



# CISCO JABBER QUICK REFERENCE GUIDE: IPAD

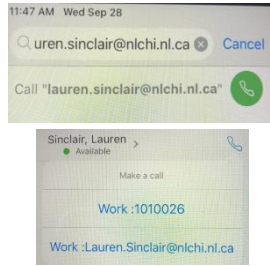
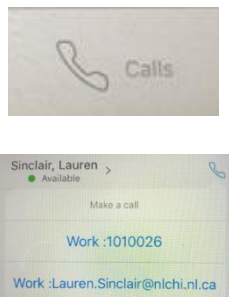
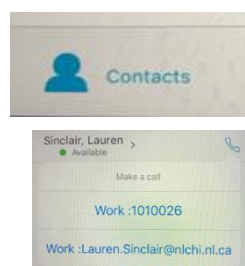
## To Start

The iPad **should be cleaned thoroughly** after and before each use. Click the home button on the iPad and enter the passcode to access the home screen. Tap the Jabber icon on the home screen to start. If you are required to sign in, enter user name and password. If an error message/certificate appears, click 'Accept' or 'Continue' to proceed. **Note: The Cisco Jabber application will need to be open to receive a call.**

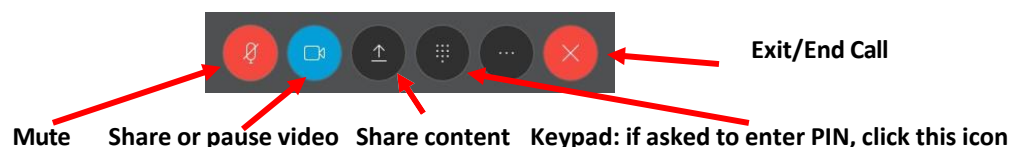


<p><b>Answering a Call</b></p> <p>A ring tone will be heard and a small window will appear on the screen. Tap the blue check mark to answer the call.</p>	
<p><b>Ending a Call</b></p> <p>Click on the red "X" icon to end the call.</p>	

## Making a Call: **Make sure you select the correct user address**

<p><b>Option 1:</b> Type address in 'Search or call' bar</p>	<p>Tap in search/call bar space, then type the dialing address or name of the person or site you are calling (e.g., <a href="mailto:john.smith@easternhealth.ca">john.smith@easternhealth.ca</a>) and select the correct option from the list that appears. The correct option is usually the one that looks like an email address.</p> <p>To place the call, tap the phone icon in the top right corner of screen and then tap the dialing address of the person or site you are calling.</p>	
<p><b>Option 2:</b> Select from recent calls</p>	<p>Tap the <b>Calls</b> icon at the bottom of the screen to view a list of recent calls.</p> <p>From the left side list, tap the name/number you want to call.</p> <p>To place the call, tap the phone icon in the top right corner of the screen and then tap the dialing address of the person or site you are calling.</p>	
<p><b>Option 3:</b> Select from 'Contacts'</p>	<p>Tap the <b>Contacts</b> icon.</p> <p>Tap name of the individual or telehealth unit you want to call.</p> <p>To place the call, tap the phone icon in the top right corner of screen and then tap the dialing address of the person or site you are calling.</p>	

**These are the options that will show up at the bottom of your screen during a Jabber call:**



**Note: Volume** controls are on the side of the iPad: two buttons – one increases volume and one decreases it.