

The Cisco Webex Board can be used as a stand-alone device as well as be controlled from the Touch10.

Using the Webex Board with the Touch10 gives you more control than when using it as stand-alone.

Both ways of operating the device are covered in this user guide.



# CE 9.10

## Cisco Webex Board

### User Guide

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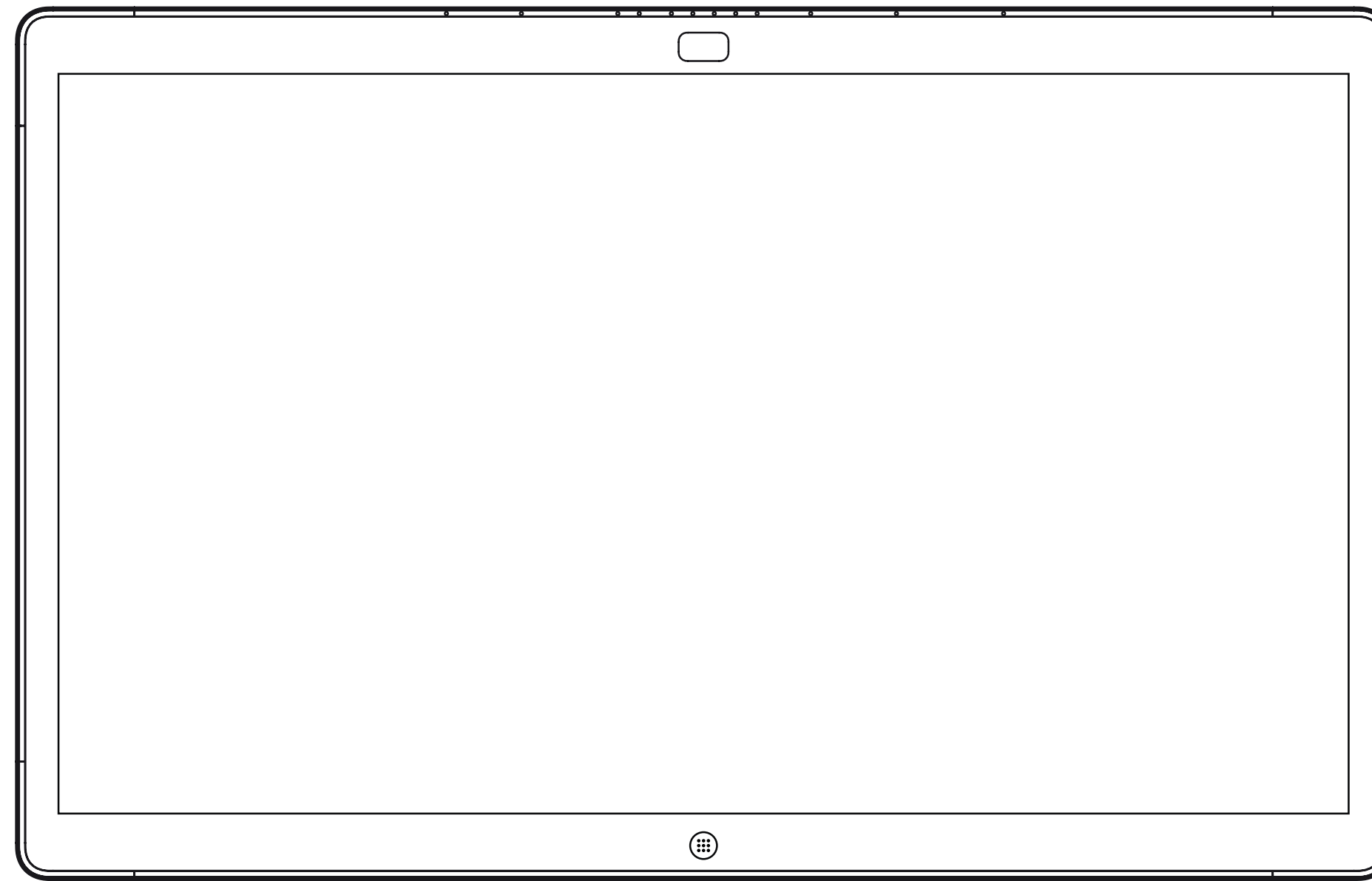
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All entries in the table of contents are active hyperlinks that will take you to the corresponding article.

To go between chapters, you may also click on the icons in the sidebar.

**Note** Some of the features described in this user guide may be optional in certain regions and may therefore not apply to your system.

In this user guide the term **Webex Board** refers to a **Webex Board running CE class of software**.



Webex Board



Touch10

# Extension Mobility

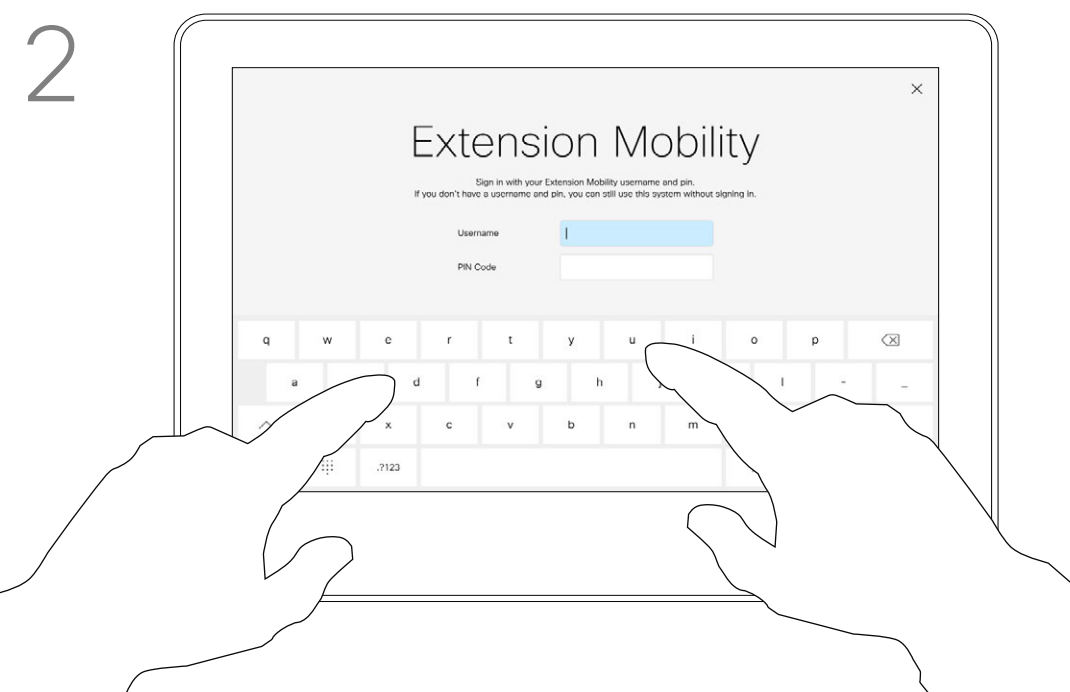
# Logging On With Your Own Credentials

## About Extension Mobility

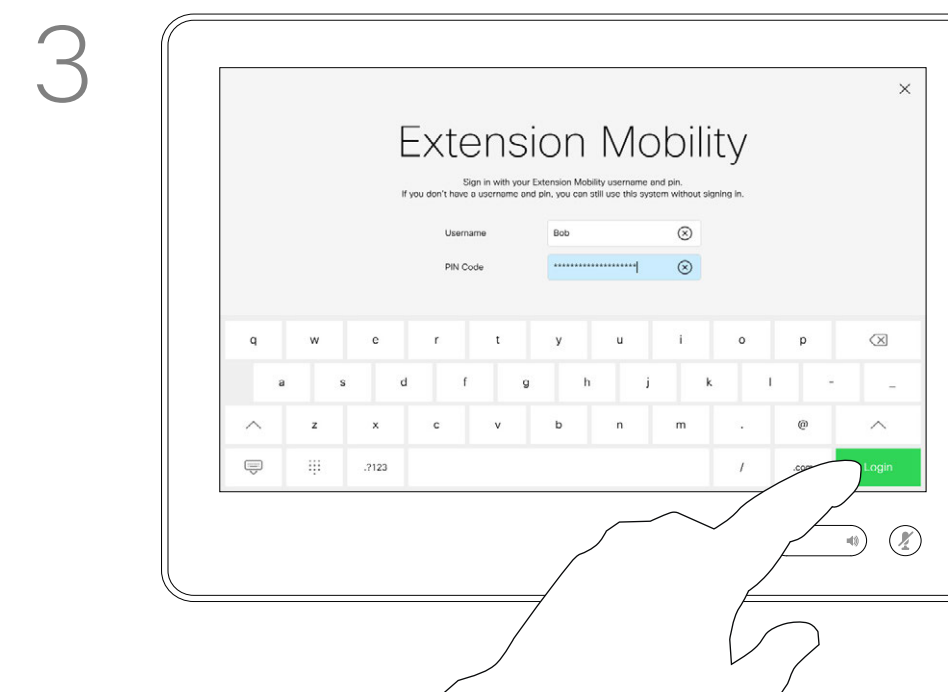


Extension Mobility enabled systems have an extra button to let you sign in to the system with your own credentials.

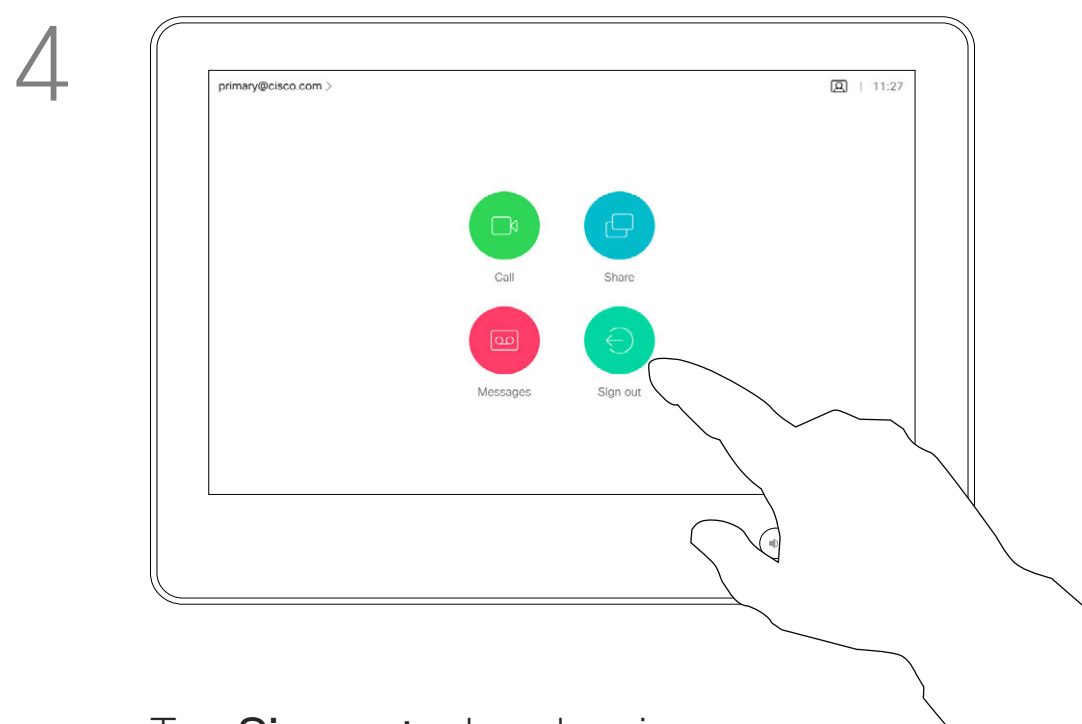
Tap the **Extension Mobility** button.



Key in Username and PIN code.



Tap **Login**, as shown



Tap **Sign out** when leaving.

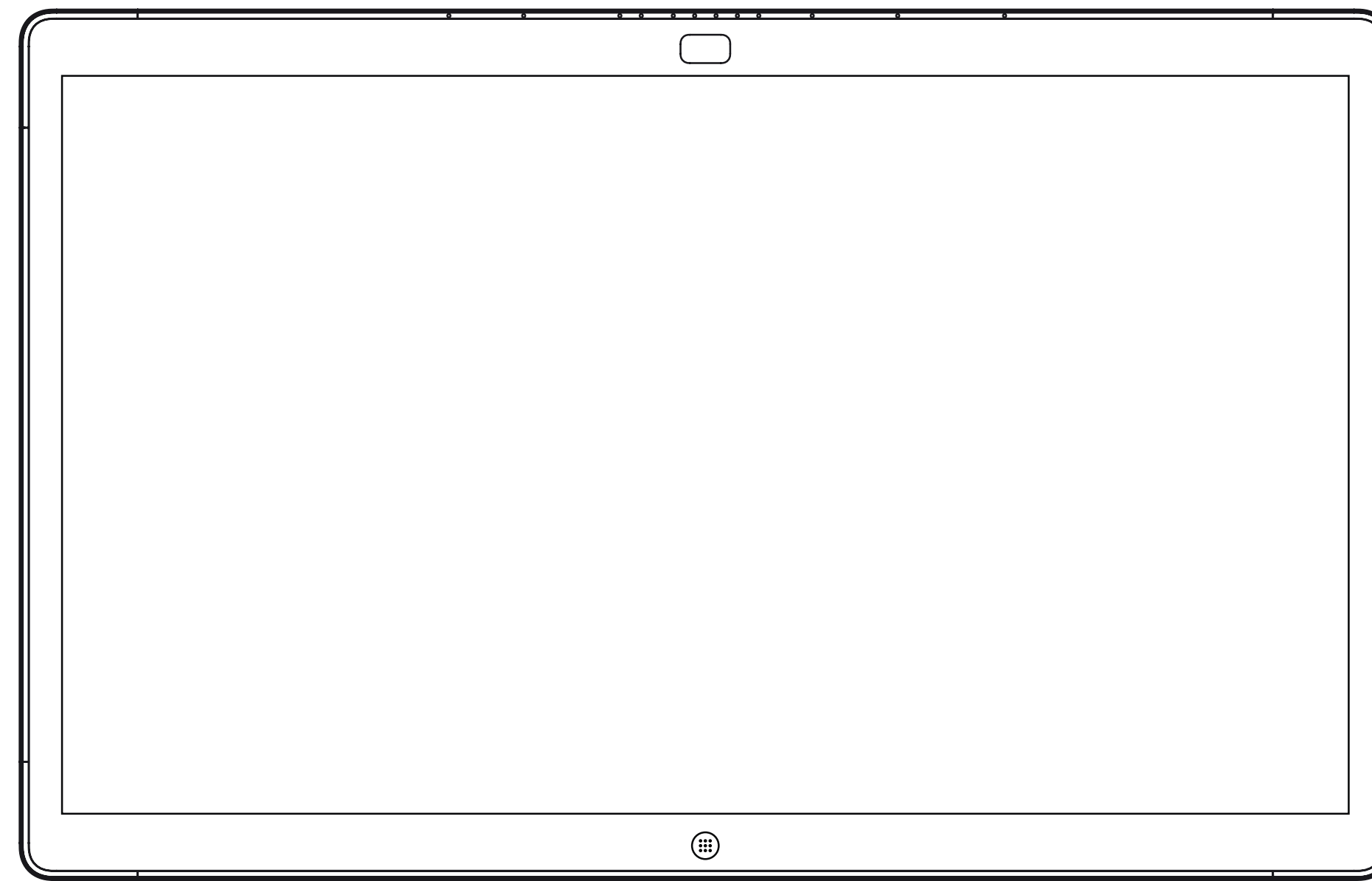
**Note!** This feature requires a Touch10 connected to the Webex Board.

Webex Boards located in meeting rooms and quiet rooms and running under CUCM (Cisco Unified Communications Manager) may allow you to log in to the video system with your own personal credentials.

CUCM will then route all incoming calls destined for you to that specific video system.

Once you log out from Extension Mobility your list of Recents will be cleared from the system.

Extension Mobility is also referred to as Hot-desking.



