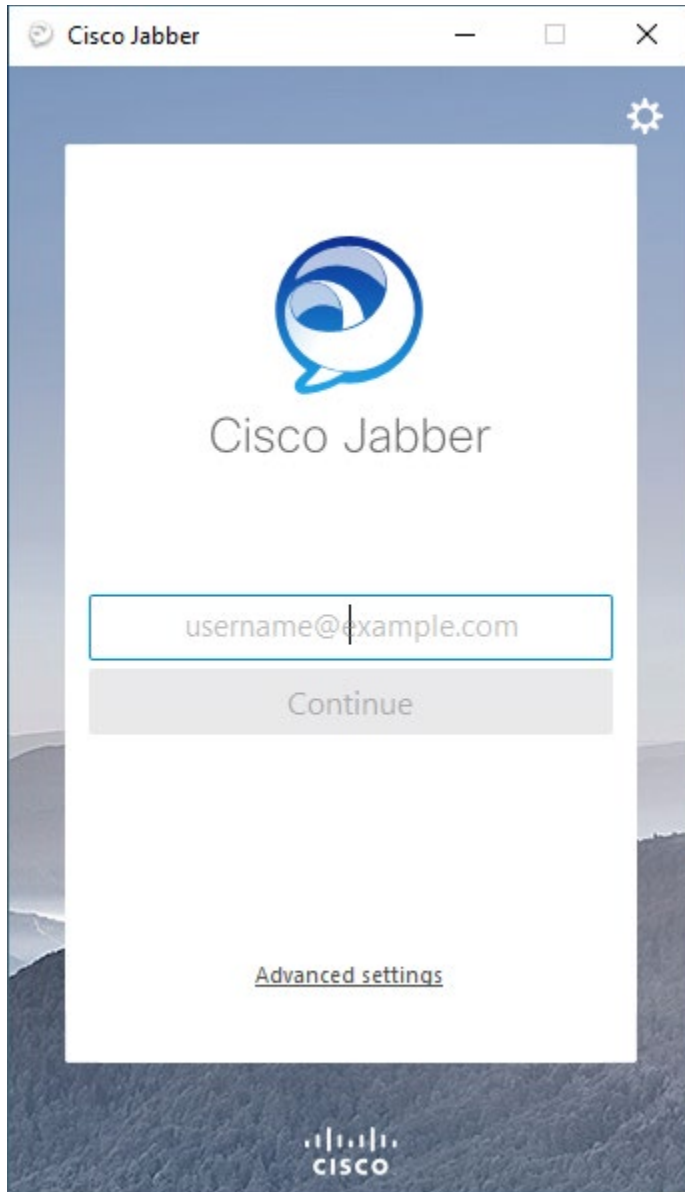# ITD Cisco Jabber Software user guide
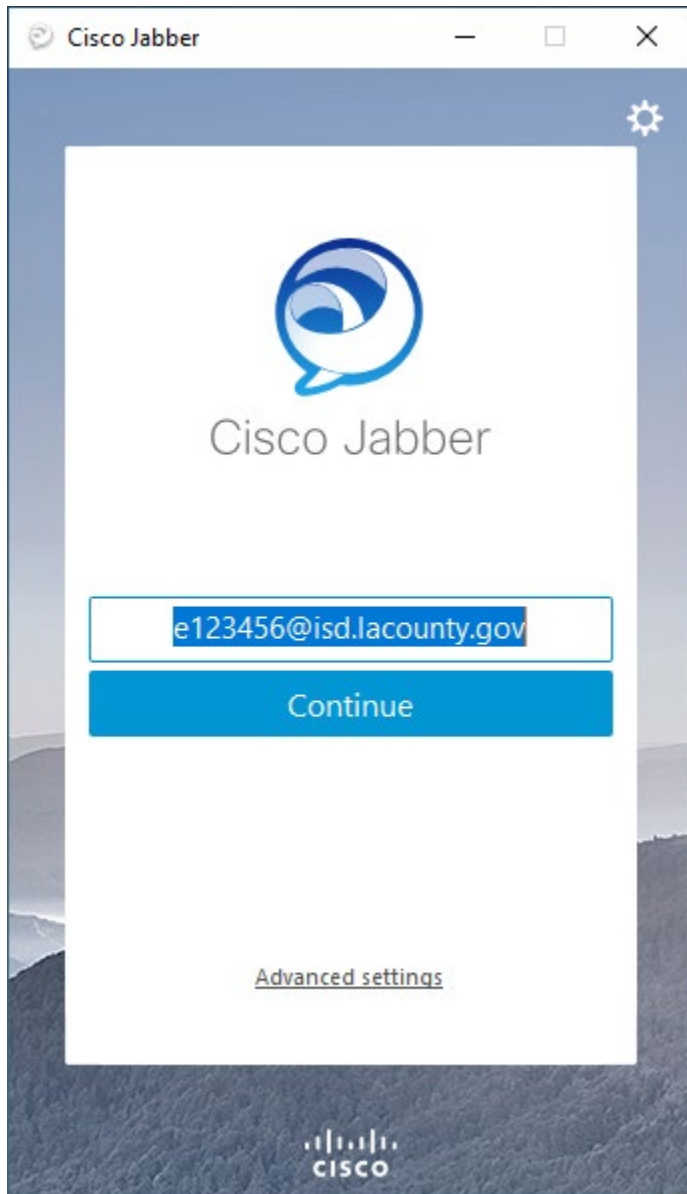
Launch Jabber by clicking on the Cisco Jabber App
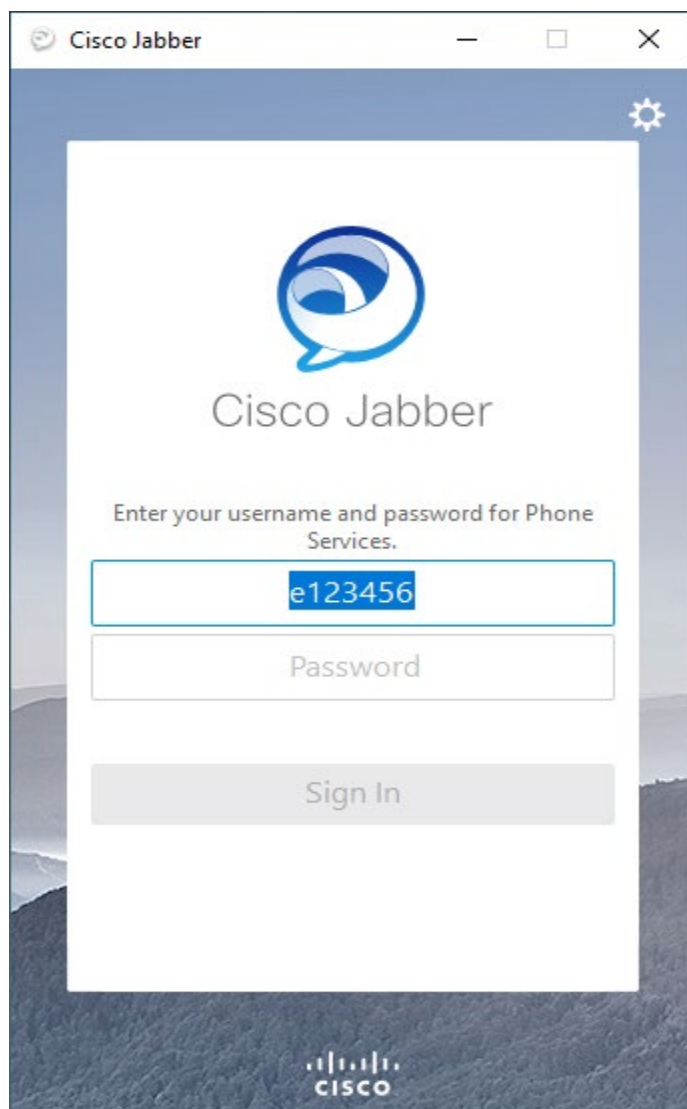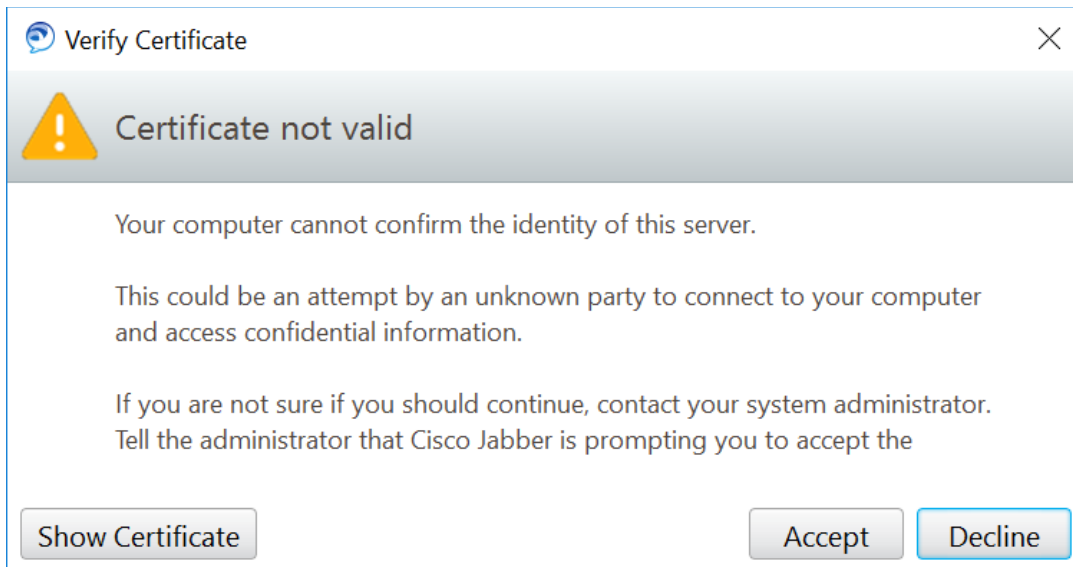

