

### 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.
- 2) 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 [Stephen.Fall@harman.com](mailto:Stephen.Fall@harman.com) .
- 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.

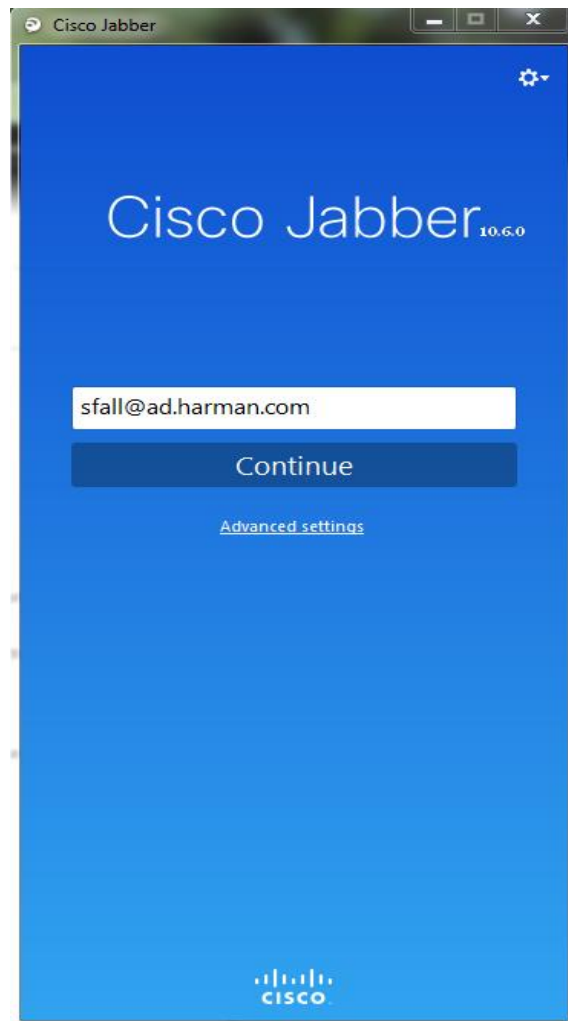
**1) What to do first:**

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

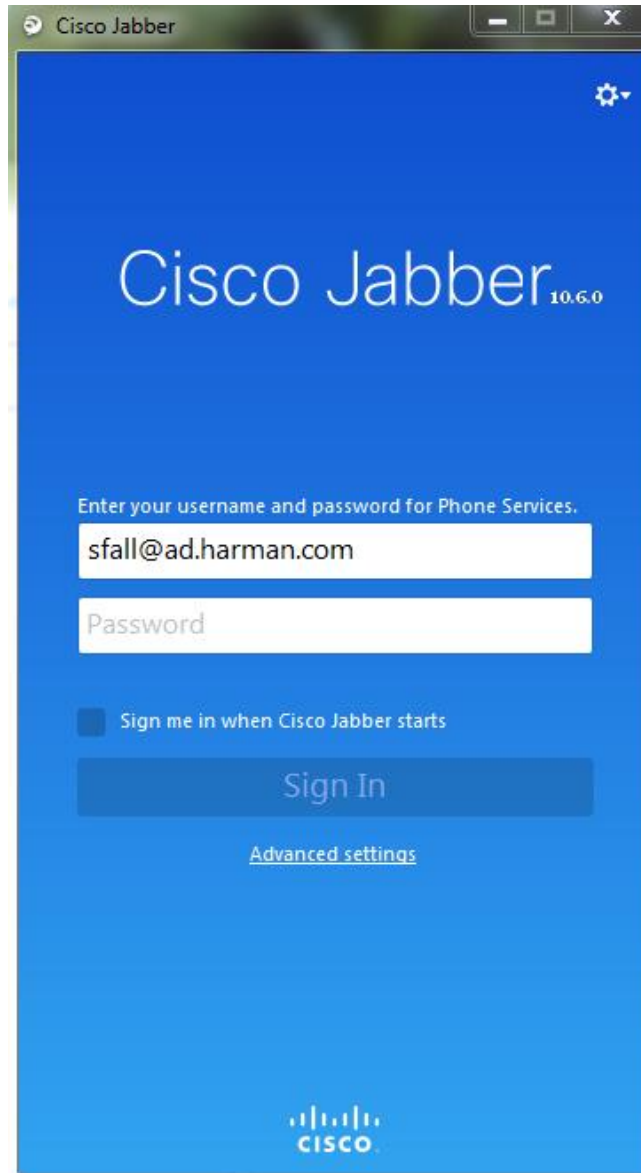
**2) To start Jabber:**



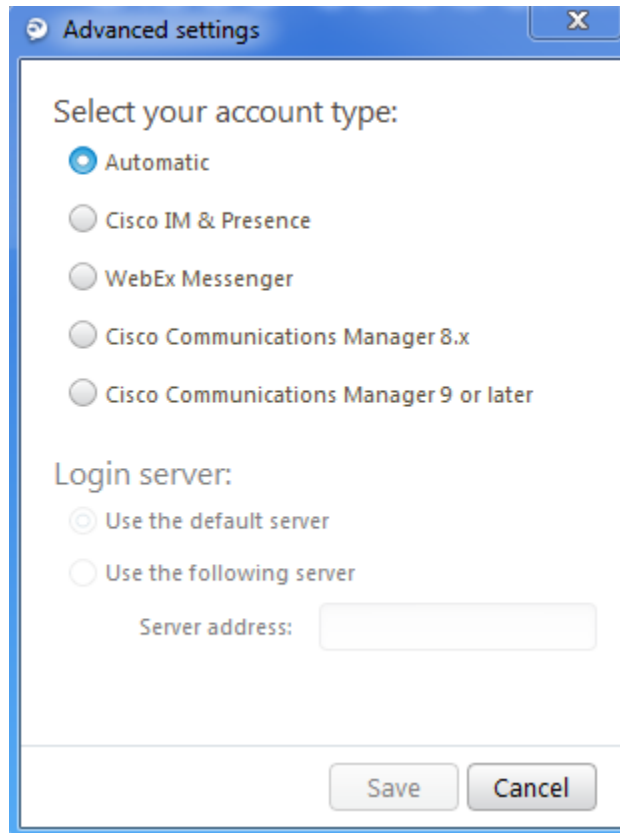
- a) Access the Jabber agent (Cisco Jabber) from the Start menu, located at the bottom left corner of your taskbar on your computer screen.