Webex Board

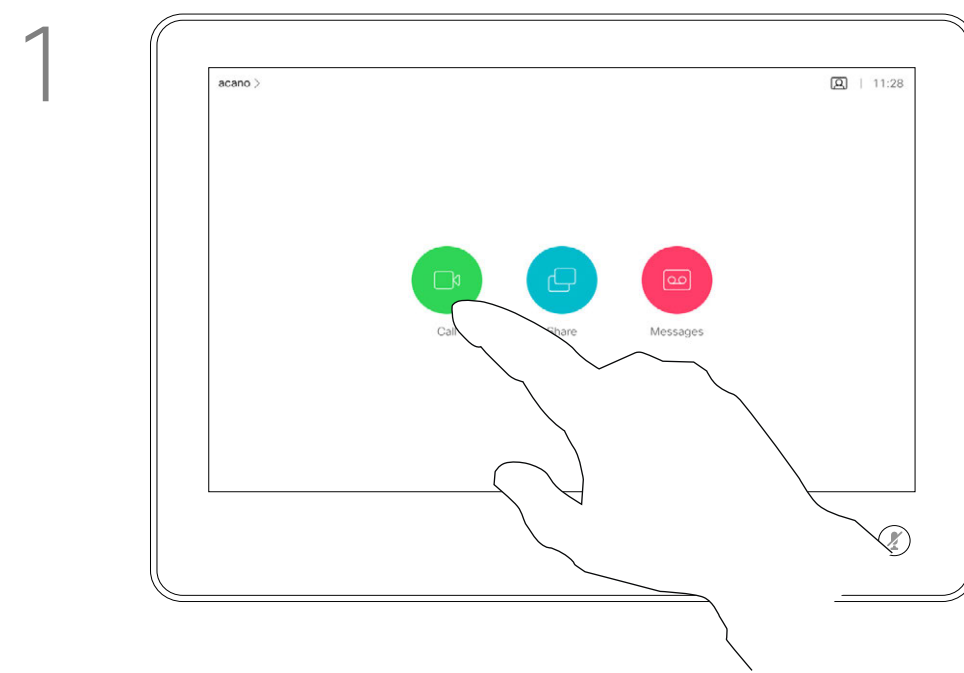


Touch10

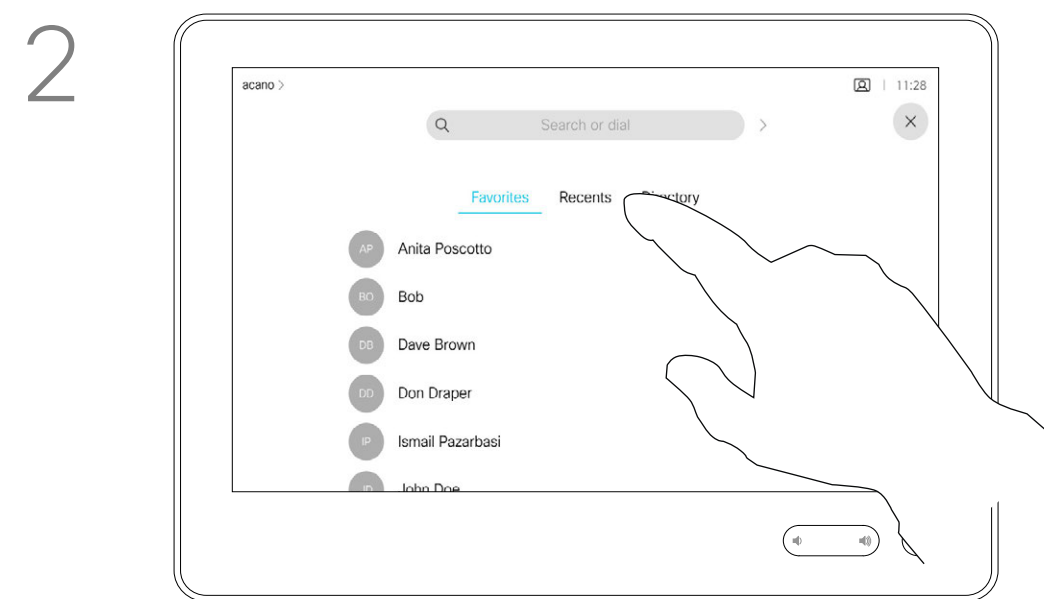
# Video Calls Using a Touch10

# Place Call From Contact List Using a Touch10

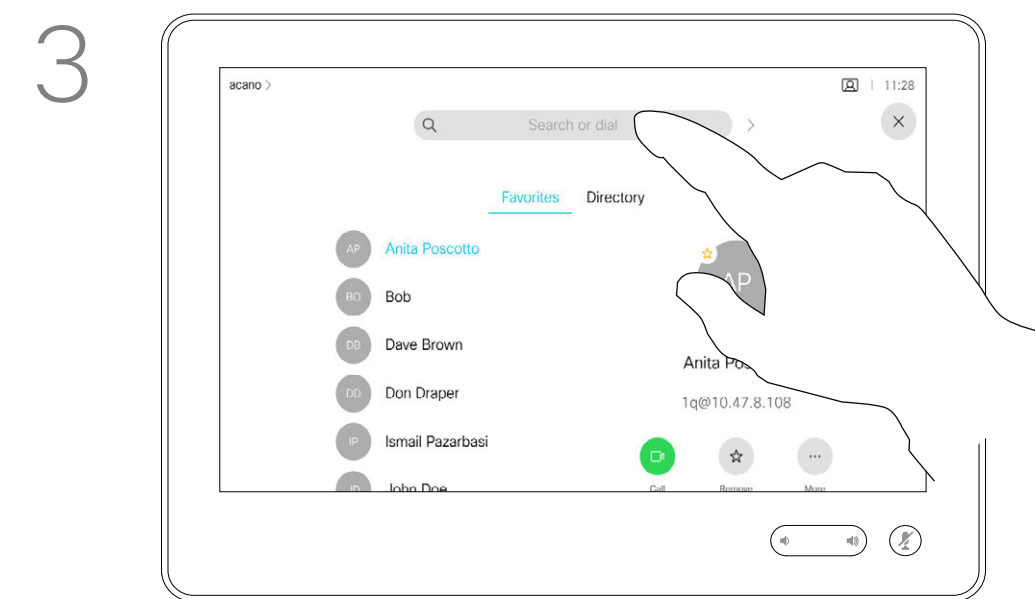
## About the Lists of Contacts



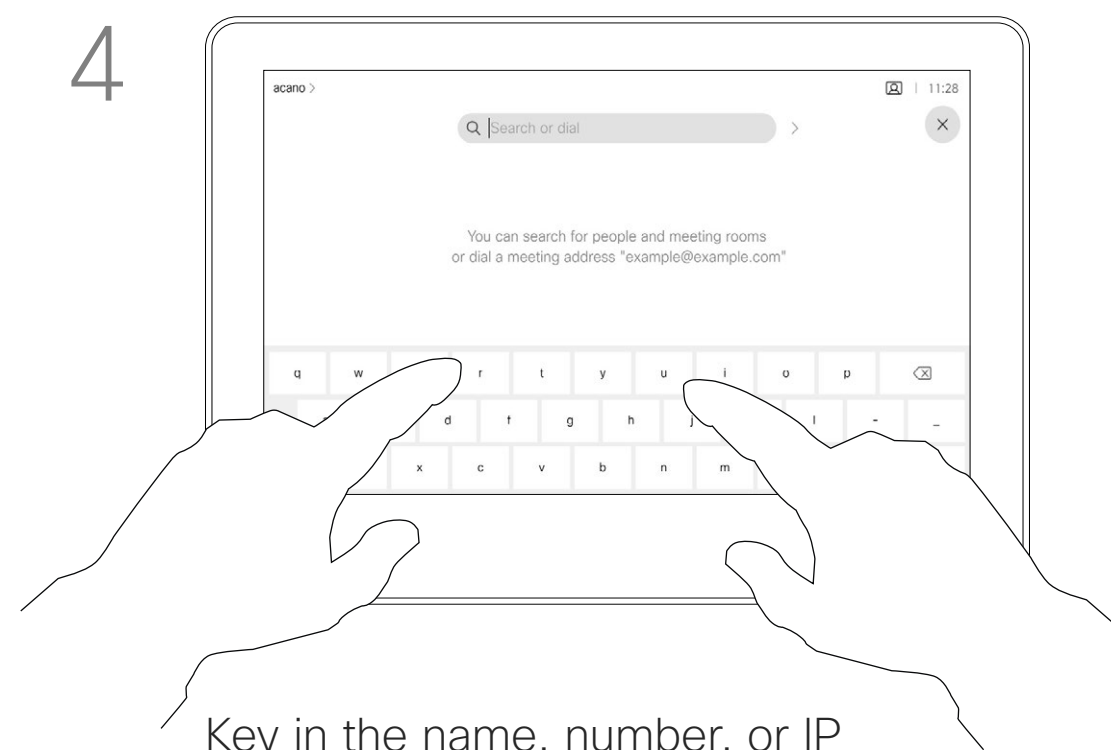
Tap the **Call** button.



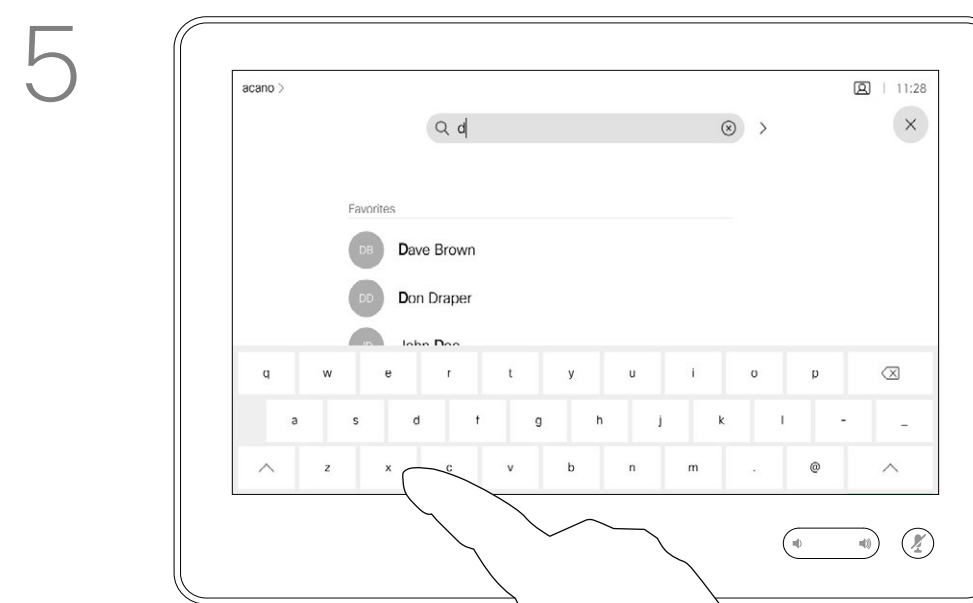
To find someone in a specific list (Favorites, Recents or Directory), tap that list and then scroll down to locate the entry.



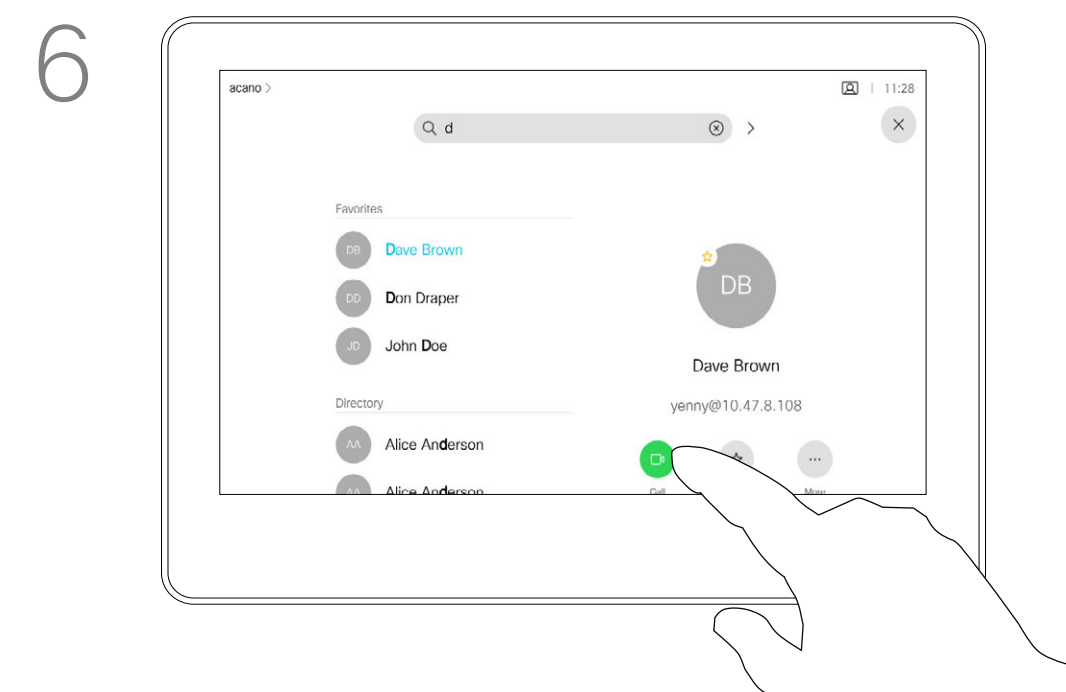
Alternatively, tap the Search or Dial field. This will invoke the virtual keyboard and your entry will be looked for in all lists.



Key in the name, number, or IP address.  
Matches will appear as you type.



There is an extended numerical mode available, which also contains special characters.  
To toggle between the alphanumeric mode and the extended numerical mode tap the key in the lower left corner of the keyboard.



When you have located whom to call, tap the name and then tap the green **Call** button.

Your lists of Contacts consist of three parts:

**Favorites.** These contacts have been put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.

**Directory** will typically be a corporate directory installed on your system by your video support team.

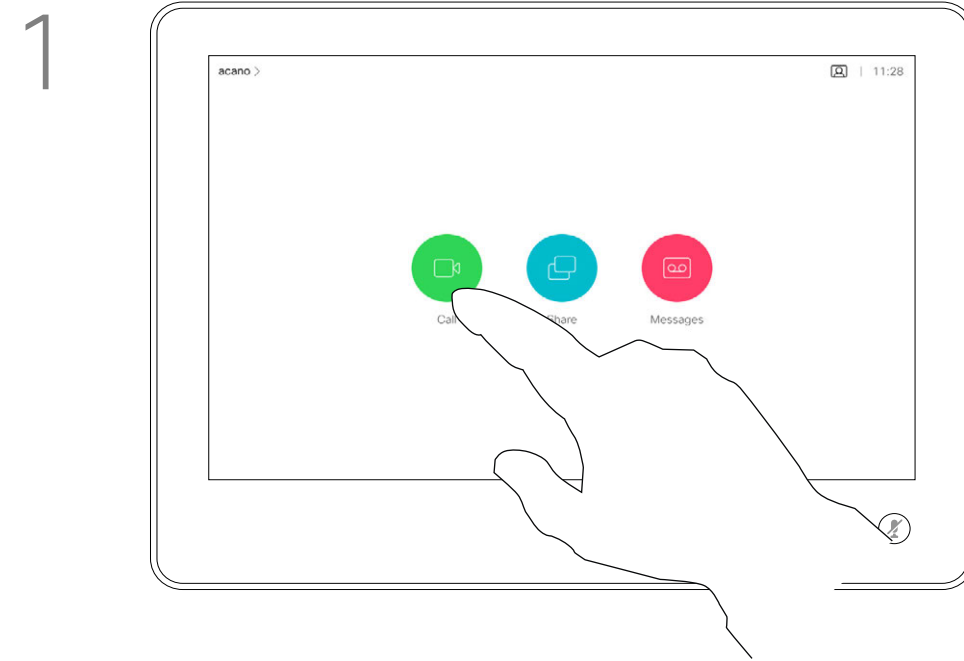
**Recents** is a list of calls you have placed, received or missed earlier.

**The following options apply:**

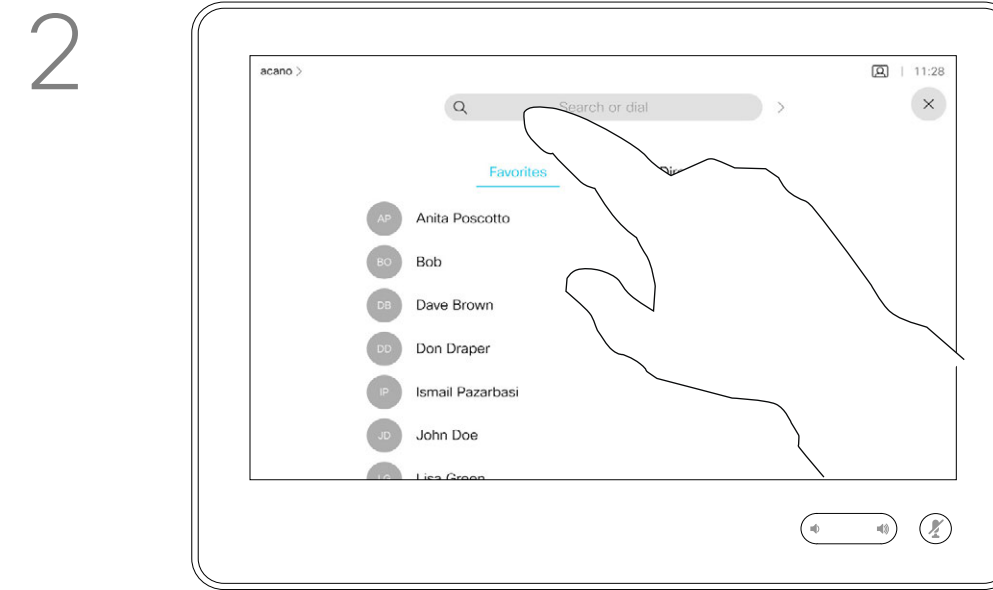
- You may key in a name, number or an IP address and the system will look in all lists for you.
- You may add the entry to the list of *Favorites*; edit aspects of the entry before calling; change the call rate and remove the entry from *Recents*.