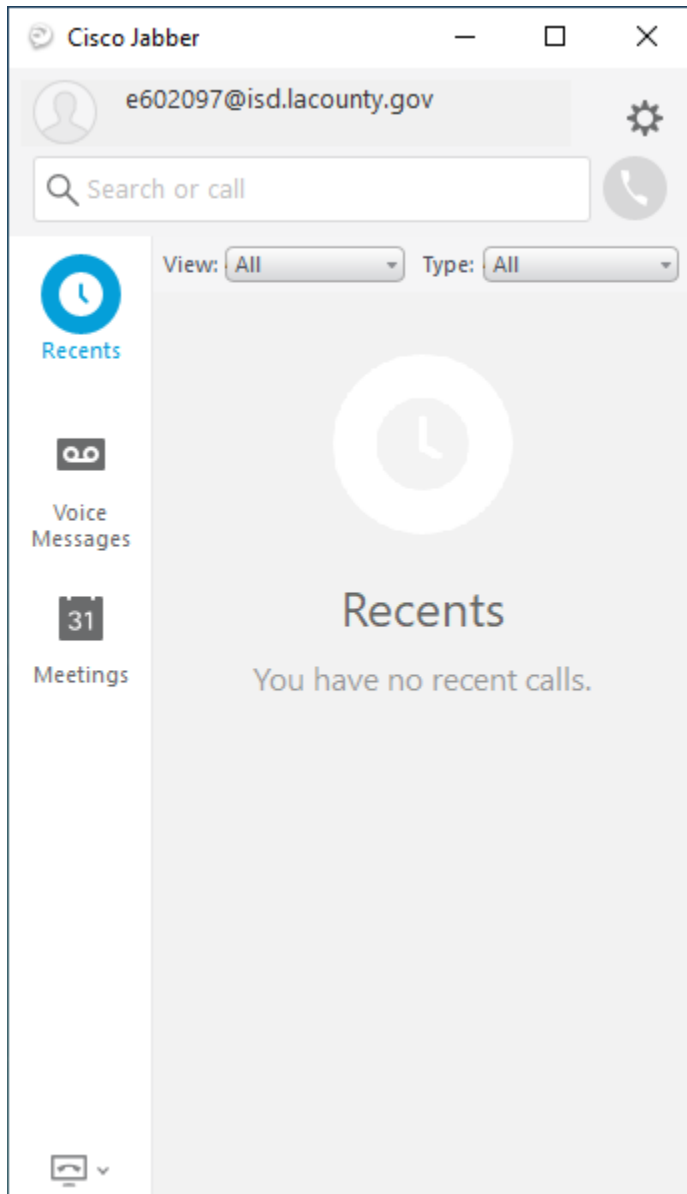In the username box type in your employee idXXXXXX@isd.lacounty.gov

