Hub Window

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

Phone Controls

- Use my computer for calls
- Use my phone for calls
- Use other number for calls
- Forward calls to

You can create up to three custom status messages for each availability state. Insert your cursor in the status message field and enter your new status message.

Recents

The Recents tab shows a list of recent and missed calls. Hover your cursor over a missed call and select the Call icon to call back. Right-click items to delete them.

Voice Messages

The Voice Messages tab lets you access, play, and manage your voice messages. Right-click voice messages to delete or call back.

Chat Window

Chat windows contain:
- The search or call bar
- Tabs for multiple chats
- Contact picture and availability state
- Chat controls and collaboration controls

Chat controls let you do the following:
- Go full screen
- Show self view
- Open a keypad to enter digits
- Mute your audio
- Adjust volume
- Access the following additional controls:
  - Hold calls
  - Transfer calls
  - Merge calls
  - Create conference calls
  - End calls

Incoming Calls

When you receive an incoming call, you can reply with a chat message, answer the call, or decline the call.

Collaboration Controls

Chat windows can also include controls to:
- Add people to your contact list
- Start a meeting
- Share your screen
- Start a phone call

Making a Call

To call people, you can:
- Enter their phone number in the Search or Call bar
- Right-click over their name in your contact list
- Select the Call icon in a chat window with the user

Note: This document might include features or controls that are not available in the deployment of Cisco Jabber for Windows that you are using.