# Edit a Contact Before Calling Using a Touch10

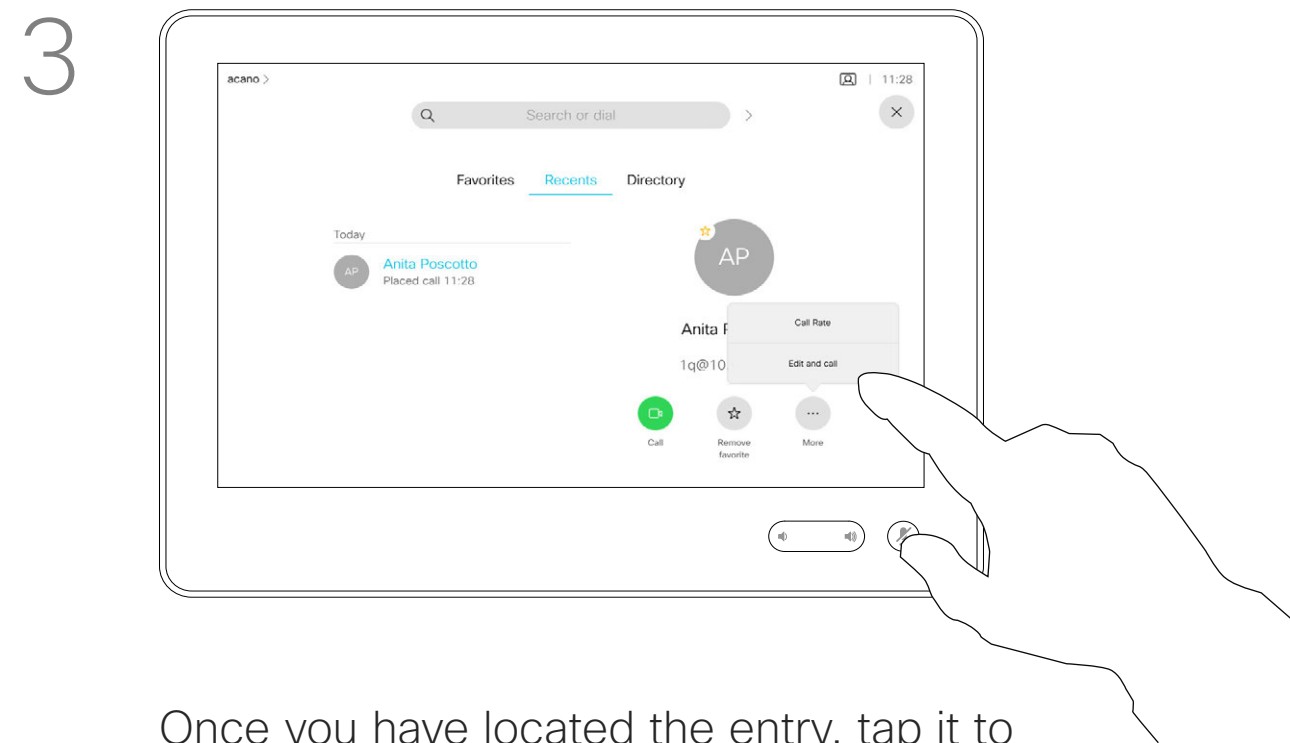
## About Entry Edits



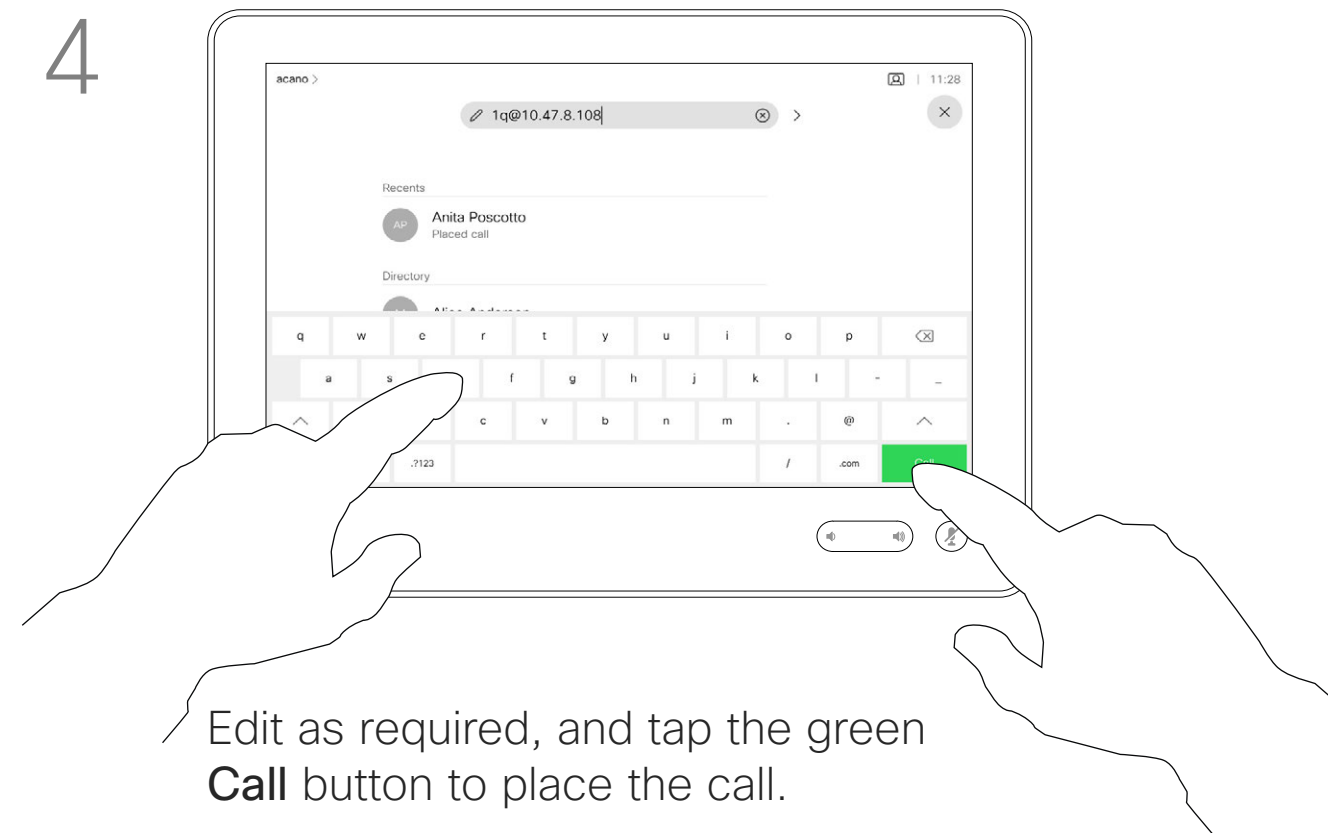
Tap the **Call** button.



Tap the **Search or Dial** field or scroll through any of the lists, as shown on the previous page.



Once you have located the entry, tap it to show the Call menu. In the Call menu, tap **More** and then **Edit and call**, as shown.



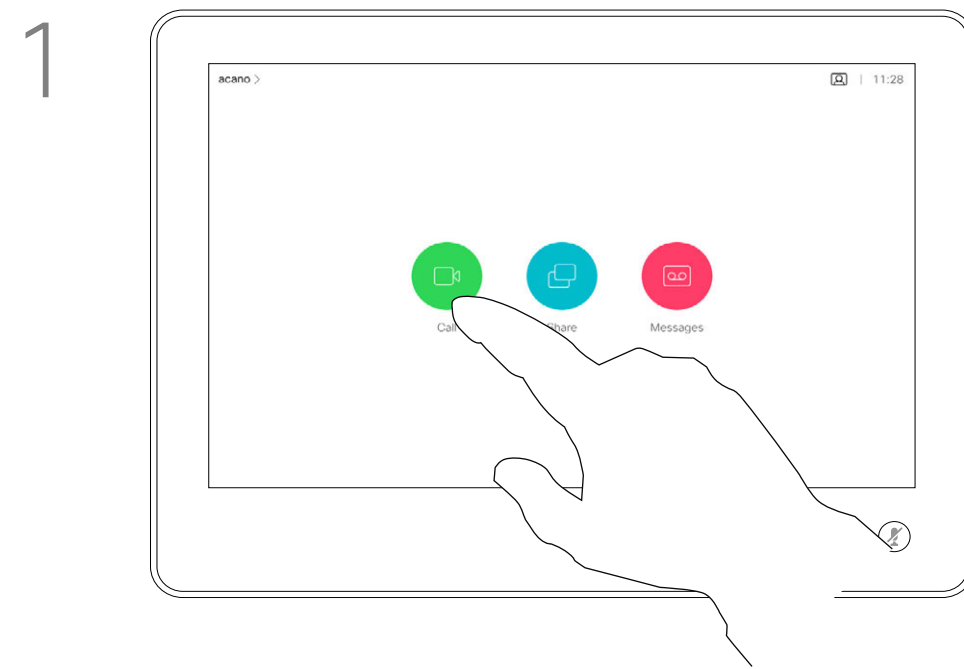
Edit as required, and tap the green **Call** button to place the call.

For how to enter the Contacts list, see the previous page.

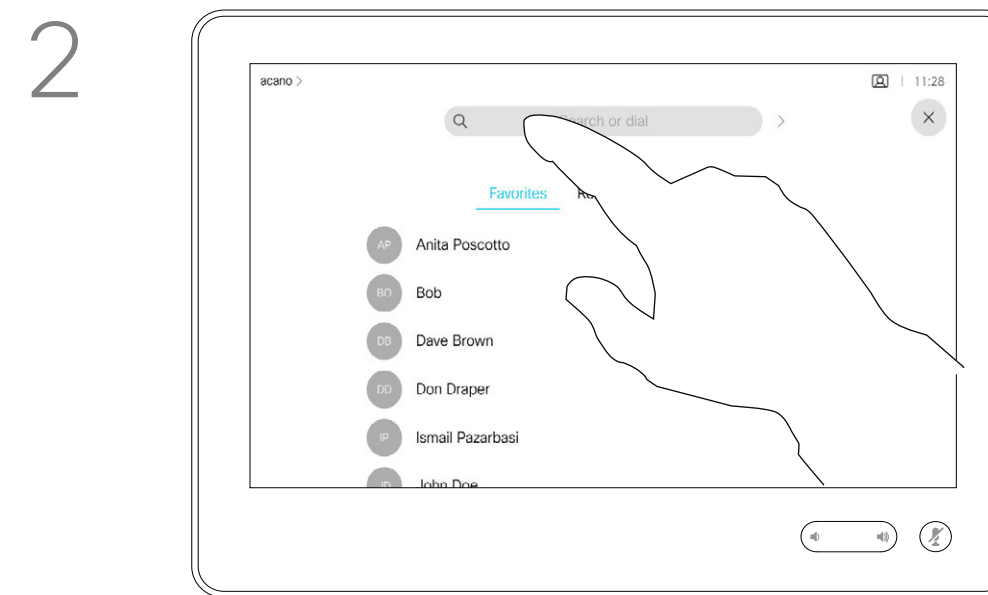
You may have to edit an entry in one of the Contact lists before you place the call. There may be a need to add a prefix, a suffix or otherwise alter the entry to ensure success.

# Place Call Using Name, Number or IP-Address Using a Touch10

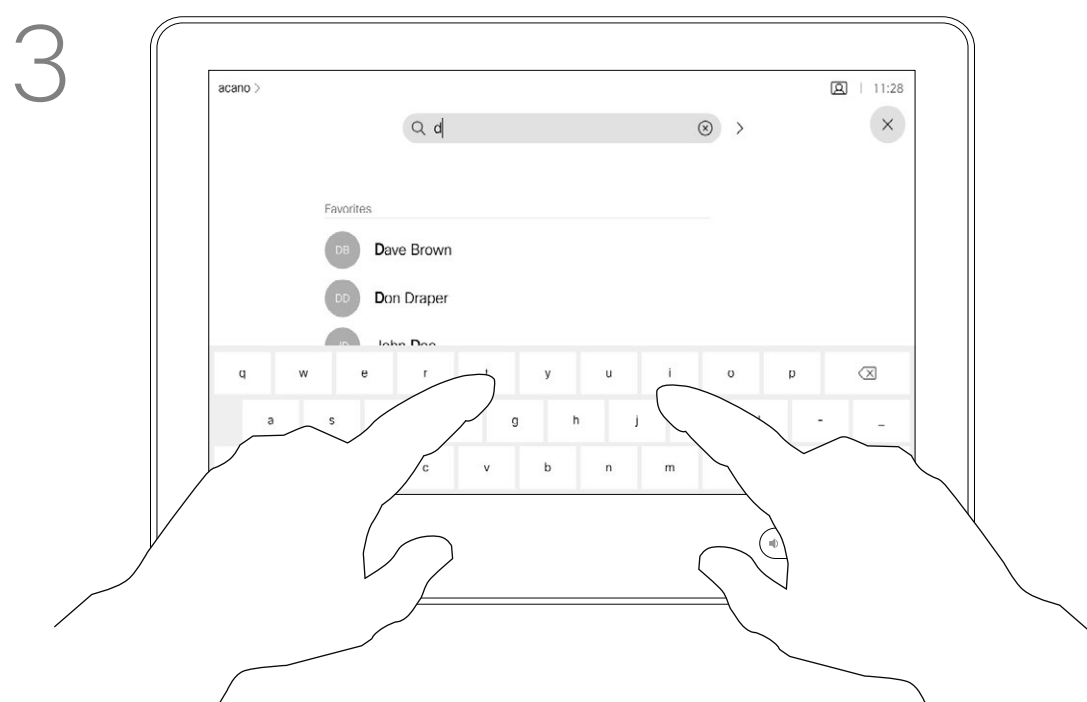
## About Placing Calls



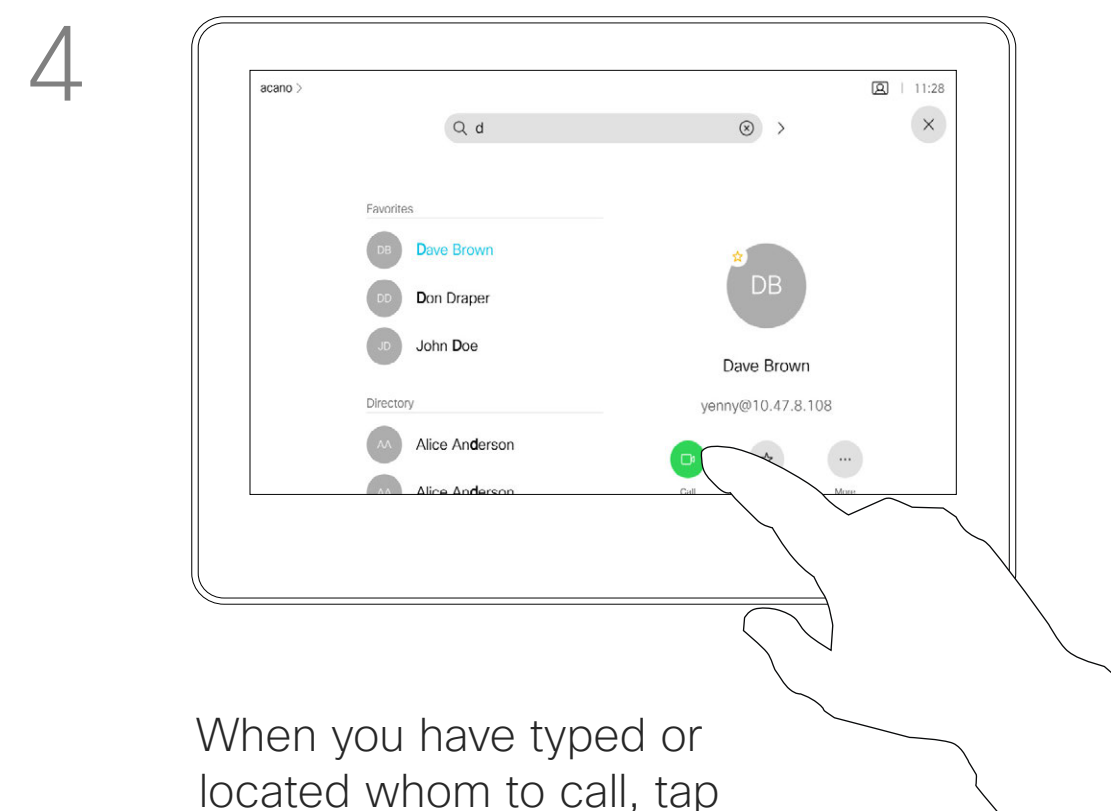
Tap the **Call** button.



Tap the **Search or Dial** field. This will invoke the keyboard



Key in a name, number or address. Possible matches and/or suggestions will appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.



When you have typed or located whom to call, tap the name and then tap the green **Call** button to place the call.

You may call someone who is not listed in your list of contacts by keying in their name, address or number using the virtual keyboard of the Touch pad.

Anyone you have previously called or who has called you, will appear in the *Recents* list and you may transfer any of them to your list of *Favorites*. This is described in the section *Contacts*.

Sometimes you may be urged to enter numbers during a call, typically to reach extensions or to provide a pin code.

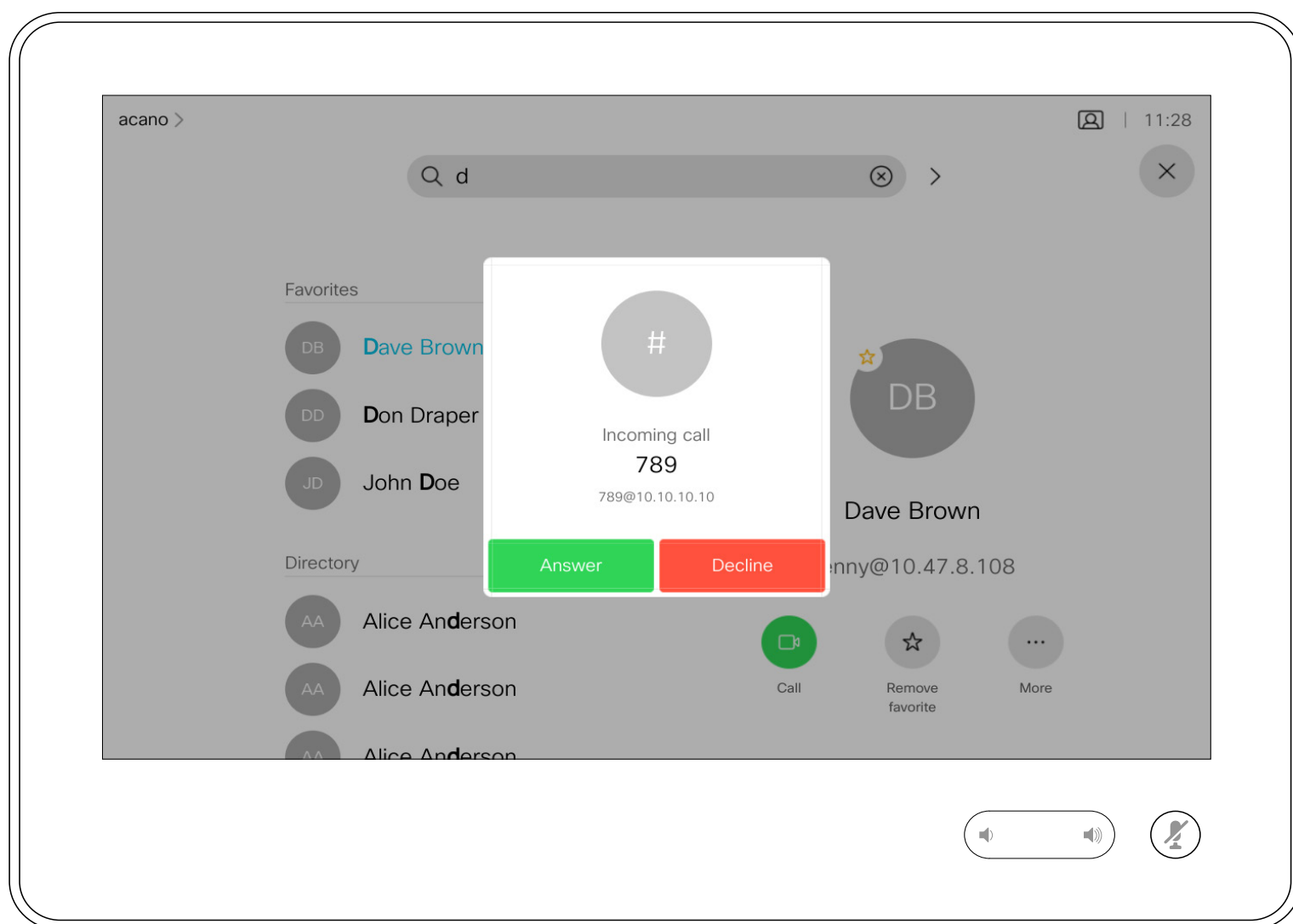
Tap **Touch Tones** (this button appears as soon as the call is placed) to invoke the keypad needed for this.

Note that Recents can be cleared from the web interface only.