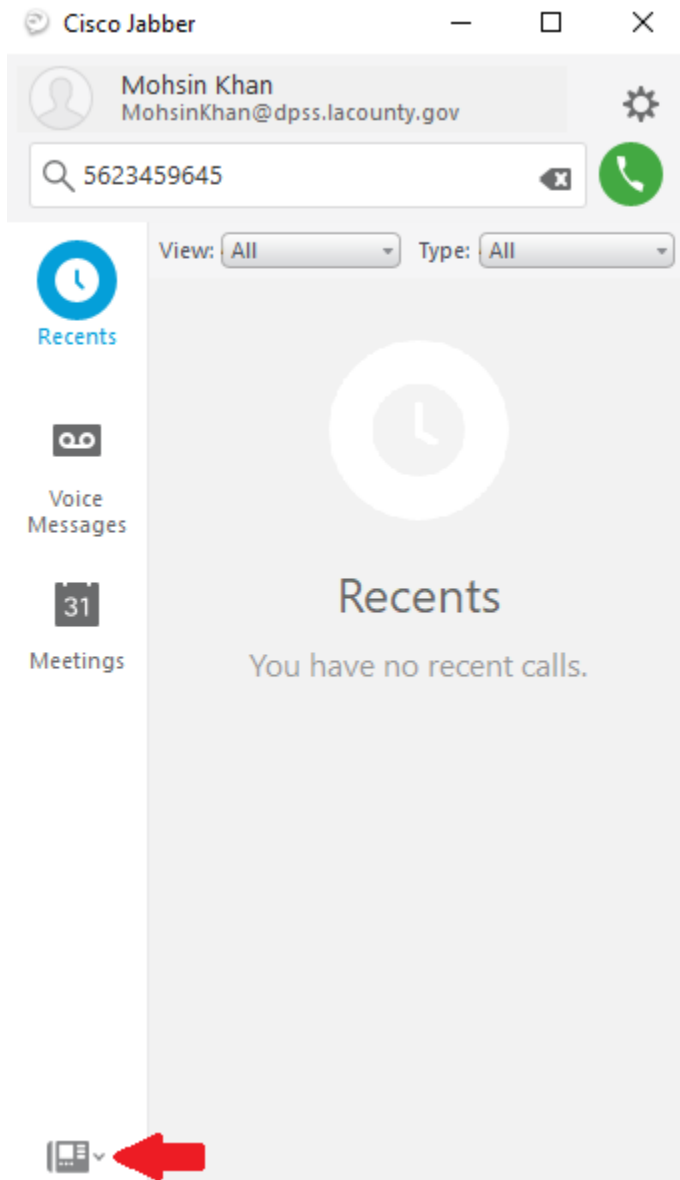Example: If your employee id is e123456 then type in e123456@isd.lacounty.gov

