



Cisco Jabber - How to Retain Audio Settings

To: NOCCCD District Services staff

Subj: New Workstation Standard for District Services Staff

Date: December 28, 2021

CC: Educational Services

Having trouble with your audio settings in Jabber?



Make sure the box for "keep using the current microphone or speaker" is checked. Click "**Apply**" then "**OK**"

When you connect a new microphone or speaker to your computer, Jabber will

Switch to the new microphone or speaker

Keep using the current microphone or speaker

[Advanced >>](#)

Arrange devices on the advanced page.

The next thing would be to scroll down a little and click on the "**Advanced**" button.

Then click or highlight what you want to use for speaker, Microphone etc. and use the arrows to move them up or down as primary. There should be a check mark next to them when finished.. Click "**Apply**" then "**OK**"

Should you have any questions, contact the Helpdesk (ishelpdesk@nocccd.edu).