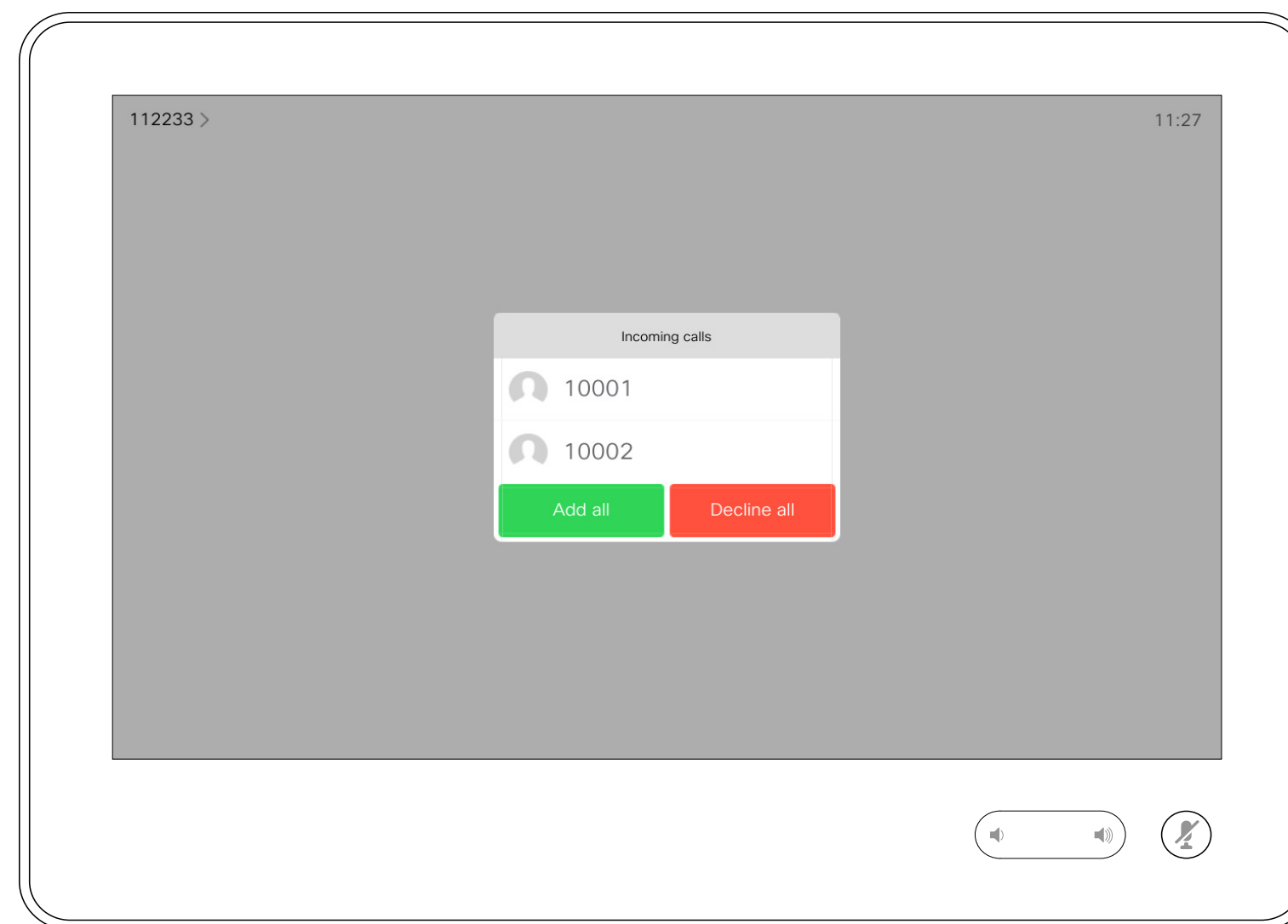


# Receive Calls—When not In a Call Already Using a Touch10

## If Someone Calls You



An incoming call may be answered or declined.



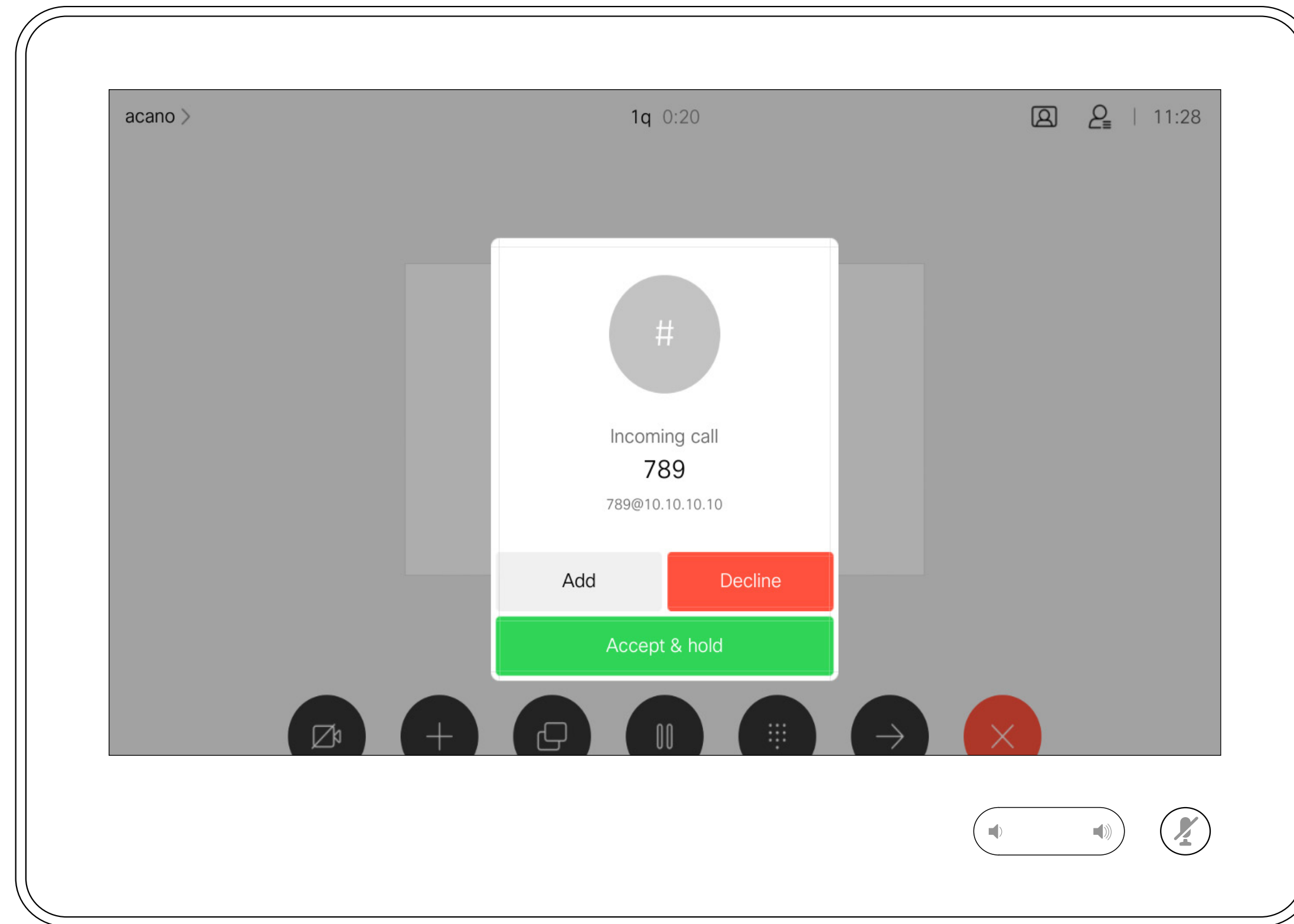
If your system allows you to receive multiple incoming calls, you may choose to add all or decline all.

- If someone calls you, you may accept, decline or ignore the call.
- If you decline the call, busy information will be sent to the calling party.
- If you ignore the call, the calling party will perceive this as if you were absent (you did not pick up the call).
- Your video infrastructure may allow you to receive multiple incoming calls. Consult your video support team, if needed.

# Receive Calls While in Another Call Using a Touch10

## If Someone Calls You

If you already are in a call, you may accept another incoming call under certain circumstances.



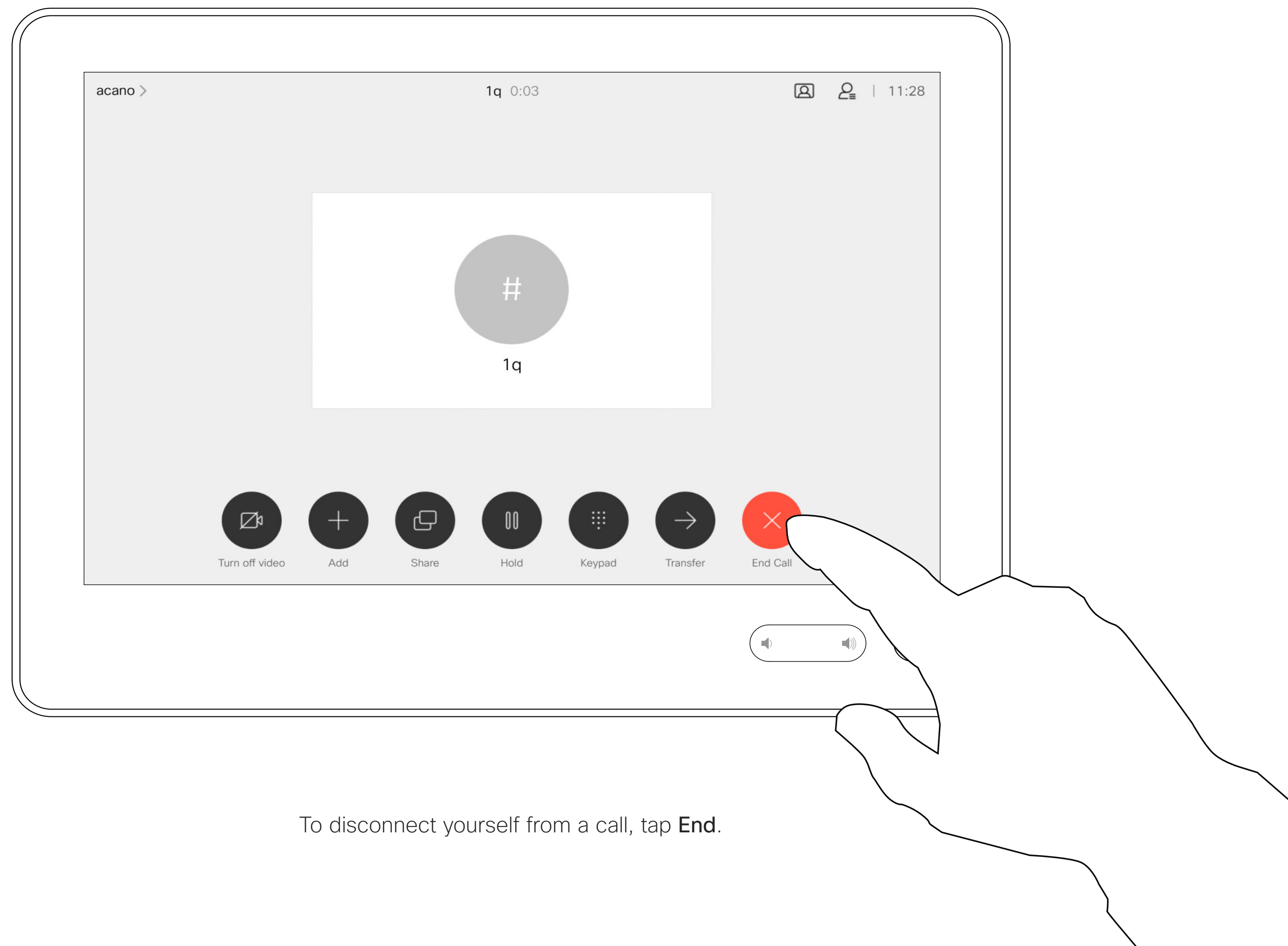
# Disconnect Yourself From Call Using a Touch10

## About Disconnecting Yourself

Tapping **End** in a call will disconnect yourself from a call. In a call with two parties only, this will then terminate the call.

In a conference call with multiple participants tapping **End** will terminate your participation only if you are a regular participant.

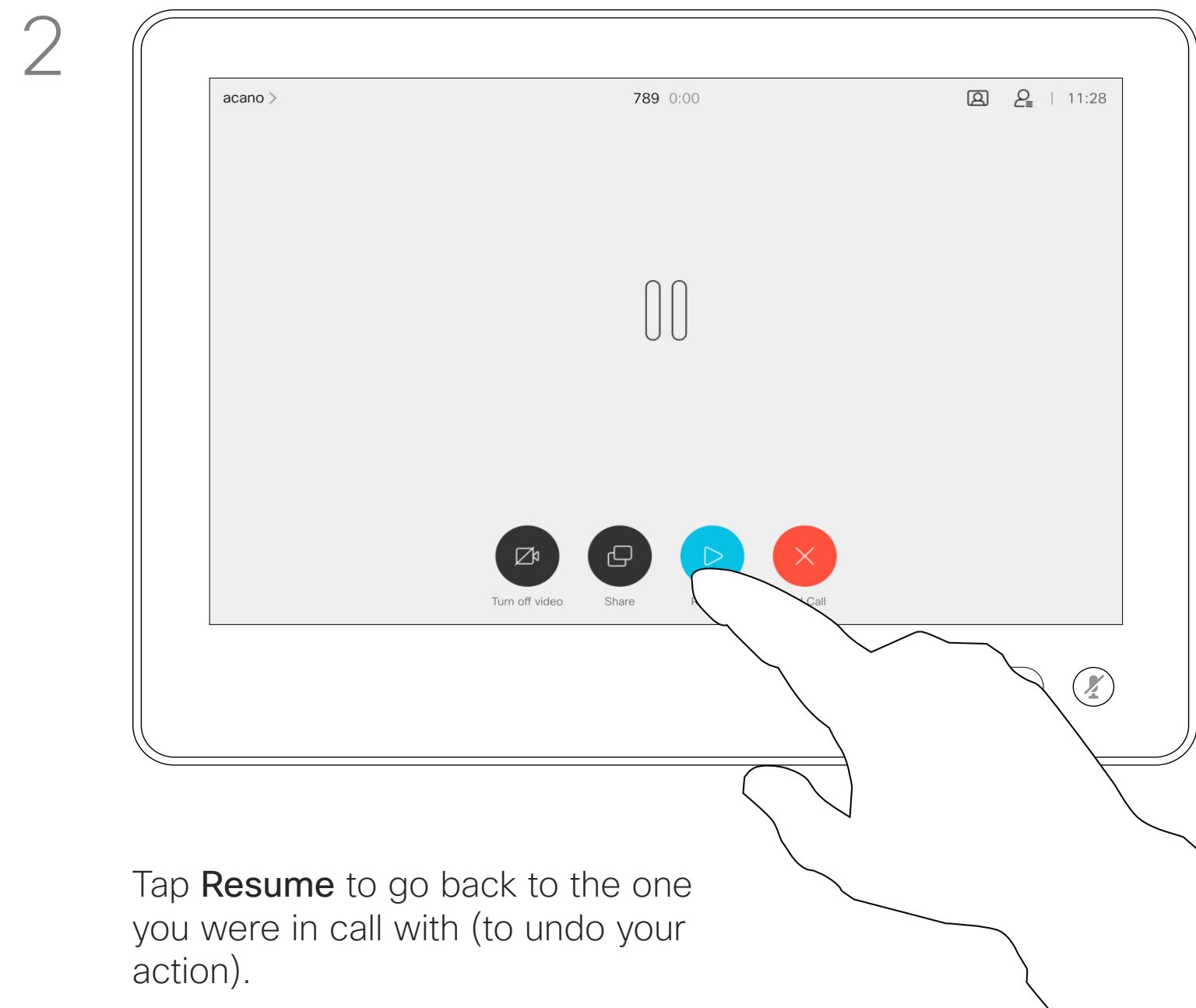
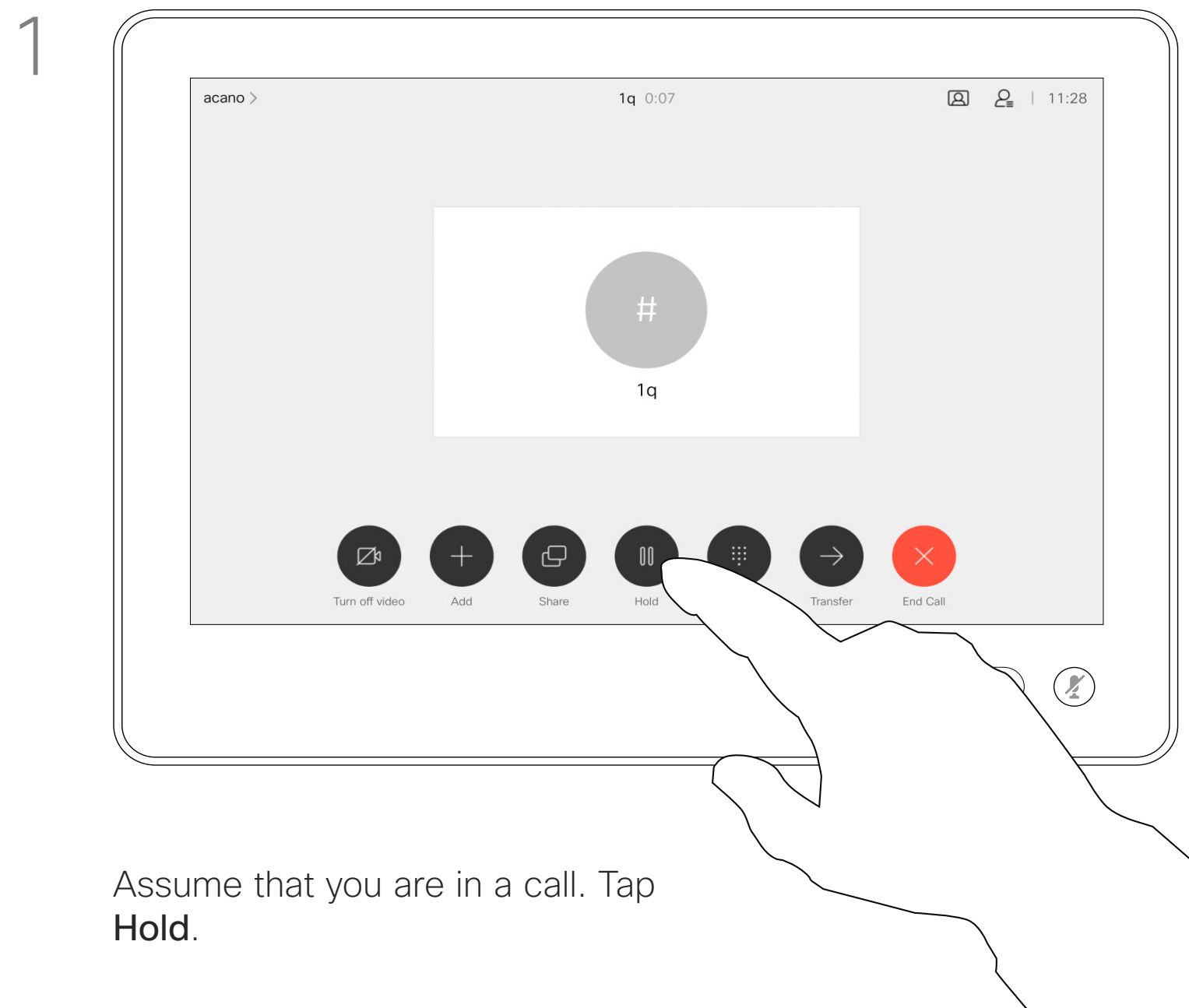
However, if you are the host of such a conference, tapping **End** will, for some types of conferences, cause the entire conference to terminate.



To disconnect yourself from a call, tap **End**.

