

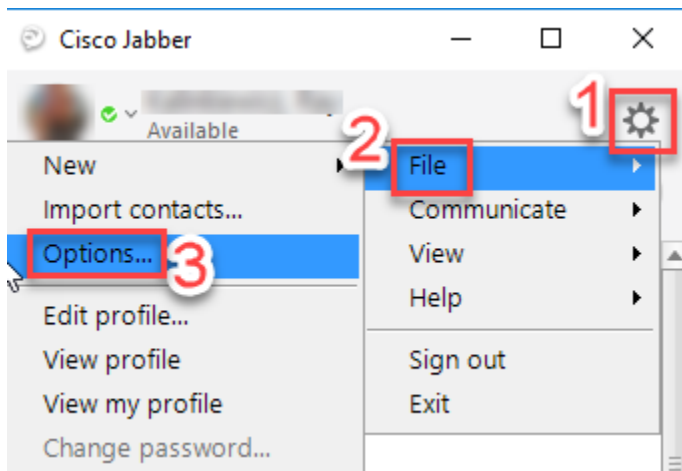
Cisco Jabber

How Do I Configure the Jabber Audio and Window Settings?

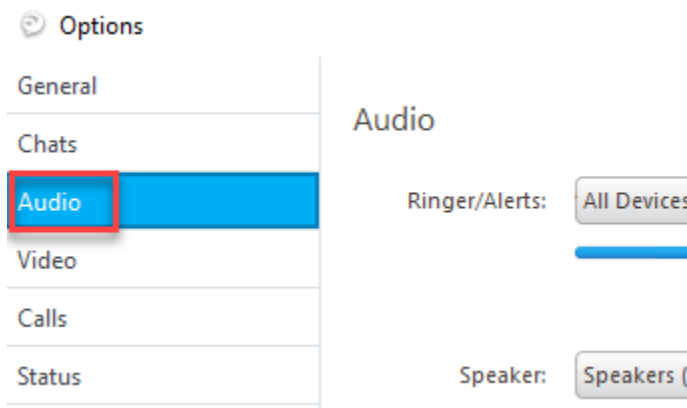
This article will guide you through configuring the audio settings for Jabber and adjusting your Windows audio settings to work with Jabber.

First, let's make sure the audio settings are correct in **Jabber Options**.

1. Open **Jabber** and log in.
2. Once logged in, click on the **Gear icon > File > Options**.






3. This will open the **Options** window. From there, click on the **Audio** tab.





4. Once in the **Audio** tab, you'll want to verify that your **Speaker** and **Microphone** are set to the correct options (typically your headset).

Audio

Ringer/Alerts: 

Speaker:  

Microphone: 



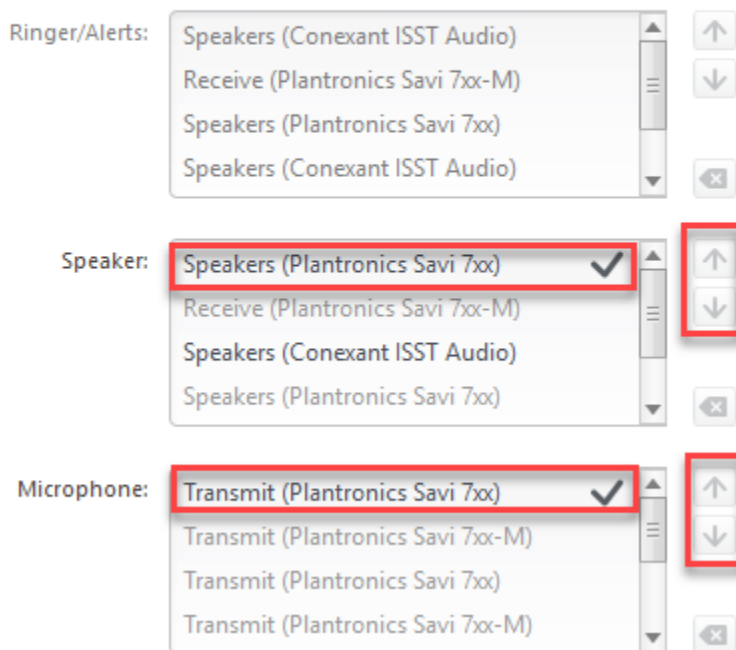
5. You can then click **OK** or you can "order" your devices by clicking the **Advanced** button.

Arrange devices on the advanced page.

