How Does This Benefit Me?

- See if a Co-Worker is available, on the phone, or in a meeting
- Chat with Co-Workers with the Jabber application
- Call or Email Co-Workers direct from the Jabber application
- Listen to your voicemail from the Jabber application
- View your call history and missed messages from the Jabber application
- View your Outlook calendar from your Jabber application
- Set up contact lists to quickly take advantage of all the features Jabber has to offer

NOTICES:

- 1) Only users with VoIP (Cisco) phones can take advantage of all the features described here. If you do not have a VoIP phone you can still see if Co-Workers are available and chat with them using Jabber.
- If have a Cisco phone and still cannot access Jabber's features, confirm your phone number is correct in the Harman Directory: http://directoryupdate.harman.com/DirectoryUpdate/Login.aspx
- 3) All support for Cisco IP Communicator is discontinued. If you are NOT a VoIP user and require this functionality, please send a request to <u>Stephen.Fall@harman.com</u>.
- 4) *Future Enhancement*: Although not available with this release, Harman is working on offering the capability of using Jabber from your mobile phone. An added feature will be the ability to make calls to Co-Workers without incurring cellular minutes.

1) What to do first:

a) Go to http://jabberupdate.harman.com to download the application to your desktop, if you do not already have it.

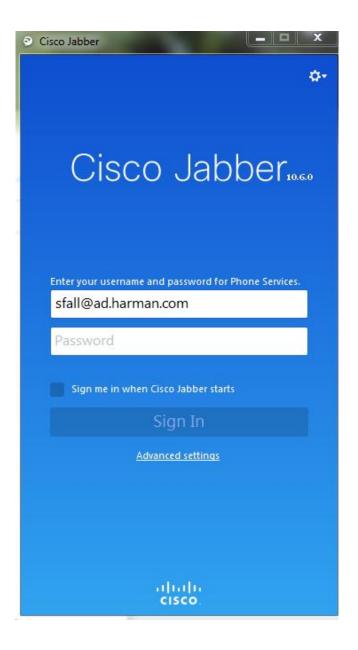
2) To start Jabber:



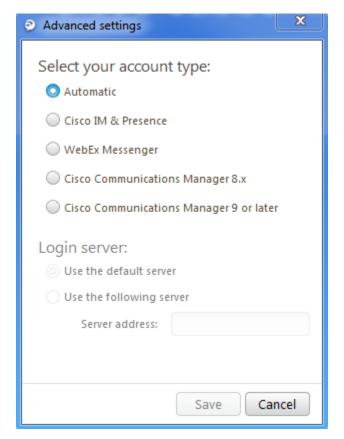
- a) Access the Jabber agent (**Escolution**) from the Start menu, located at the bottom left corner of your taskbar on your computer screen.
 - i) First Time login: Use your Windows userID and the domain ad.harman.com (this may not be your windows login domain) formatted as in the example. Then click continue



ii) You should be prompted for you password enter it and click "Sign In"



b) If you experience difficulties check the advanced setting and ensure you are set to automatic



c) Occasionally, you will see this window appear prompting you to login to Meeting Place (Audio Bridge and WebEx). Enter your Windows (AD) username and password to activate your Jabber account.

| Meeting Host Account | |
|--|-----------------------------------|
| alada cisco | English (US) |
| | Username: Password: Sign In |
| © 1993-2010 <u>Cisco Systems, Inc.</u> All Rights Reserved. | |
| | Cancel |

- d) Add your Harman contacts to Jabber:
 - i. Click on File, then New, then Contact.

| Add Contacts | | |
|--------------|---------|------------|
| ٩, | | |
| Add to | General | v |
| | | New group |
| | | Add Cancel |

ii. Type in your collegue's name, enough for it to present itself. You can also add custom contacts so that you can click to dial people outside of Harman.

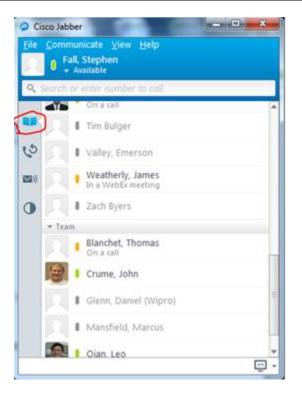
| Add Contacts | |
|--|-------------|
| Q Karti | € |
| Contacts and recents | |
| Satyaprakash, Kartik In a WebEx meeting | |
| | Intem Group |
| | Add Cancel |

- iii. Double click on the name you wish to add.
- iv. You may choose to have a single contact group or multiple contact groups. Names can be moved from one group to another, if desired.

3) Jabber productivity features:

a) See if a Co-Worker is available, on the phone, or in a meeting. View in the Contact tab

Jabber Collaboration Tool Quick Start Guide



- b) Communicate with Co-Workers with the Jabber application
 - i) If in your Contact List, double click on the name
 - ii) If not in your Contact List, type in your collegue's name, enough for it to present itself.
- c) Listen to your voicemail from the Jabber application

Jabber Collaboration Tool Quick Start Guide

| - | Communicate Fall, Steph | ⊻iew Help en | |
|---|--------------------------------|-----------------|------------|
| ٩ | Available Search or enter n | umber to call | |
| | AIRM: CHIL | • Type: All | |
| | > | | |
| 0 | | | |
| | | | |
| | | | |
| | | Call voicemail | |
| | | | <u> </u> . |

d) View your call history and missed messages from the Jabber application

| | mmunicate View H Fall, Stephen + Available ch or enter number to | | |
|-----|---|---------------------|---|
| Vie | | • Type: [All | - 23 |
| | 1127550 | Yesterday, 4:36 PM | 5 |
| 3 | 1127550 | Yesterday, 4:35 PM | * |
| 20 | 1127550 | Yesterday, 11:48 AM | * |
|) | 1127550 | Yesterday, 11:29 AM | - |
| | 750-0000 | Yesterday, 8:59 AM | ¢ |
| | 750-0000 | Yesterday, 8:52 AM | $\boldsymbol{\varsigma}_{i}$ |
| | 750000 | Yesterday, 8:52 AM | $\boldsymbol{\zeta}^{\boldsymbol{\varphi}}$ |
| | 017343527580 | Sun, 11:01 AM | ¢ |
| | 18102314179 | Sun, 10:20 AM | e, |