Select "Accept" if a pop up window comes up. This might happen several times during the initial login.

Verify Certificate ✕

⚠️ **Certificate not valid**

Your computer cannot confirm the identity of this server.

This could be an attempt by an unknown party to connect to your computer and access confidential information.

If you are not sure if you should continue, contact your system administrator. Tell the administrator that Cisco Jabber is prompting you to accept the

[Show Certificate]   [Accept]   [Decline]

Cisco Jabber   — ☐ ✕

⚙️

Cisco Jabber

Enter your username and password for Phone Services.
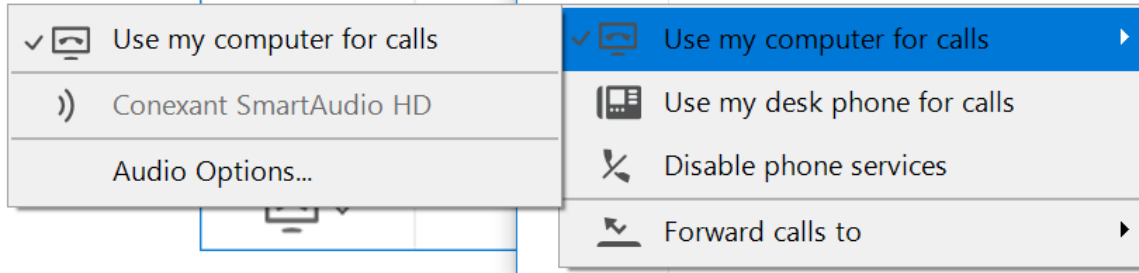
e123456