6. Once in the **Advanced Audio Options**, you can select the device you want (designated with a checkmark) and use the up/down arrows to tell Jabber in which order to use your device.

Advanced audio options

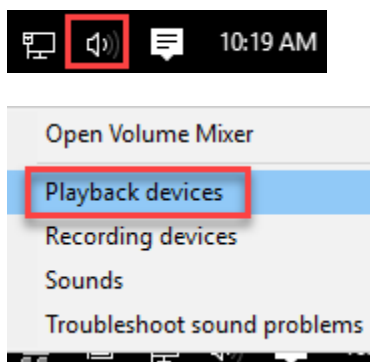
Arrange your audio devices in order of preference.



7. You can then click on **OK**.

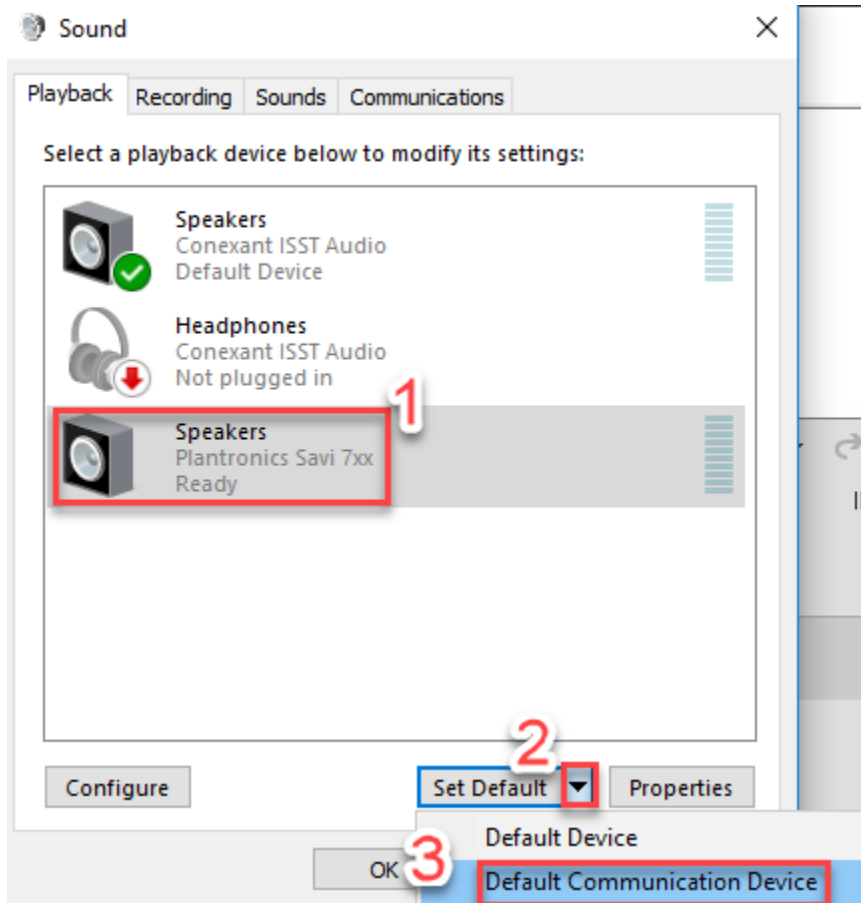
Now that you've set your Jabber audio settings, we want to make sure that the **Windows audio settings** are correct.

1. Right click on the **speaker** icon in the **system tray** (bottom right of the screen by the clock) and choose **Playback Devices** from the list.



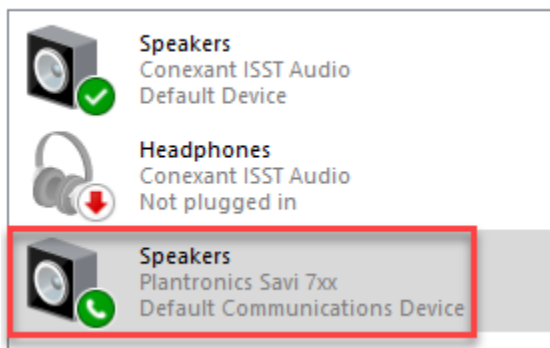
2. This will open the **Sound** window. On the **Playback** tab, click on the speakers for your headset (in this example it is Plantronics Savi).

3. Then, click the down arrow next to **Set Default** and choose **Default Communication Device**.



4. You should now see a green phone icon next to your headset and it should say **Default Communication Device** under it.

Select a playback device below to modify its settings:



5. Click **OK** to accept these settings.