  - i) First Time login: Use your Windows userID and the domain ad.harman.com (this may not be your windows login domain) formatted as in the example. Then click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



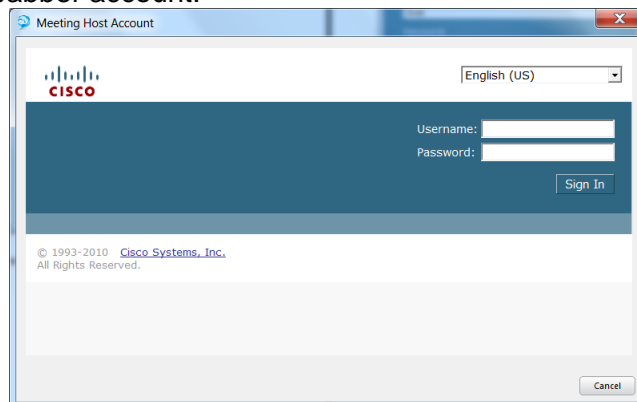
- ii) You should be prompted for you password enter it and click "Sign In"



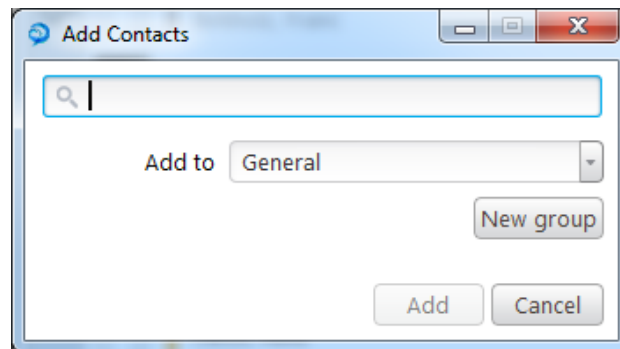
- b) If you experience difficulties check the advanced setting and ensure you are set to automatic



