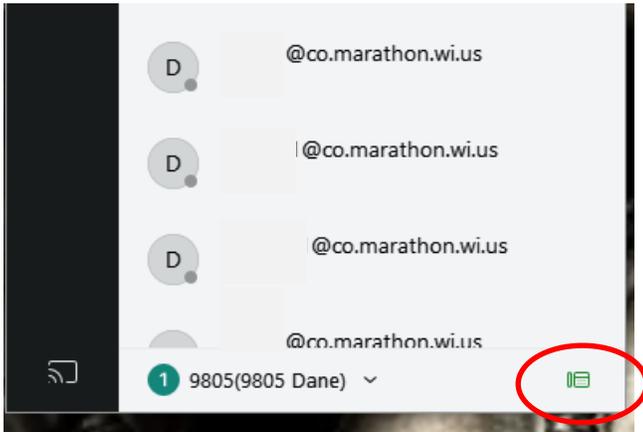


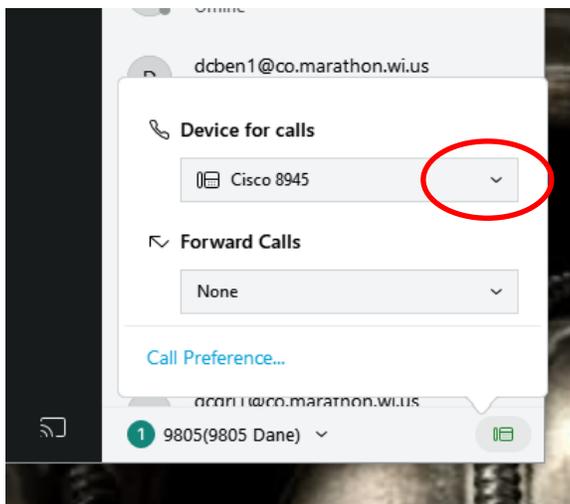
Answer Calls from Jabber (12.7.1.51081)

NOTE: Must be on VPN to use Jabber

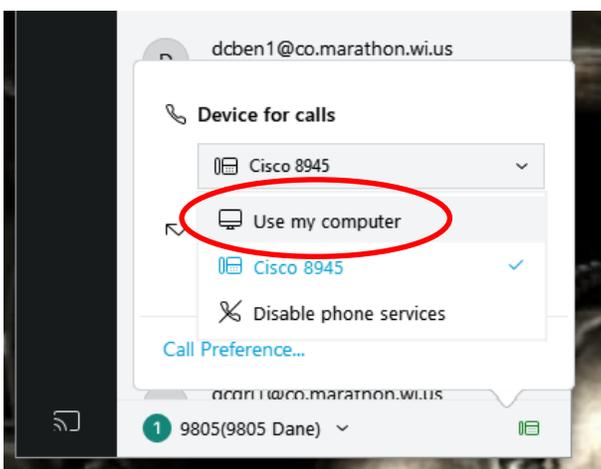
1. Click on **“Phone Icon”** on the bottom Right corner of Jabber.



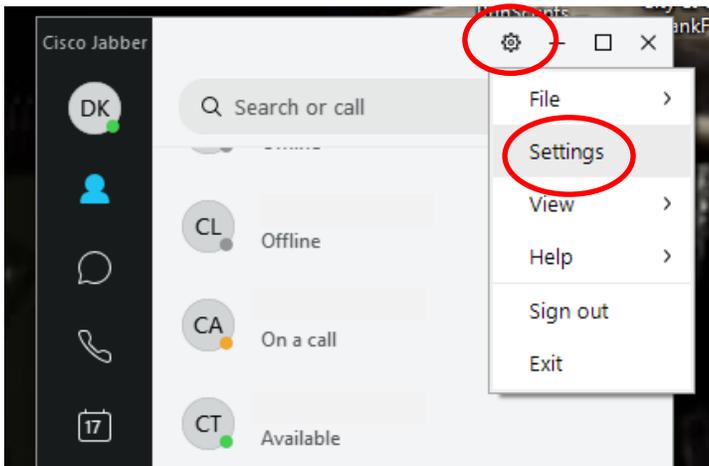
2. Click on drop down arrow for **“Device for calls”**.



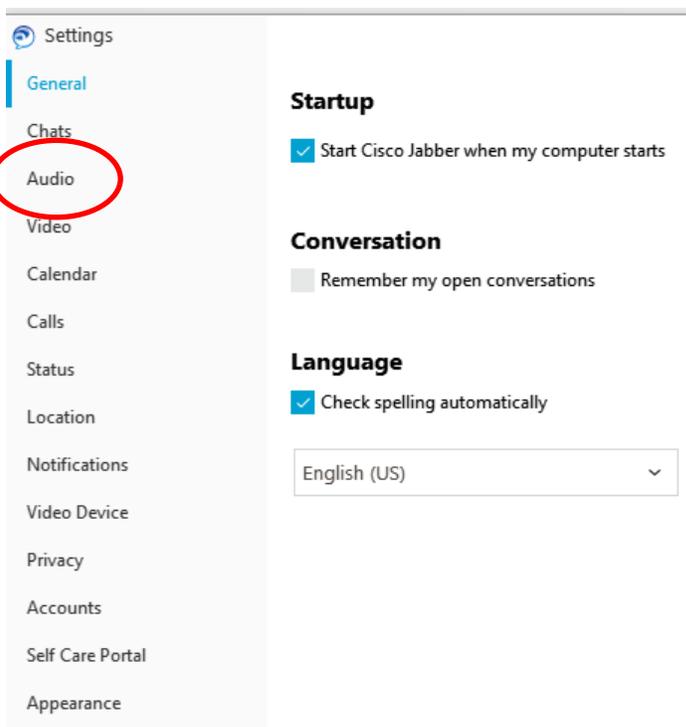
3. Select **“Use my computer”**.



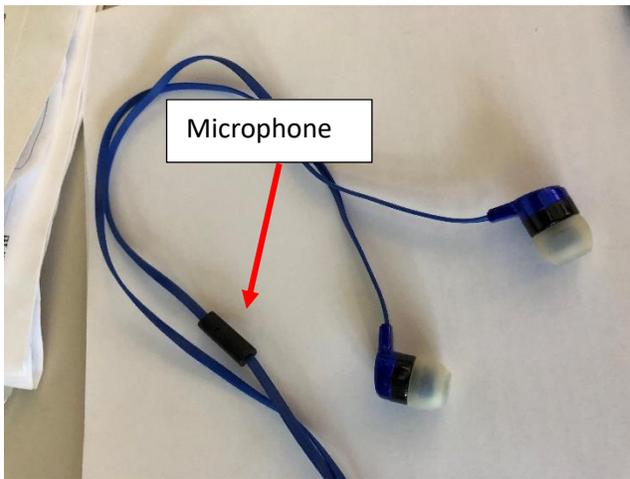
4. After selecting “Use My Computer” it should take you back to your original screen. On the top **Right corner** of your Jabber screen click on “Gear Icon”. Then select **Settings**.



5. Once you select settings, click on **Audio**.



6. For “**Ringer/Alerts**” leave as All Devices (Should be Default). Under “**Speaker**” Make sure you have some sort of head phones or ear buds with microphone. Using computer speakers can create an echo effect when talking.



7. When your done selecting your options, click on **Apply** and then **OK**.

