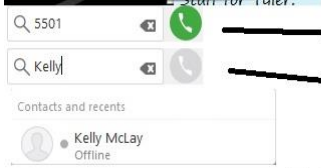
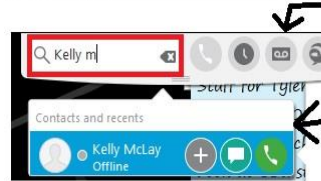


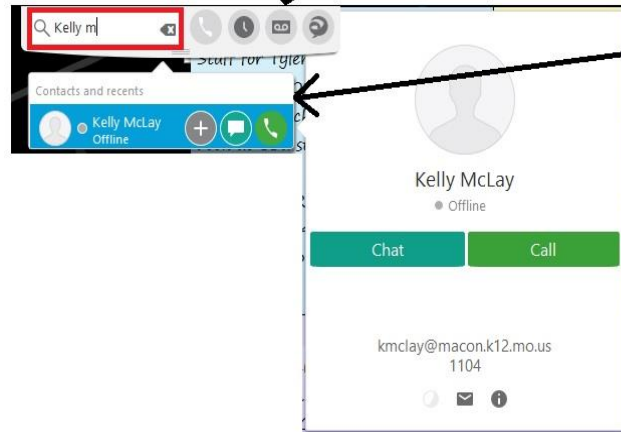
This toolbar will sit on the desktop when Jabber is launched and logged on.



The Phone icon will turn green when you can initiate a call.



The search box can be used to find or dial by number. When you have a name to search, the system will list all relevant names in a pop up below the toolbar.



On the dropdown, you can see 3 options. The first is the plus which will add the person to your contacts. This will not work for outside contacts, only district employees on our phone system.

The second is the chat logo. You can message anyone who is on our phone system. If they are offline, it is supposed to pop up at their next login to Jabber. This is handy for communicating to people while you are on a call.

The last is the call icon. It will call whomever you have in the popup window. Note: it will call even if you do not have a headset with a microphone which means they cannot hear you. You can set Jabber to use your actual phone which will be covered in the next section.

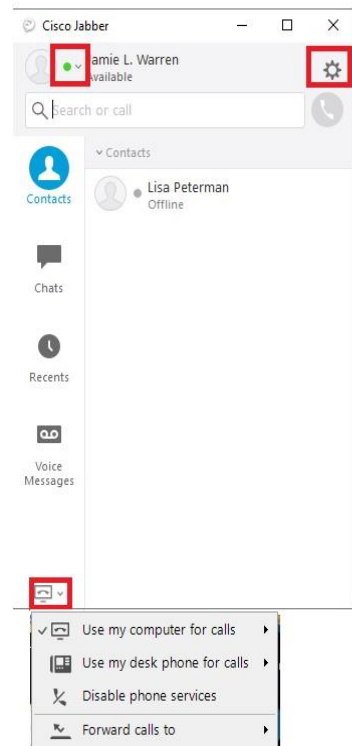


The toolbar has three buttons that will open another pane for Jabber.

The clock will give you the call log for your account.

The tape will show you a list of voicemails if you have any.

The last one brings up the contacts you have stored.



The highlighted dropdown allows you to set your status to Available, Away, and Do Not Disturb. You can also create custom availability labels.

The gear button will get you into settings which allow you to customize some options such as starting at computer startup.

It is best to leave settings as default to prevent issues. If you have questions or features you'd like to customize, let us know so we can help.

The bottom drop down tells your Jabber how to handle calls.

Use my computer for calls option can be selected if you have a headset on your computer.

Use my desk phone for calls will answer and make calls through your physical phone.

Disable phone services will prevent Jabber from accessing your calls. It will not affect the physical phone.

Forward calls to will send all your calls to the indicated number. This only works for internal extensions.