Set Up My Phone Accessories
You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.

1. Select Jabber > Preferences > Audio/Video.
2. Select the audio and video options that you want the client to use to send and receive your audio. You can also test the sound to check that it is working.
3. Close the window to apply the changes.

Use Call Controls
When you are on a call with a contact, you can use the call controls to:

- Mute or unmute the call
- Start or stop the video
- Adjust the call volume
- Show the dial pad
- Place the call on hold
- Transfer the call
- End the call

Customize My Client
You can access your options and preferences for Cisco Jabber to customize how your client behaves.

1. Select Jabber > Preferences.
2. Make your selections.