Password

Sign In

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Once this window comes up, Type in your LANet password (same as your PC log in). After few second the system should be ready.
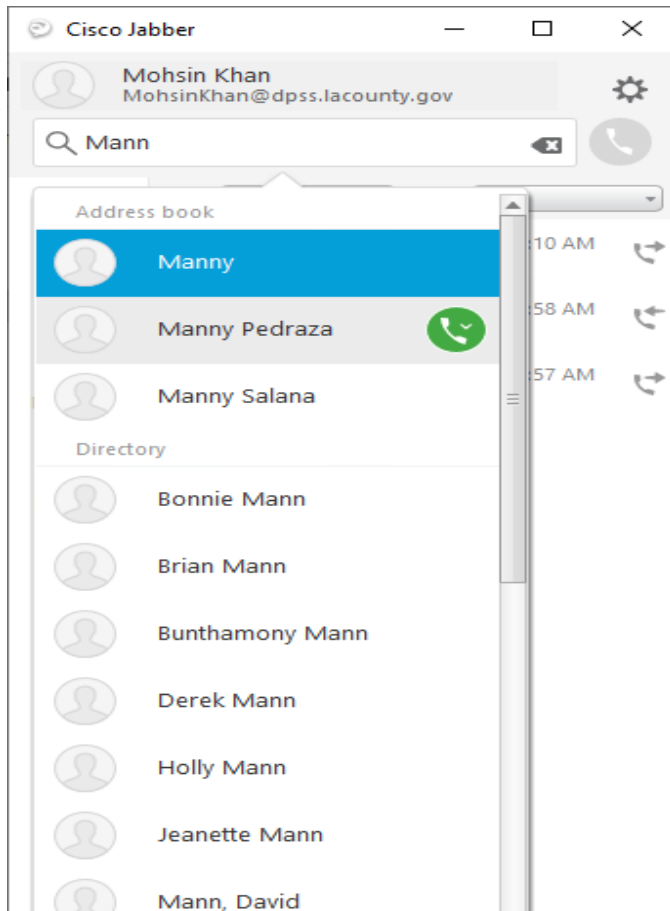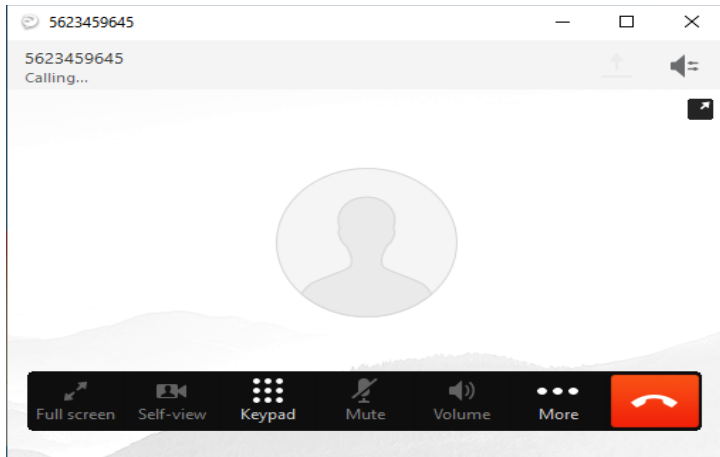
To accept calls on your Laptop/Desktop Clock on the telephone icon on the left hand corner and select "Use my computer for calls"
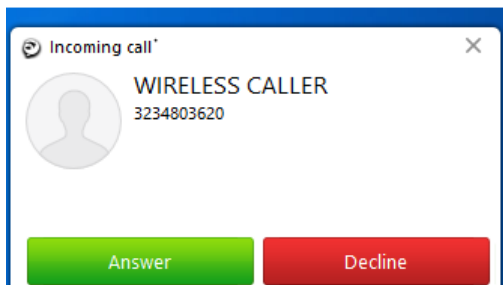
To make a phone call click on the search button and either type in the name or phone number and click he dial.

To answer an incoming call, click on the green "Answer" button.

If you are using a Laptop, your Laptop built in microphone and speaker can be used for making calls. You can also use a headphone with built in microphone too. For desktop computers you will need a microphone and speaker to use this software.

Once You are done using the phone from your Laptop/Desktop click on the phone icon on the left corner and chose disable phone service. This way new phone calls will not ring at your computer.