# Put Call on Hold and Resume a Call on Hold Using a Touch10

## About Putting on Hold

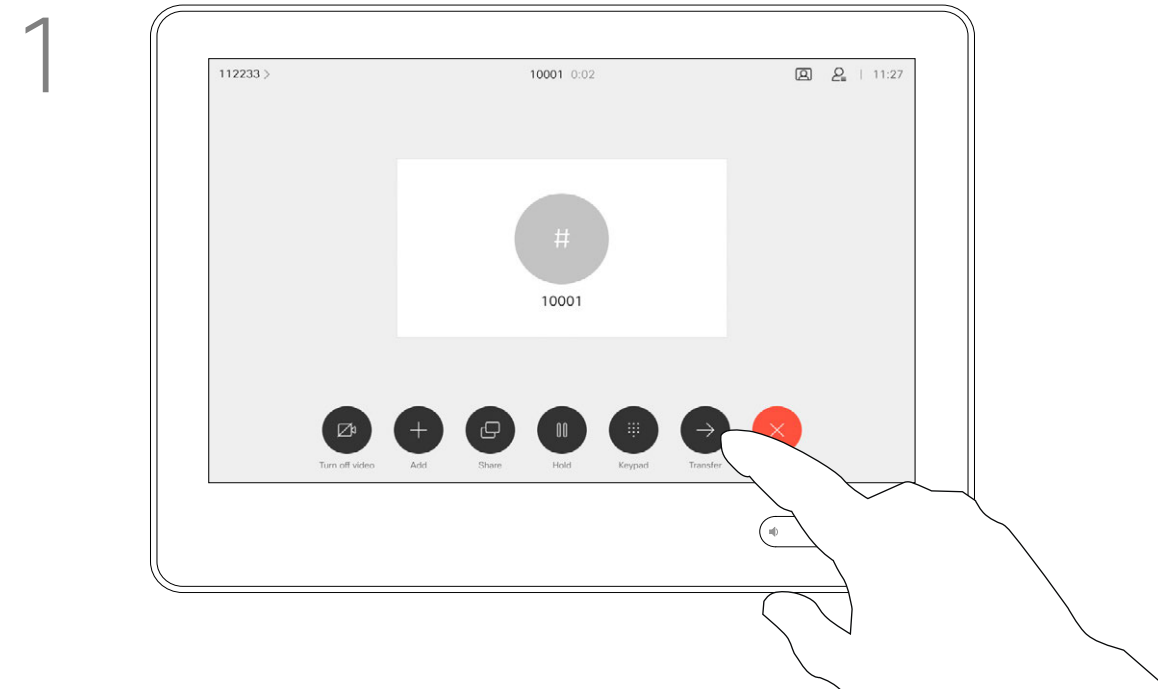


Putting someone on hold is typically something you do as an initial step when transferring someone to another person, but it may also be used when you need to consult a person, or as an alternative to muting where you will also include stopping the video transmission.

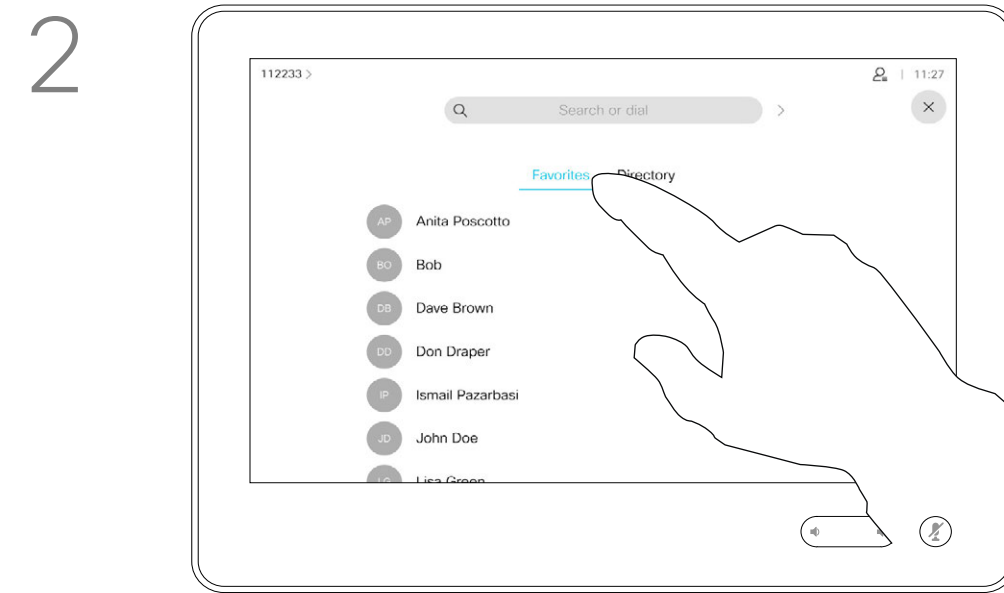
# Transfer an Ongoing Call Using a Touch10

## About Transfer

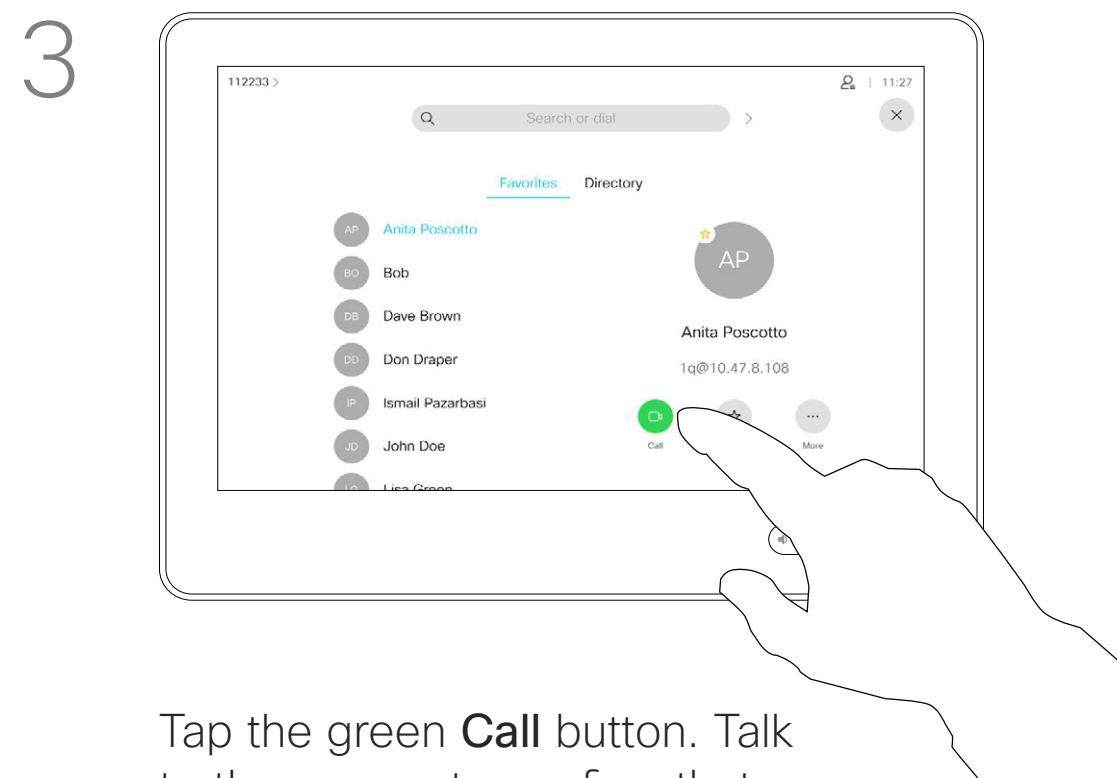
You may transfer an ongoing call to another person. Transfer is always consultative, i.e. you will be able to talk to the person you are going to transfer a call to, before you actually transfer the call.



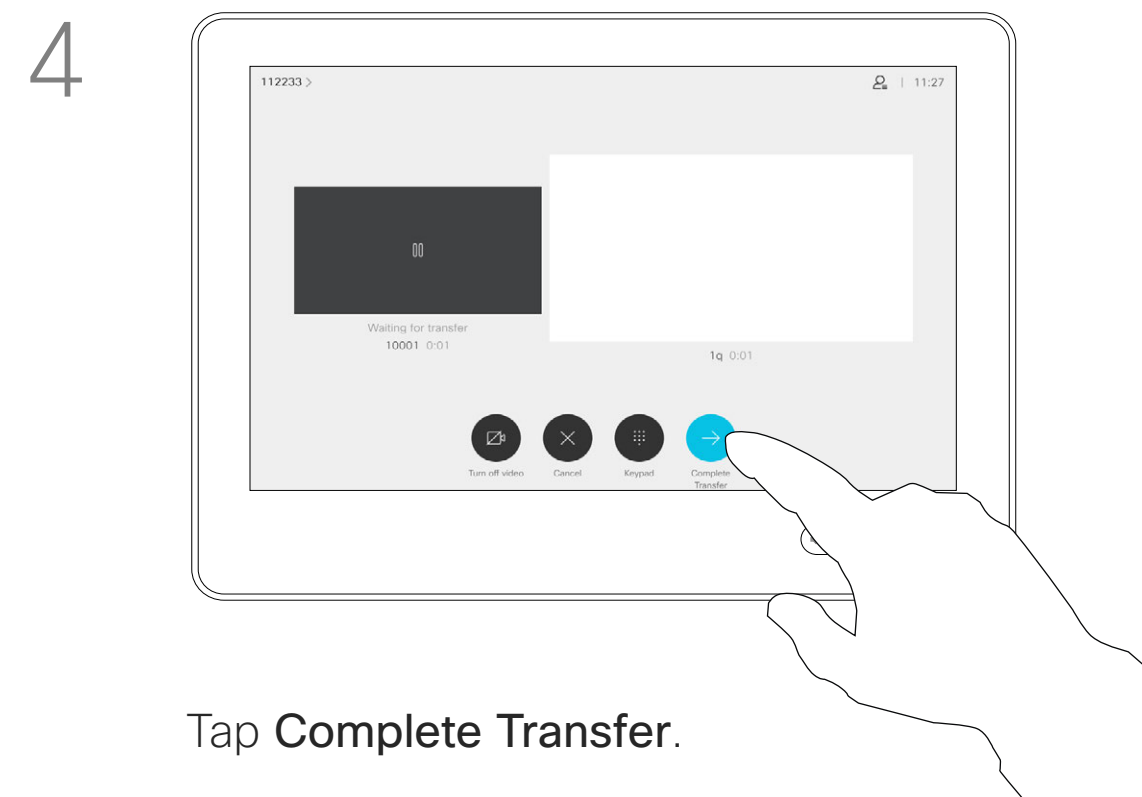
1 Tap the **Transfer** button. This will cause the current call to be put on hold.



2 Search for whom to call in the usual way.



3 Tap the green **Call** button. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.

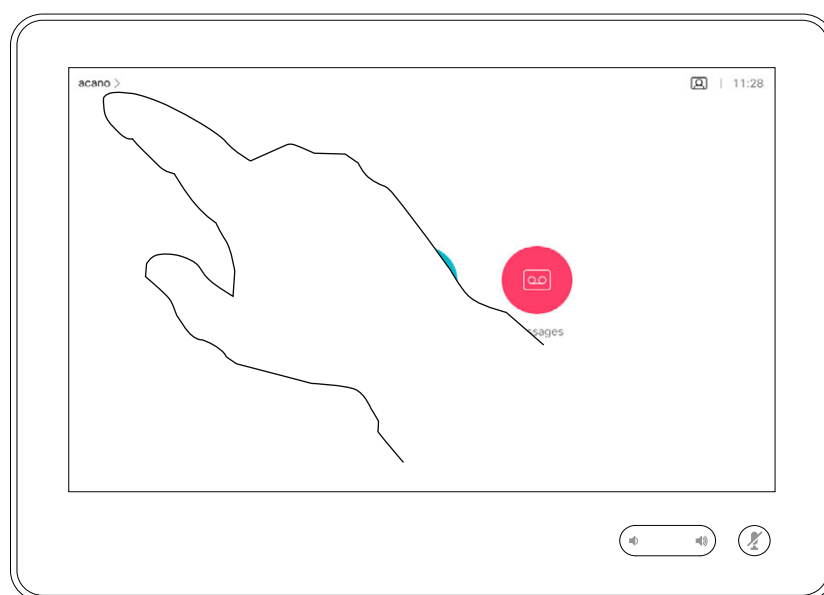


4 Tap **Complete Transfer**.

# Activate Do Not Disturb Using a Touch10

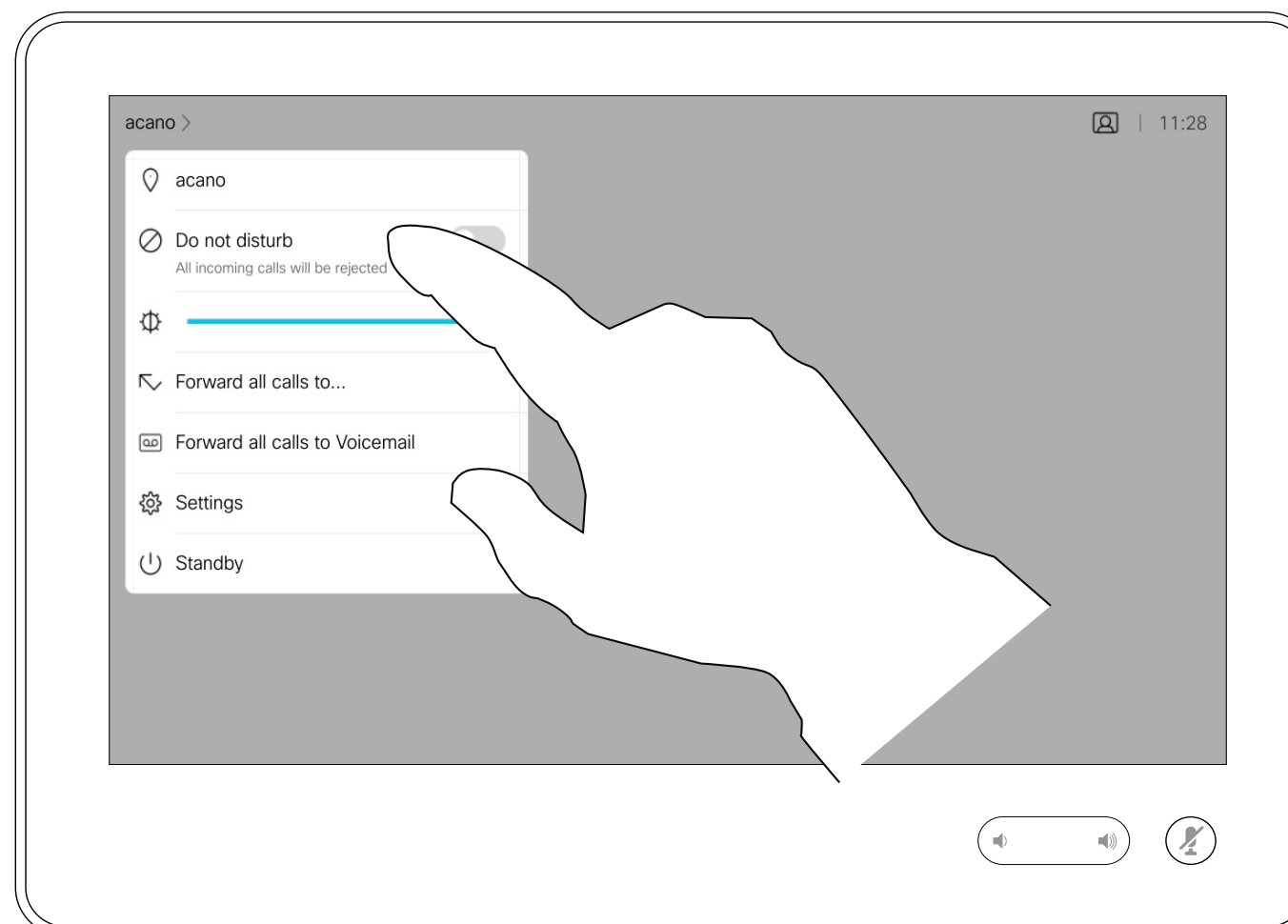
## About Do Not Disturb

1



Tap in the upper left corner, as shown.

2



Tap Do not disturb, as indicated. To deactivate the feature, repeat the procedure.

Your system can be set to not responding to incoming calls. You may, however, use it to call others as much as you want.

Your video support team may have set a time-out on this feature, after which the system will return to respond to incoming calls as usual. Default time-out setting is 60 minutes.

Note that your video support team may have disabled access to the set of menus and options shown.

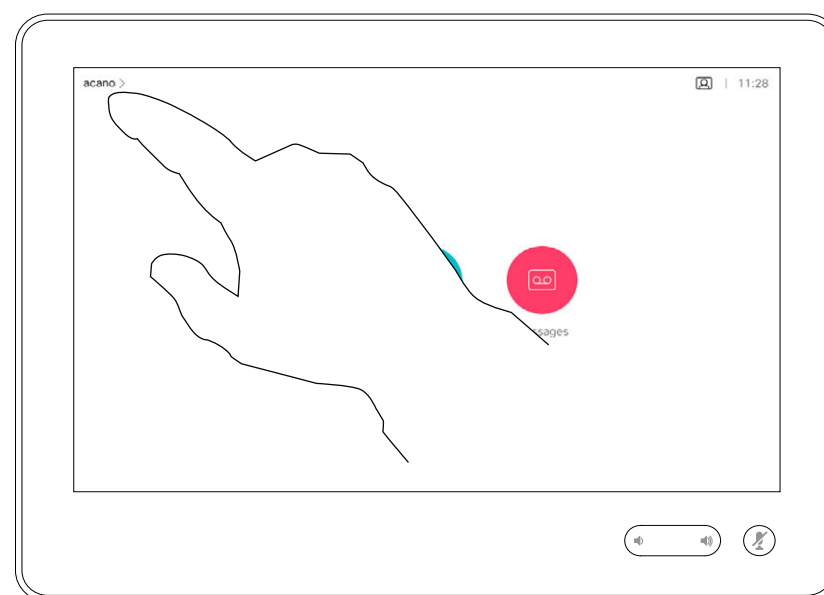
**Using Room Kit Mini as a USB camera.** If you have registered your Room Kit Mini, you may still use it as a USB camera together with a PC and a third-party video client. To avoid conflicts due to overlapping calls, the system will automatically be put in Do Not Disturb Mode. This cannot be changed by you.

If you choose to use the Room Kit Mini as an unregistered device, the above will not apply, since no overlap of calls will be possible.

