Cisco Jabber
Quick Reference Guide

Cisco Jabber is software that enables PVAMU employees to make and receive phone calls from an on-campus or off-campus computer or via a mobile app.

Employees can use their PVAMU phone number and voicemail with Cisco Jabber when they're away from their desks, making it an essential tool when working remotely.

1. Cisco Jabber

Locate and double click on the "Cisco Jabber" icon on your desktop.

2. Sign In

A pop up window will appear with your User Name. Input your PVAMU credentials "Password" and click "Sign In"

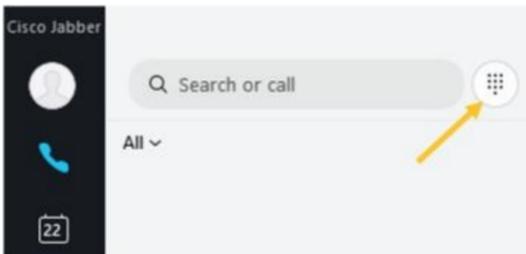Enter your username and password for Phone Services.

wwrohrman

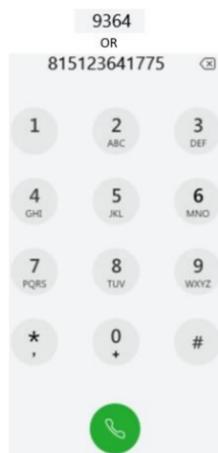Password

Sign In

3. Main Display Page

To make a call, click on the "Key Pad" icon to open up the number pad.
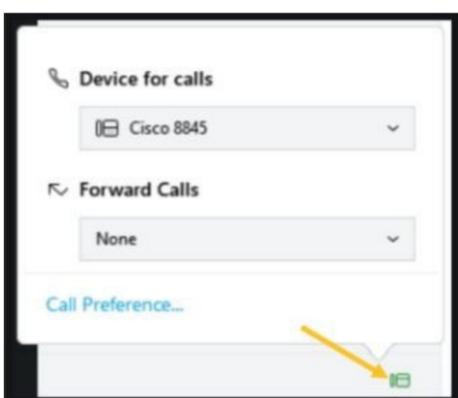
4. Making Calls

a. For university extensions, depress the last 4 digits of the extension and click the green phone icon.

b. For calls outside of the university, dial "8" followed by the 10-digit phone number and click the green phone icon.
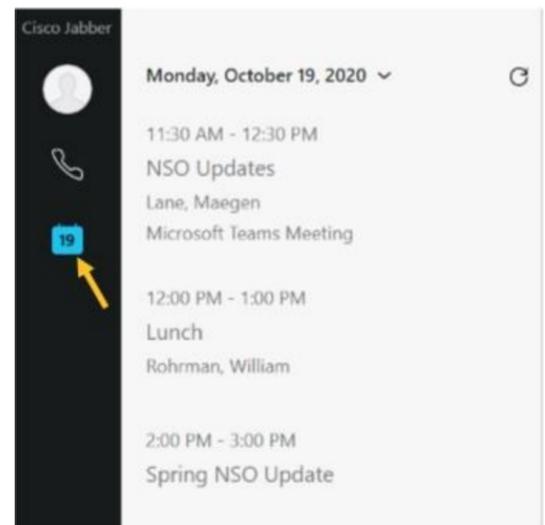
9364
OR
815123641775

5. Forward Calls

To forward calls, click on the green computer icon and input the desired information.

Device for calls

Cisco 8845

Forward Calls

None

Call Preference...

6. Calendar

Clicking on the "Calendar" icon will display your Outlook Calendar events for the day.

Monday, October 19, 2020

11:30 AM - 12:30 PM
NSO Updates
Lane, Maegen
Microsoft Teams Meeting

12:00 PM - 1:00 PM
Lunch
Rohrman, William

2:00 PM - 3:00 PM
Spring NSO Update

7. Additional Features

When clicking on the "Gear" icon, the pop-up window below will appear providing access to additional Cisco Jabber features.

Settings

General
Audio
Video
Calendar
Calls
Notifications
Video Device
Accounts
Appearance

Startup

Start Cisco Jabber when my computer starts.
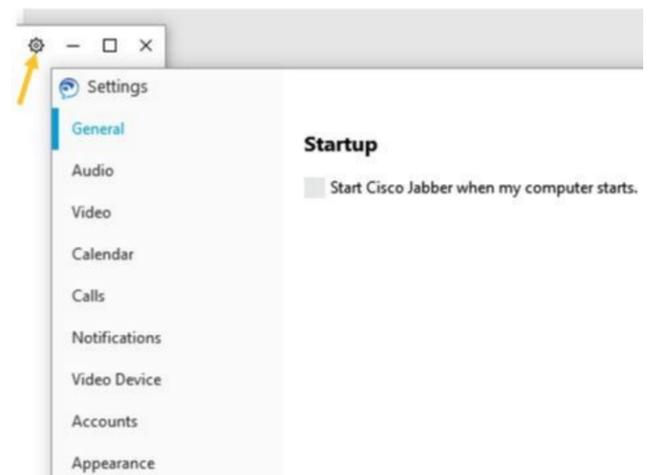
8. Signing Out

To "Sign Out" from the Cisco Jabber application, click on the "silhouette" icon and click on the "Sign Out" button.

wwrohrman@

Number   >

Settings

Sign Out