



Availability





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Availability Status

Availability is presence status information, which can indicate that your contacts are on the phone, in a meeting, or have stepped away from their desk. Scan the icons beside a contact or the custom status message listed with a contact name to quickly determine status.

You can reduce communication delays by choosing the best communication methods, based on your contacts' availability. Even if contacts are offline, you can still place a call and leave a voice message, or send an instant message that they receive the next time they sign in.

Table 1: Availability Status Icons

Icon	Description
	Available: Indicates that you are available to contact.
	Away: Appears when you are inactive for 15 minutes or for the duration that you specify. This status indicates that you are away from your desk, in a meeting, or on the phone. You can also manually set this as your status.
	Do Not Disturb: Indicates that you do not want to be contacted.
	Offline: Indicates that you are offline and you will receive offline messages when you sign in again.

Status Changes

You can manually change your status or it can change automatically if you are on the phone, in a meeting, or presenting in a meeting.

Automated Availability Status

Cisco Jabber supports the following automated statuses:

- **On a call**
- **Away**
- **In a meeting** (calendar)
- **In a meeting** (WebEx Meeting Centre)
- **Presenting** (WebEx Meeting Centre)

Change Your Availability Status

Procedure

Step 1 In the Cisco Jabber main window, click the drop-down list below your name.

Step 2 From the list, choose a new status.

Create Custom Availability Status

Custom status messages can provide people with additional information about your availability. You can create up to nine custom status messages, three for each of the basic statuses: **Available**, **Away**, and **Do not disturb**.

Procedure

Step 1 On the Cisco Jabber main window, click the drop-down list below your name.

Step 2 Choose one of the basic statuses: **Available**, **Away**, or **Do not disturb**.

Step 3 Click the status that appears next to the drop-down list.

Step 4 Type a new message to display, and then press **Enter**.
The maximum number of characters is 140.

Delete Custom Status Messages

You can clear all custom status messages.

Procedure

- Step 1** On the Cisco Jabber main window, click the drop-down list below your name.
 - Step 2** Choose **Delete custom statuses**.
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Change Away Status Timer

By default, your status changes after 15 minutes of inactivity. You can use the away timer to change this value.

Procedure

- Step 1** On the Cisco Jabber main window, click **File > Options > Status**.
 - Step 2** Use the arrows to change the timer value, or enter a new value.
The away timer accepts values from 1 to 999 minutes.
 - Step 3** (Optional) Check or uncheck the **Show me as 'Away' when I lock my computer**.
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