# Automated Forwarding of All Calls Using a Touch10

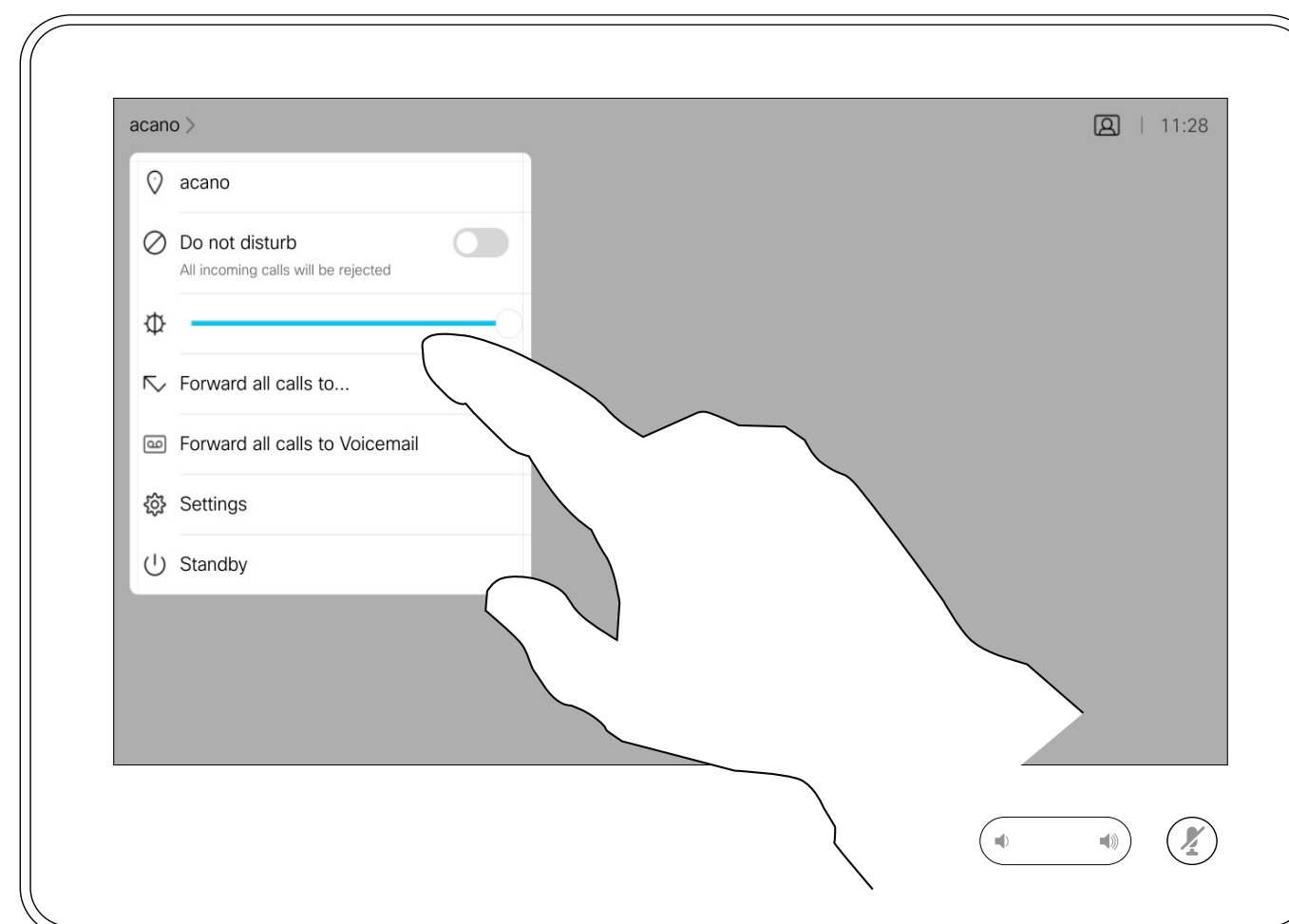
## About Forwarding Calls

1



Tap in the upper left corner, as shown.

2



You may now choose to forward all calls to either a receiver specified by you, or to your voicemail.

Your video support team may have activated the option of forwarding all calls received. You may then choose between voicemail and a receiver appointed by you.

If you tap **Forward all calls**, the familiar **Call** menu will appear letting you specify whom to receive your calls.

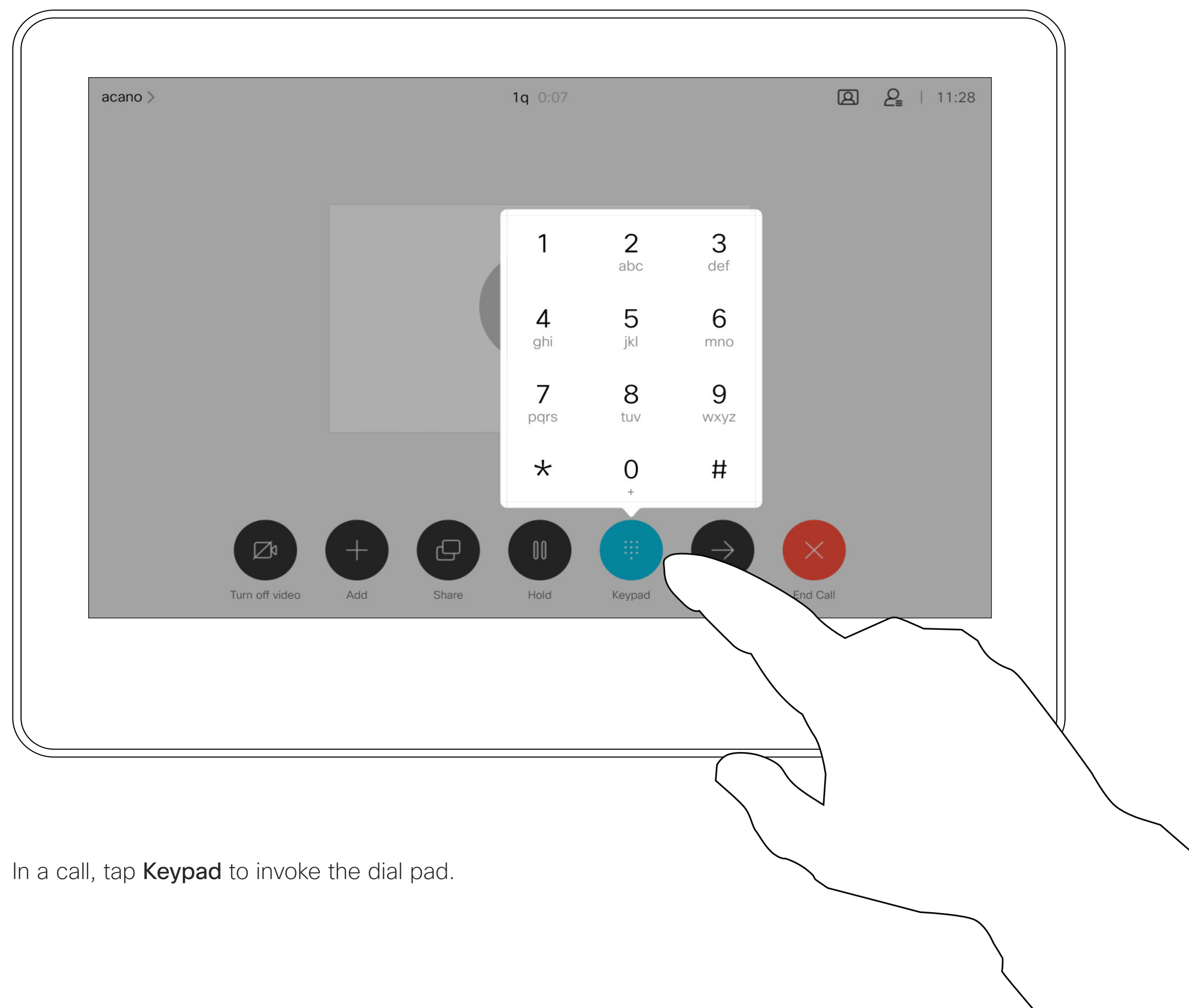
Note that your video support team may have disabled access to the set of menus and options shown.

# View Keypad While in a Call Using a Touch10

## Using Keypad in a Call

In a call you may get prompted to submit numbers to be able to reach an extension or otherwise gain entrance to something (for example by means of a PIN-code).

To be able to submit this you will need to invoke the keypad on the touch screen.

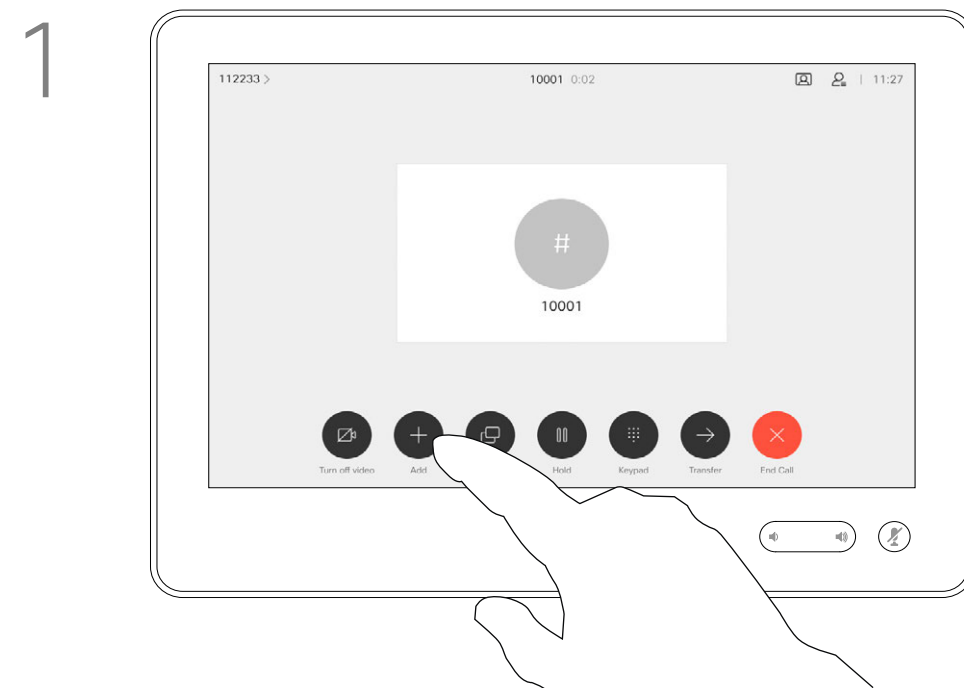


In a call, tap **Keypad** to invoke the dial pad.

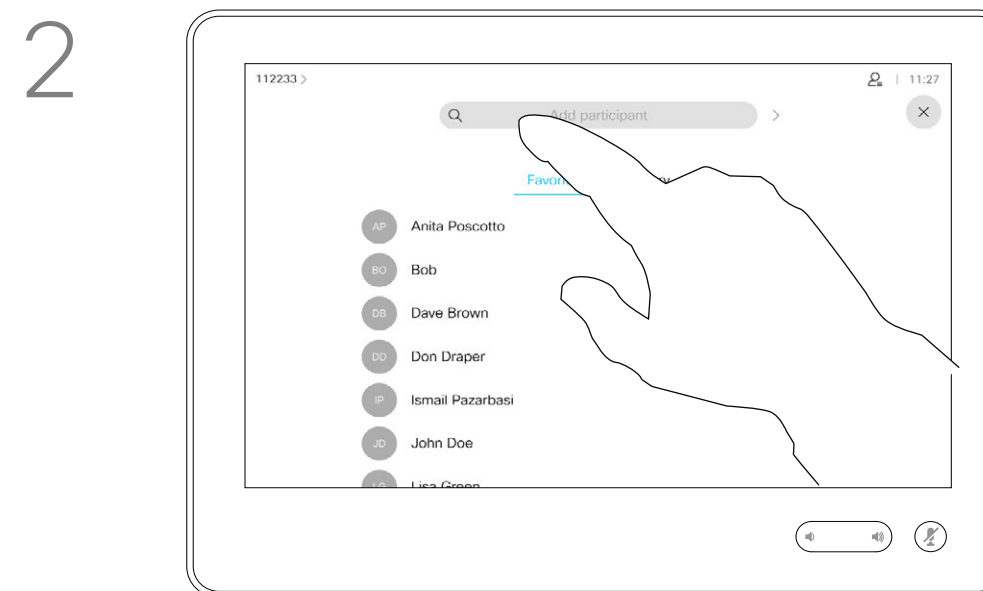


# Add Additional Participants to Existing Call Using a Touch10

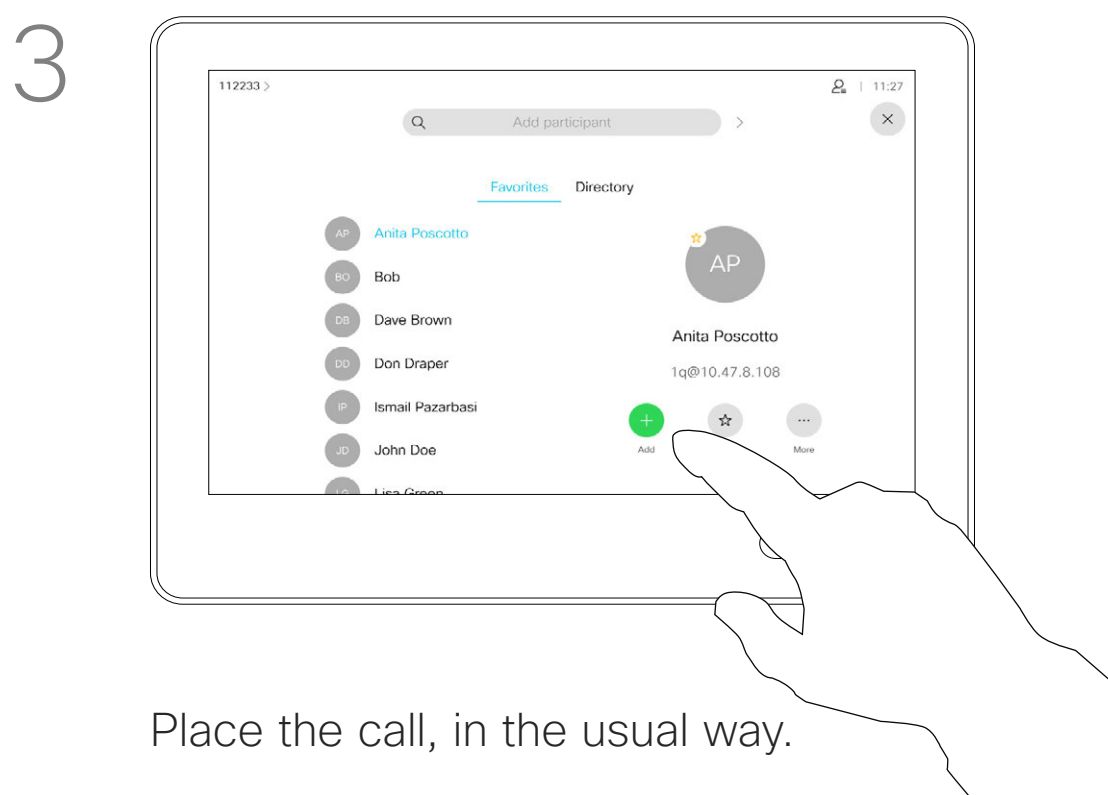
## About Video Conferences



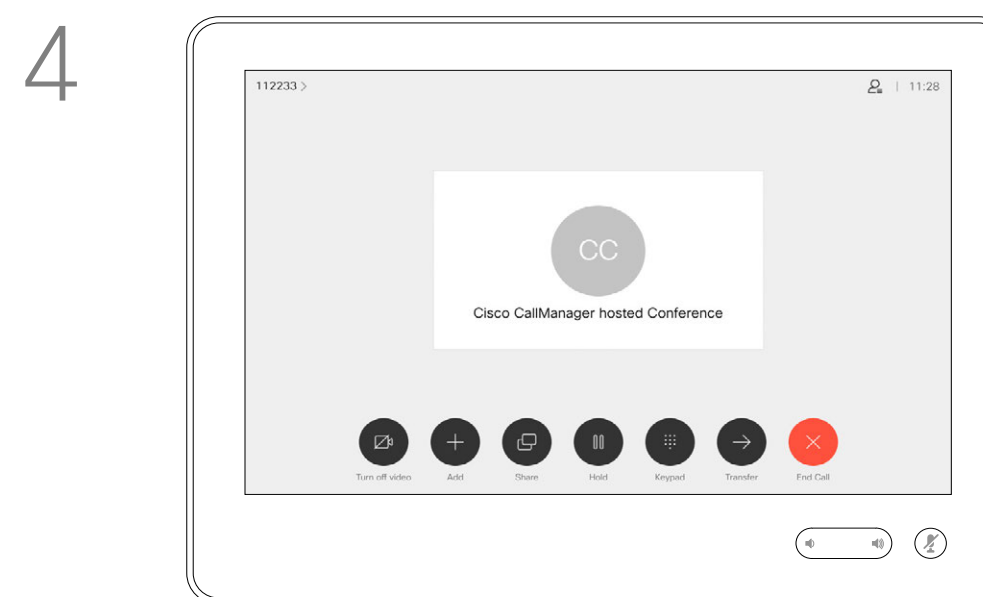
1 Assume that you already are in a call. This call may have been initiated by you or by someone else (someone called you). Tap **Add**.



2 Locate whom to call, in the usual way.



3 Place the call, in the usual way.



4 This new call will now be added to the existing and you have now established a conference.

You may repeat this procedure to the extent permitted by your video infrastructure to add more participants.

Your video system network may be equipped with the capability to initiate a video conference with several participants.

The maximum number of participants supported by your video system will depend on system configuration and the video infrastructure. If in doubt, contact your video support team.

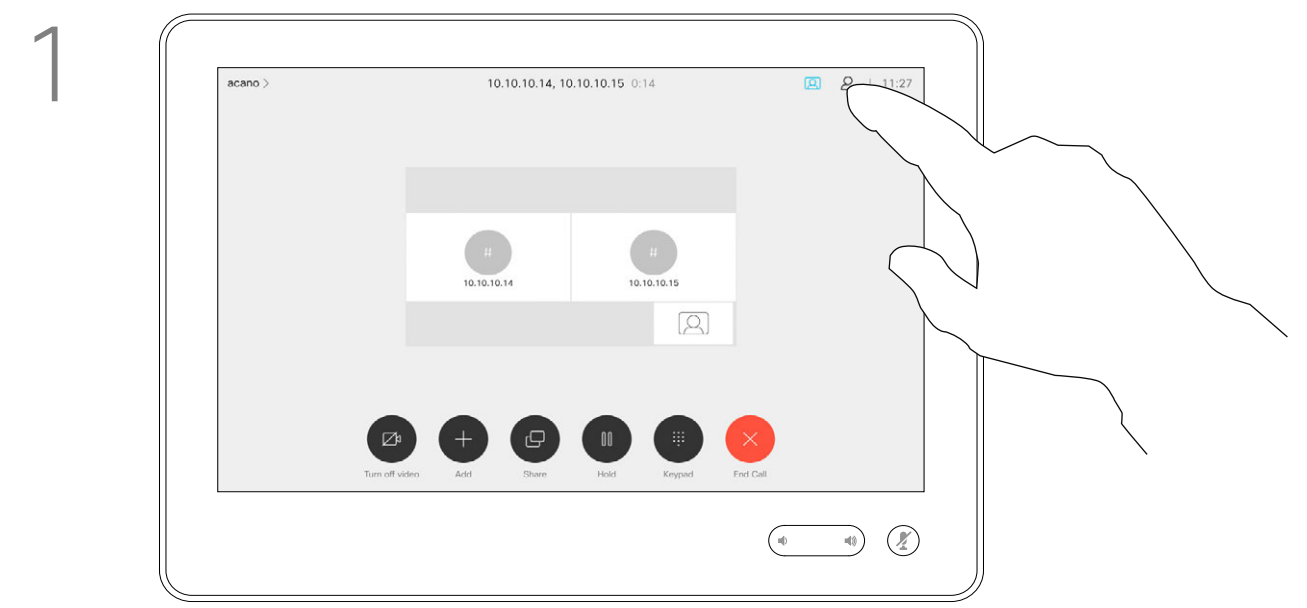
If you want to initiate a video conference, you must call each participant one by one.