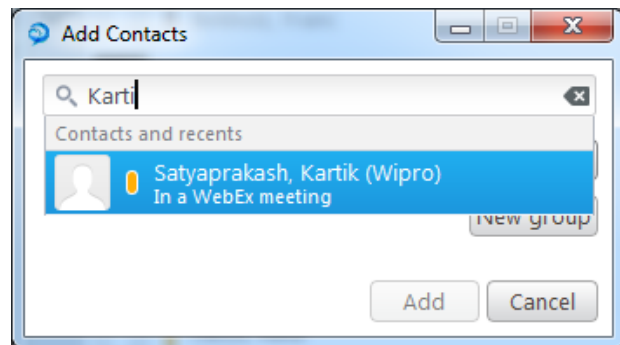
- c) Occasionally, you will see this window appear prompting you to login to Meeting Place (Audio Bridge and WebEx). Enter your Windows (AD) username and password to activate your Jabber account.



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



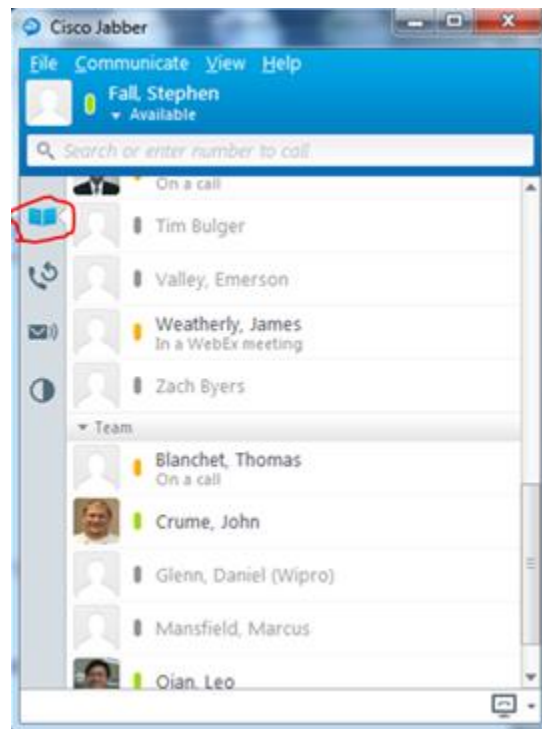
- ii. Type in your colleague's name, enough for it to present itself. You can also add custom contacts so that you can click to dial people outside of Harman.



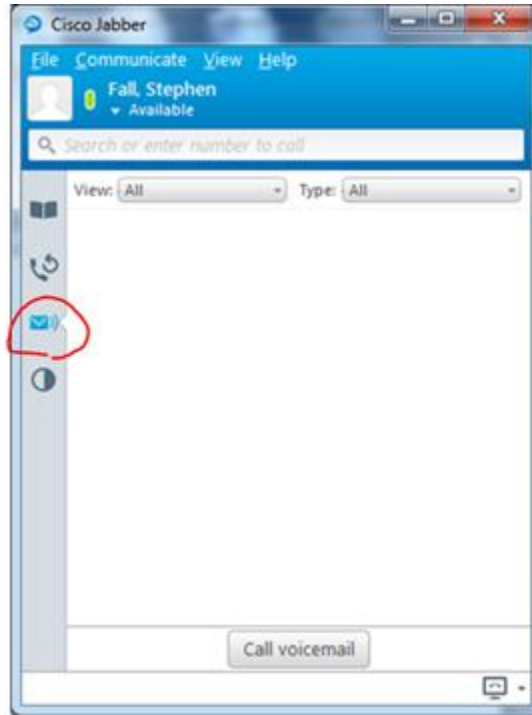
- iii. Double click on the name you wish to add.
- iv. You may choose to have a single contact group or multiple contact groups. Names can be moved from one group to another, if desired.

### 3) Jabber productivity features:

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



- 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 colleague's name, enough for it to present itself.
- c) *Listen* to your voicemail from the Jabber application



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

