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. From a chat window, select the **Open Audio Options** icon.
2. Select the speakers and microphone 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. Select **Apply** then **Ok**.

Customize My Client

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

1. From the hub window, select **Menu > File > Options**.
2. Select any tab in the Options menu to make your choices.

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.

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.