# Disconnect a Participant From a Conference Using a Touch10

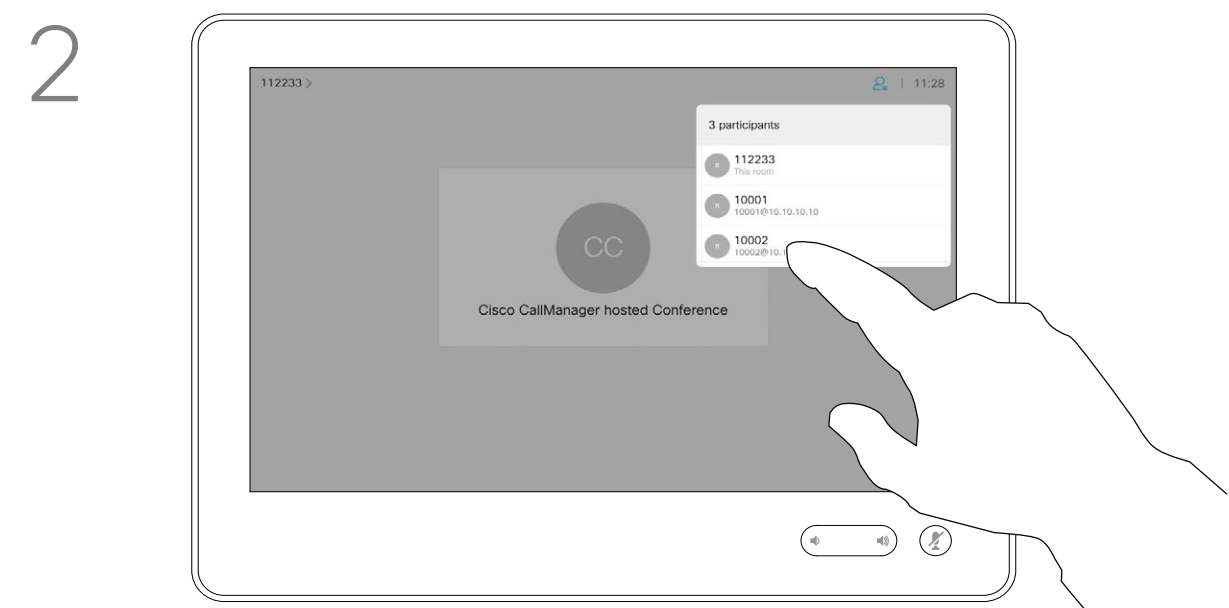
## About Video Conferences

The ability to conduct a video conference from your video system is an optional feature that may, or may not, be available for your system.

Note that you must be the host of the conference to be able to disconnect others from a conference.



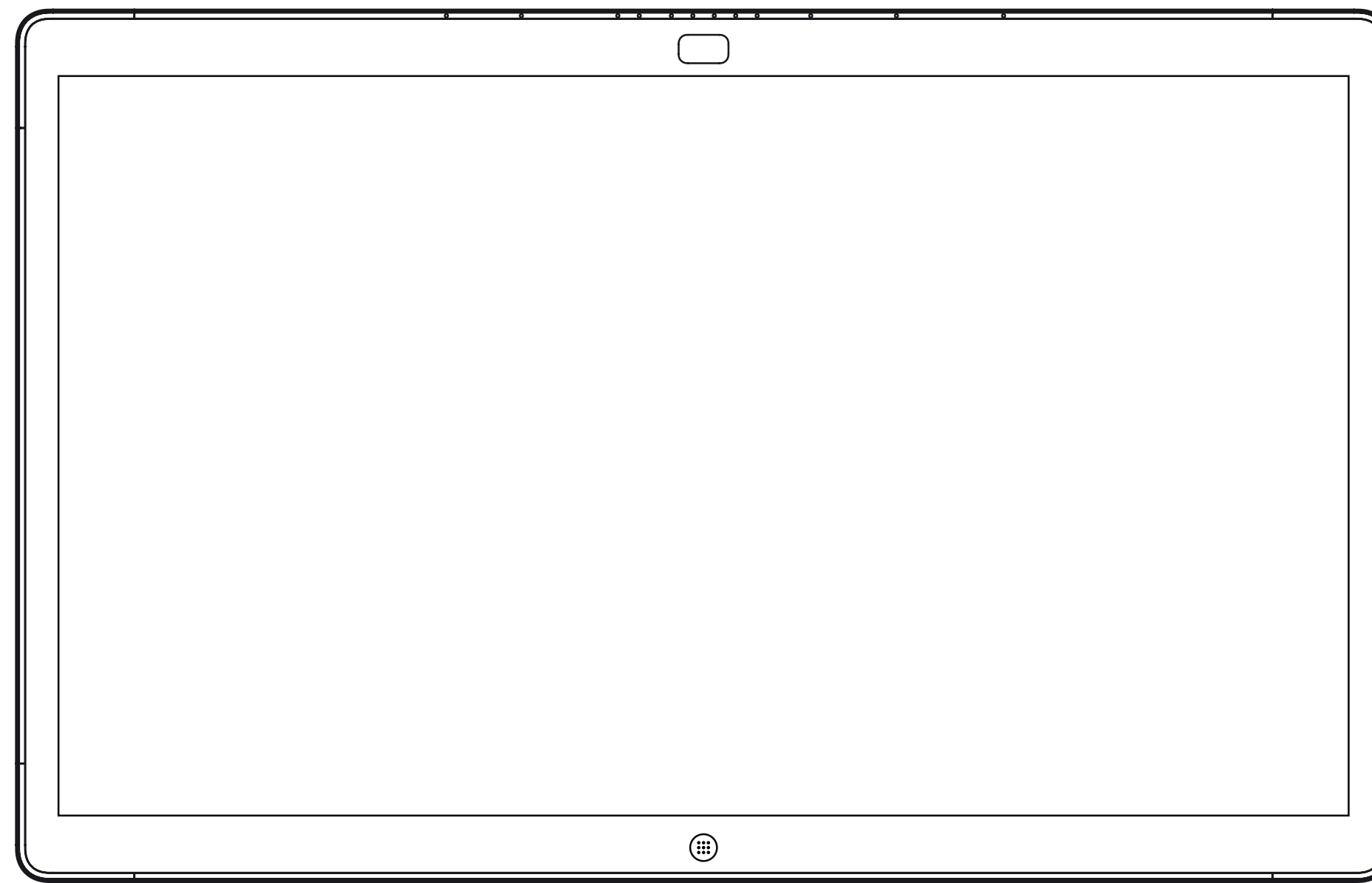
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



Tap the one you want to disconnect from the conference.



Tap **Drop**.

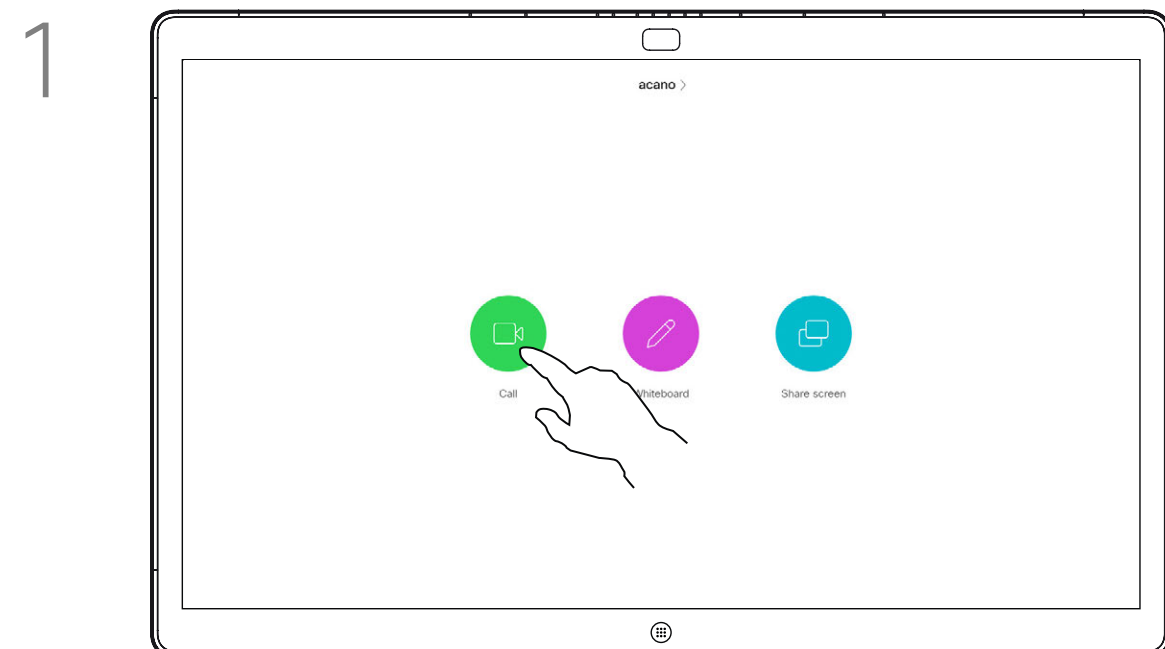


Webex Board

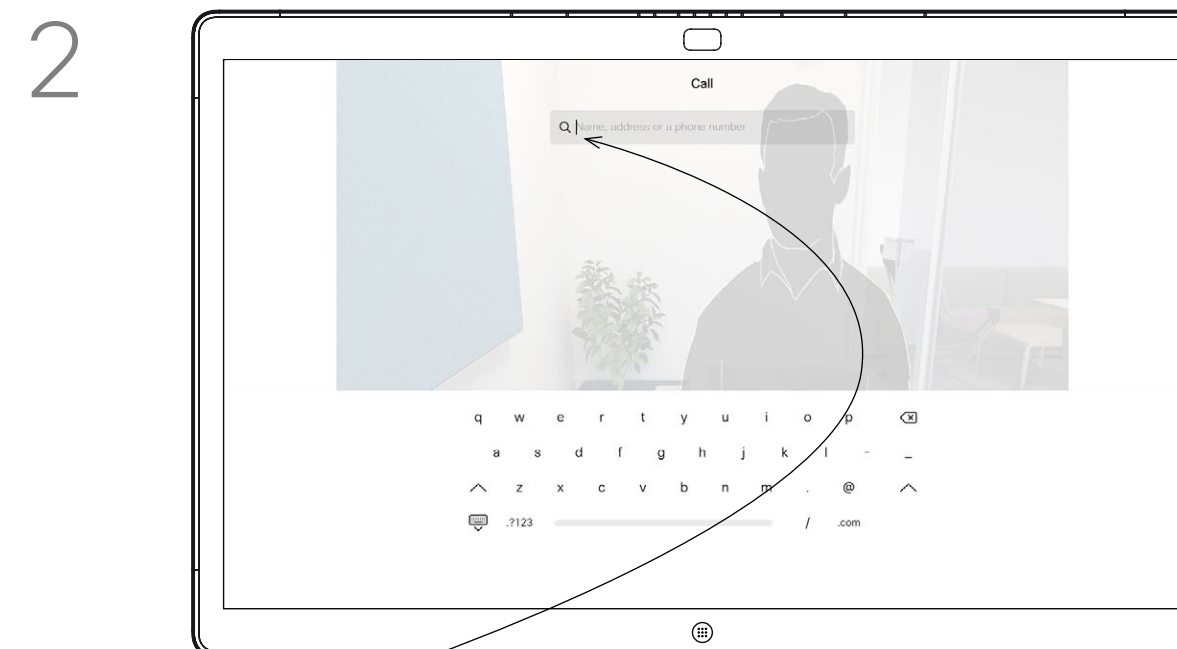
# Video Calls Using a Webex Board

# Place Call Using the Webex Board

## About Placing Calls



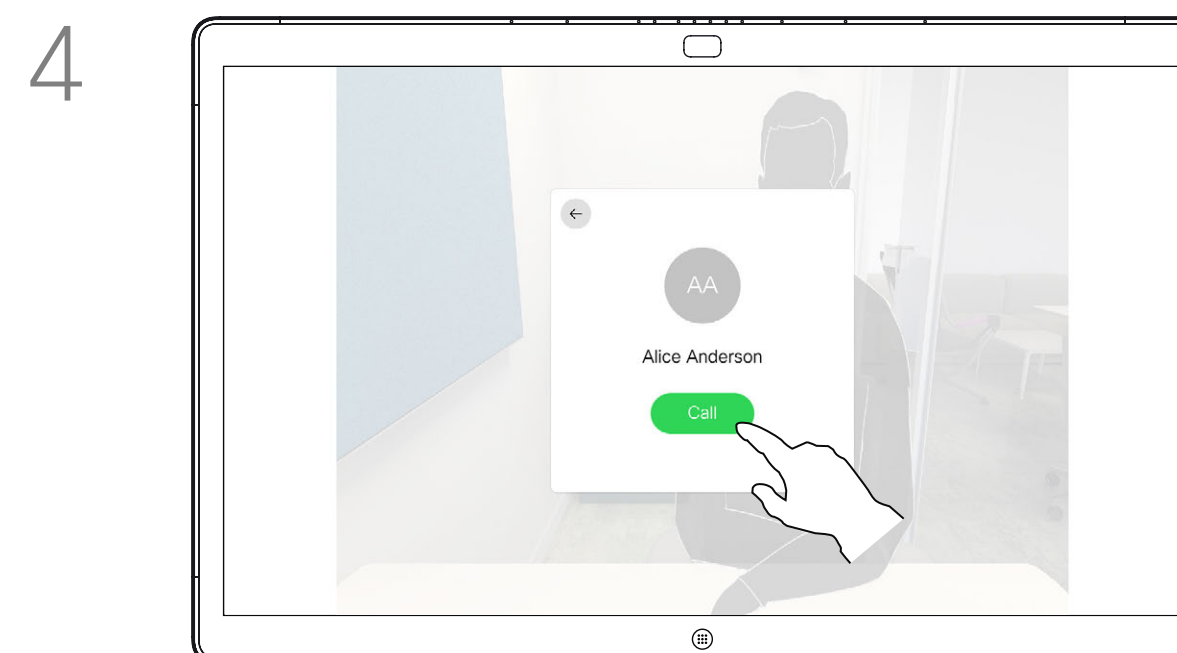
Tap the **Call** button.



A cursor will appear in the text input field and the virtual keyboard will be invoked.



Key in a name, number or address. Possible matches and/or suggestions will appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.

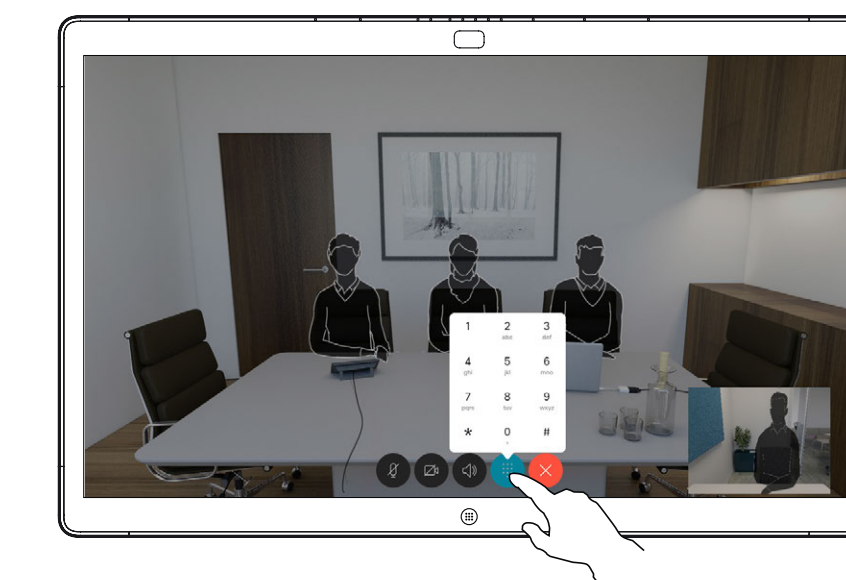


When you have typed or located whom to call, tap the name and then tap the green **Call** button to place the call.

Anyone listed in your phonebook, or that you have previously called, or who has called you, will appear in the suggested list of possible matches, which appears as you type. The Webex Board does not discriminate between Recents, Favorites or Phonebook entries, but treats them all in the same way.

Recents/Favorites/Phonebook functionality requires a Touch10 connected to the Webex Board.

