Setup

Sign-in

Your system administrator must provide you with the information to sign in for the first time. At a minimum, you require a username and password. You may also need to enter the appropriate server name on the sign-in screen. Your system administrator enters all other settings for you and Cisco Jabber reads them from the Cisco Unified Communications Manager.

Select a Phone

The default selection is **Use my computer for phone calls** and Cisco Virtualization Experience Client retrieves your phone settings when you sign in. However, you can select another phone to control.

Procedure

Step 1 In the Cisco Jabber main window, click 🖥 ▾.

Step 2 From the list, choose the phone that you want to use with Cisco Jabber.
A check mark appears beside your selection.

Set Up Your Headset or Other Audio Device

Procedure

Step 1	Plug in your headset or other audio device to a USB port.
Step 2	Wait for your operating system to detect the audio device. A New Device Found notification bubble appears in the notification area. The newly detected device becomes your active device.

Adjust Volume Level

You can adjust the volume level for Jabber audio.

Procedure

Step 1	In the Cisco Jabber main window, click **File** > **Options** > **Audio**.
Step 2	Use the slider to adjust the volume level up or down.

Set Up Your Camera

Procedure

Step 1	Plug in your camera to a USB port.
Step 2	Wait for your operating system to detect the camera. A New Device Found notification bubble appears in the notification area. The newly detected device becomes your active device.

Set Your Video Preference

By default, if both parties have video capability, all calls start with video.

Note Your system administrator can disable video globally.

Procedure

Step 1	In the Cisco Jabber main window, click **File** > **Options** > **Calls**.	
Step 2	Choose one of the options.	

Menu option	Description
Always start calls with video	Starts all calls as video calls
Never start calls with video	Starts all calls as audio-only calls

Step 3	Click **Apply** before you navigate to another window.
Step 4	Click **OK**.