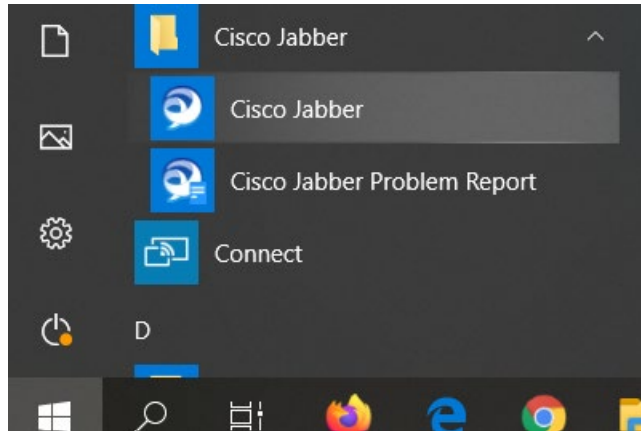


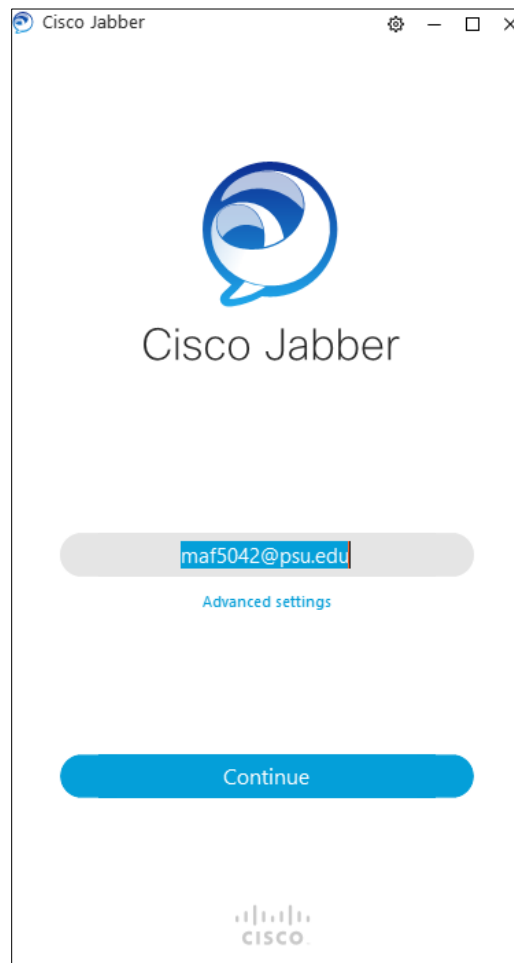
How to Use Cisco Jabber - Windows computer

Logging In

1. Locate and open Cisco Jabber.



2. When you first open Cisco Jabber, you will be presented with a log in screen.
3. Enter your userID@psu.edu in the box and click Continue.



4. You will then be taken to a Penn State login screen. Login as usual with your userID, password and 2FA.
5. Once Jabber is open, you should see a screen with your name, a box to dial, contacts, voicemail, etc.
 - If not, you likely need licensed by Penn State ENCS – Please go here to request access: https://pennstate.servicenow.com/sp?id=sc_cat_item&sys_id=a02c4a706fd2db00687a30444b3ee4be

Using the app

1. For a quick start guide for the app – https://sites.psu.edu/jabberpilot/files/2018/02/Cisco_Jabber_for_Windows-QSG_Release11-6-13fzco3.pdf

NOTES:

- Jabber works just like your desk phone. When someone calls your office number, your computer will 'ring'
- Remember you will need to dial an 8 before dialing out.
- You can type in a person's name and call them as well
 - a. This is the case if their directory info is correct.