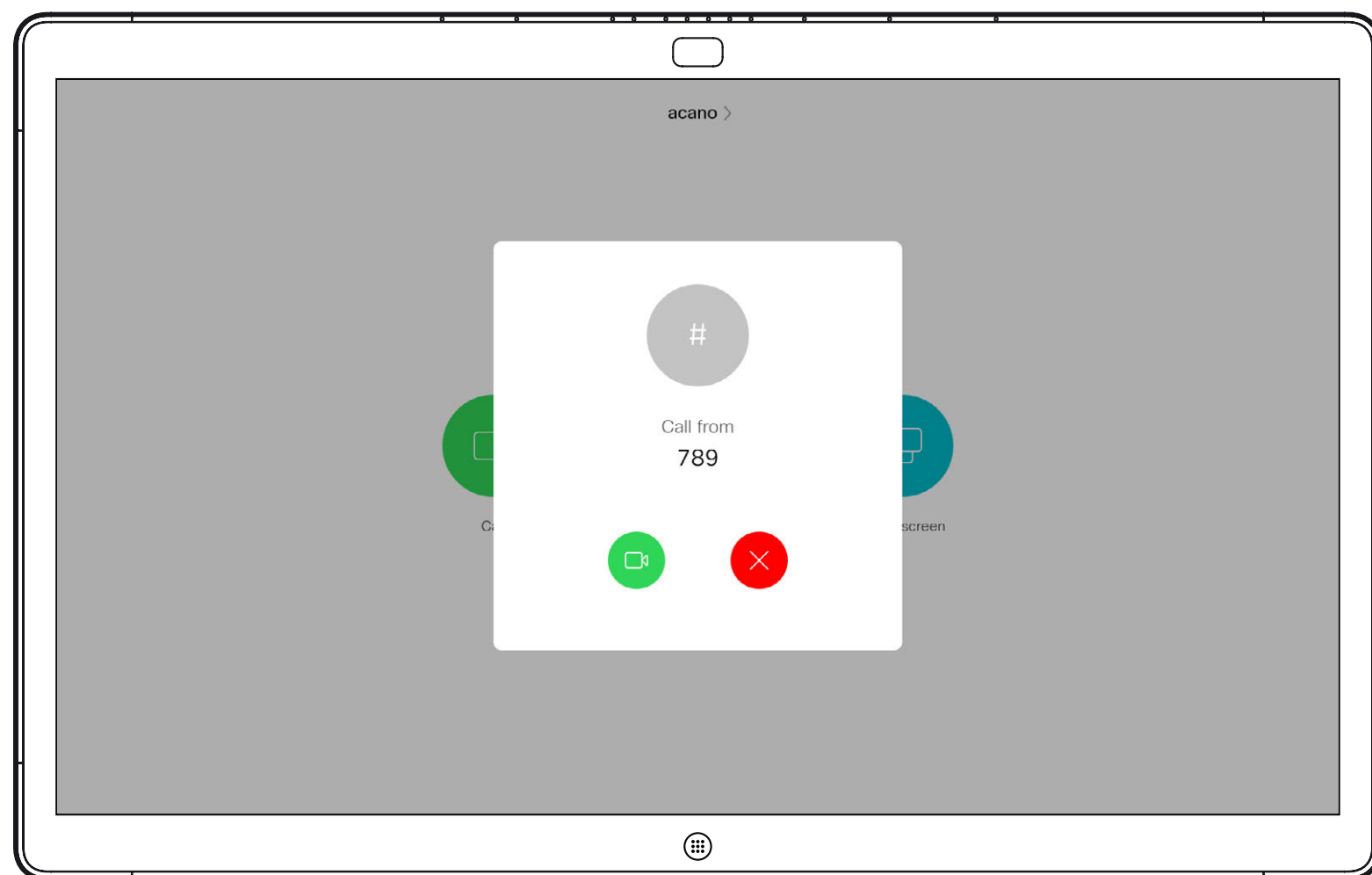
Sometimes you may be urged to enter numbers during a call, typically to reach extensions or to provide a pin code. For this you will need a numerical keypad.



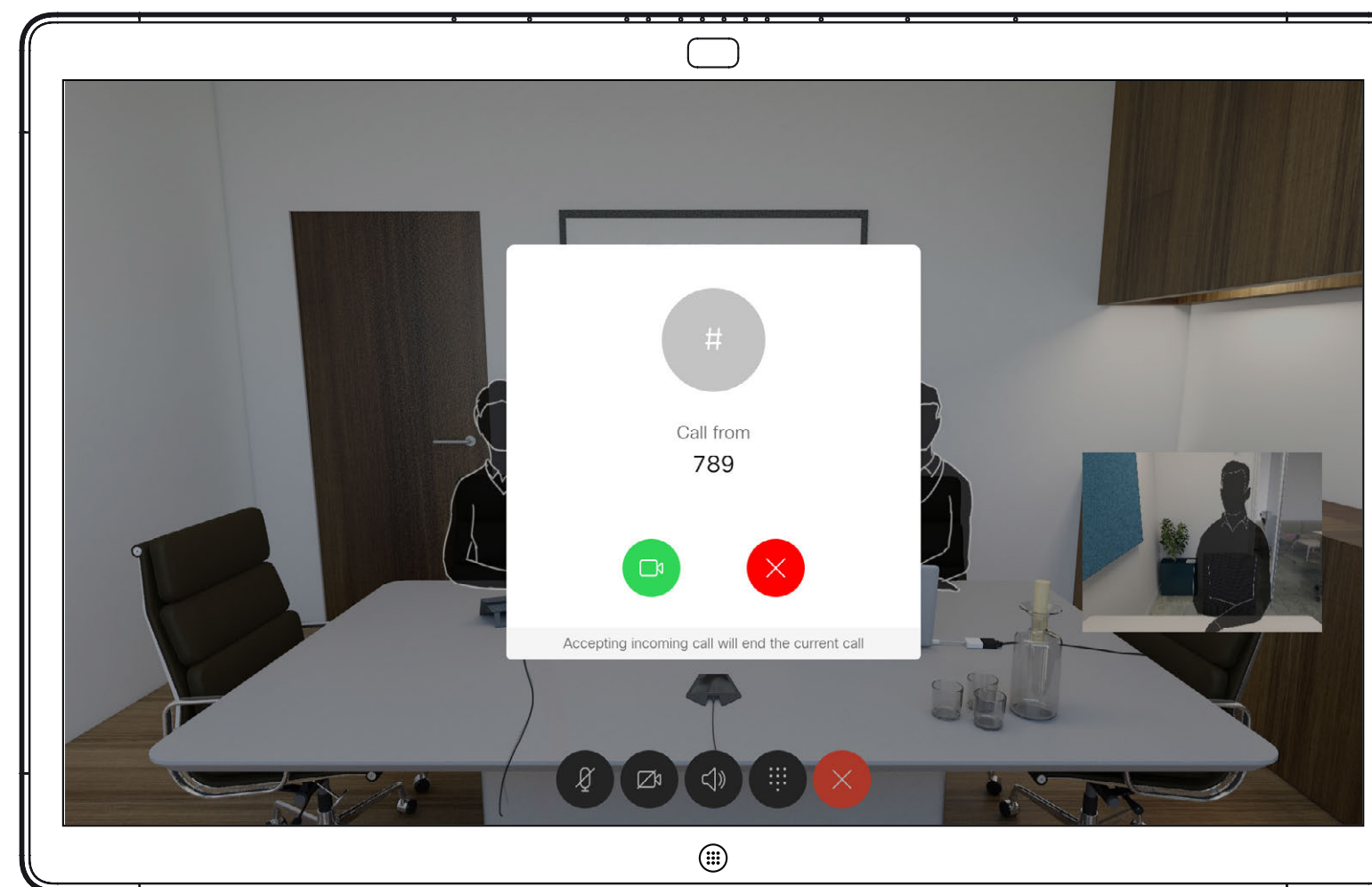
In a call tap the screen to produce the buttons as shown. Then tap the blue button to produce the numerical keypad.

# Receive Calls Using the Webex Board

## If Someone Calls You



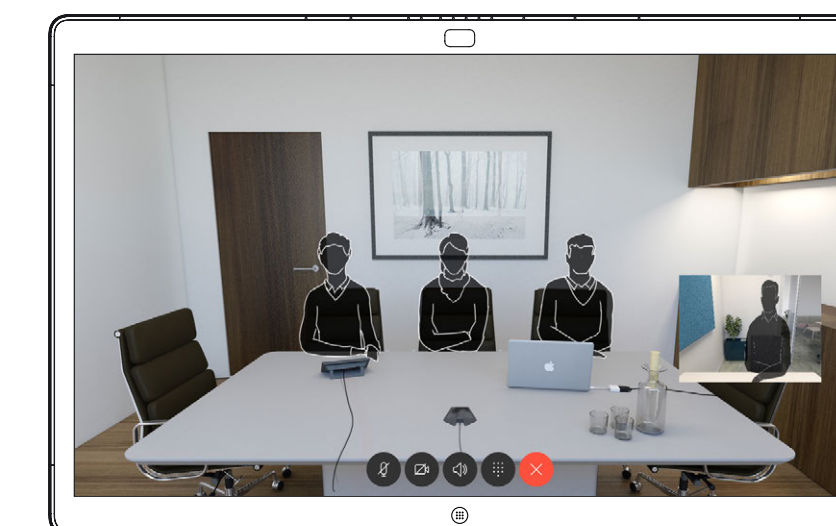
Incoming call when you are not in a call. Tap the green button (left) to accept and the red button (right) to reject.



Incoming call when you are already in a call. Tap the green button (left) to accept and the red button (right) to reject.

- If someone calls you, you may accept, decline or ignore the call.
- If you decline the call, busy information will be sent to the calling party.
- If you ignore the call, the calling party will perceive this as if you were absent (you did not pick up the call).

**Tip:** To make the screen look as shown below, during a call, just tap the screen.





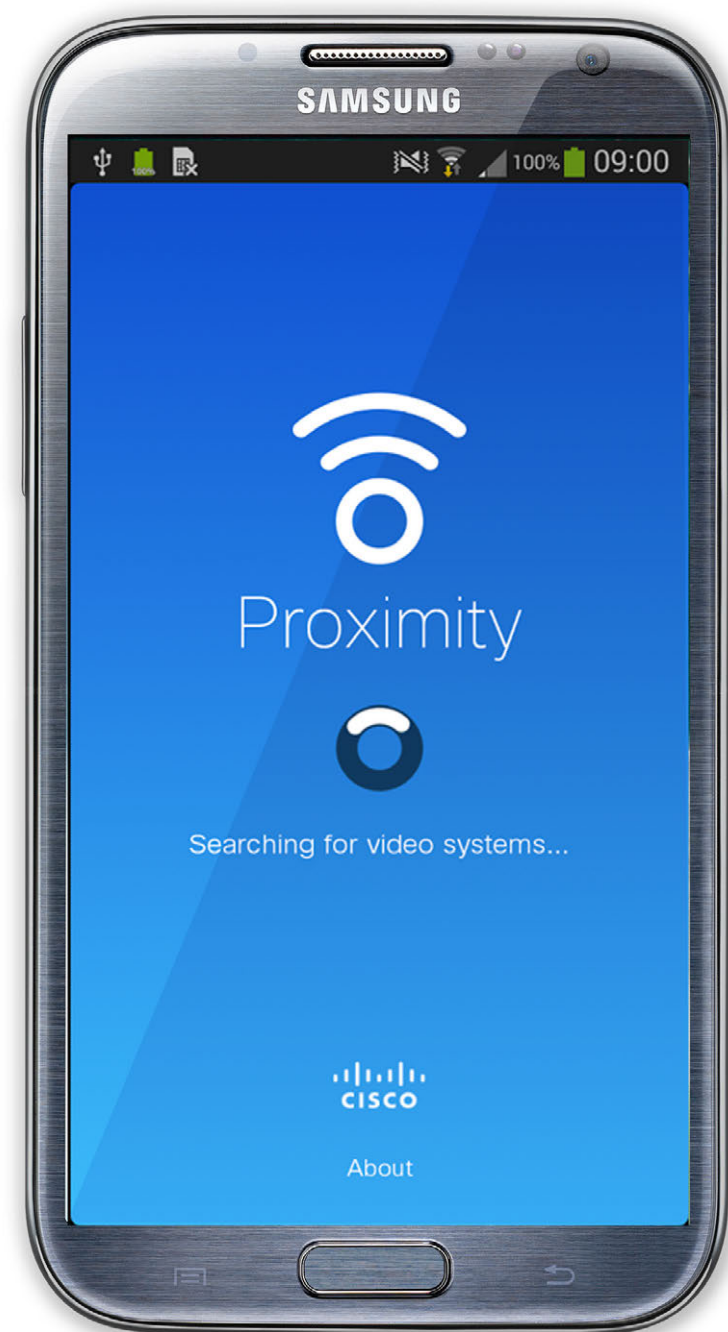
# Intelligent Proximity

# On the Cisco Proximity Ultrasound Signal

Cisco video systems emit ultrasound as part of the Proximity feature. Most people are exposed to ultrasound more or less daily in many environments, including industry, commercial applications and home appliances.

Even if airborne ultrasound may cause subjective effects for some individuals, it is very unlikely that any effects will occur for sound pressure levels below 75 dB. Guidelines for ultrasound exposure limits vary heavily between countries, but 75 dB is the lowest limit presently found for the frequency band around 20 kHz, which is where the Cisco proximity signal is emitted.

A good reference for this information is Health Canada's guidelines, [http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/safety-code\\_24-securite/index-eng.php#a2.2.2](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/safety-code_24-securite/index-eng.php#a2.2.2).



These guidelines state that sound pressure levels lower than 120 dB have not been demonstrated to cause hearing losses, neither permanently nor temporarily.

For Cisco video systems for group use with integrated loudspeakers the ultrasound sound pressure level is below 75 dB at a distance of 50 cm or more from the loudspeaker.

For Cisco video systems for personal use the ultrasound sound pressure level is below 70 dB at a distance of 20 cm or more from the loudspeaker.

For Cisco WebEx Boards the ultrasound sound pressure level is below 75 dB at a distance of 20 cm or more in front of the display. The level can be slightly higher right below the display due to the downward-facing loudspeakers.

In most practical cases the level at the ear of the user will be much lower than these max levels, due to loudspeaker directivity, distance attenuation, and high degree of high frequency absorption in typical rooms. The levels will range from what for audible sound would be typical background / ambient noise levels in meeting spaces up to so-called conversational levels of normal speech.

It is therefore deemed safe for humans to be continuously subjected to the proximity signal. Most people will not be aware of the presence of the signal, and suffer no effects from it. A few individuals with especially acute high frequency hearing can, however, be able to hear it, this is most likely to happen directly in front of and close to the loudspeaker.

It is obvious that animals like dogs will hear the proximity signal, since their frequency range of hearing is so much wider.

However, the effect of sound is also level dependent, and the level range of a dog's hearing is not significantly different from that of a human. The hearing threshold of dogs at 20 kHz can be as low as 0-10 dB, similar to the threshold of a human ear in its most sensitive frequency range.

Cisco has not done testing or qualification of the possible effects the signal can have on dogs. Due to the limited levels it is believed that while the signal is clearly audible it is not bothersome to dogs.

A dog in an office or meeting room will be subject to ultrasound at levels comparable to normal background noise, or at most conversational levels. There has been no reports of animals being bothered by the signals in the years we have had this feature in our products.

However, the question of ultrasound effect on dogs is fair, since dog repeller devices using ultrasound do exist. These devices typically claim to use discomforting, but not harmful ultrasound. Cisco does not have insight into dog repeller design, but scanning the specifications of such devices typically reveals that the exposure levels typically are 100 dB and upwards.

For solutions using Cisco video codecs with 3rd party loudspeaker systems Cisco is not able to control the ultrasound sound pressure level. In most cases the necessary loudspeaker sensitivity and frequency response will result in levels below the 75 dB limit. However, if excessive external amplification is applied, or the loudspeaker system has an emphasized high-frequency response, levels in excess of the limit can be produced.

## About Proximity

The Intelligent Proximity feature allows you to share content from a computer wirelessly on the video system. Smart phones and tablets are also able to view the shared content directly on their own screens.

You can even use your own smart phone, tablets, PC or MAC to control calls on the video system.

### Observe the following:

You will need to download (free of charge) the Cisco Intelligent Proximity app from App Store or Google Play.

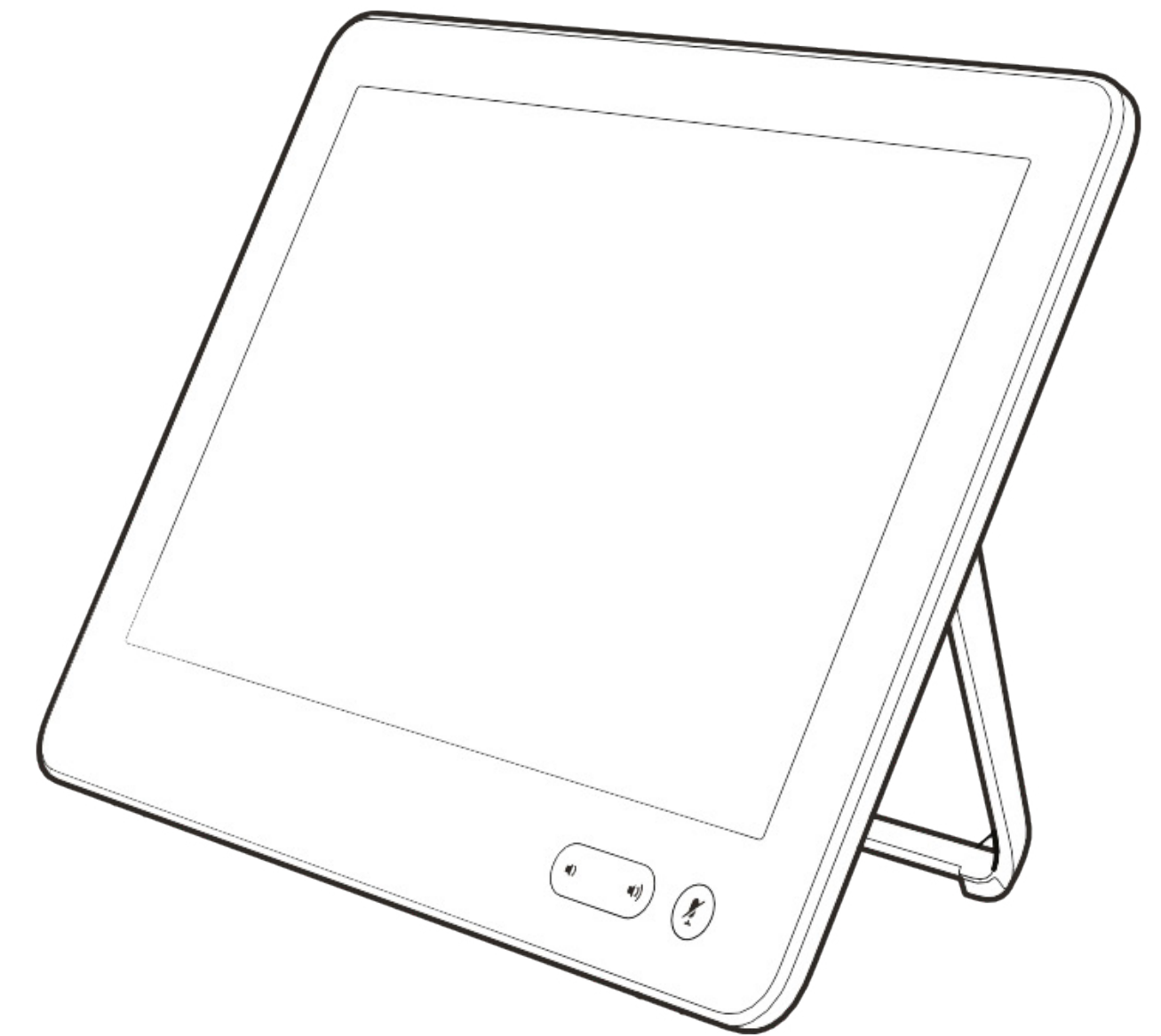
Windows or OS X users, go to <https://proximity.cisco.com/>.

Your video support team may have activated none of the features, all of them, or just a subset of them.

Intelligent Proximity makes use of ultrasound when connecting users (see more at left). Do not block the microphone of your computer, smart phone or tablet.

Intelligent Proximity has been designed not to work outside the meeting room when doors to the room are kept closed. You will need to be in close proximity of the video endpoint to use the feature.

When privacy dictates, always keep the meeting room entrance doors closed to avoid possible eavesdropping from adjacent rooms.

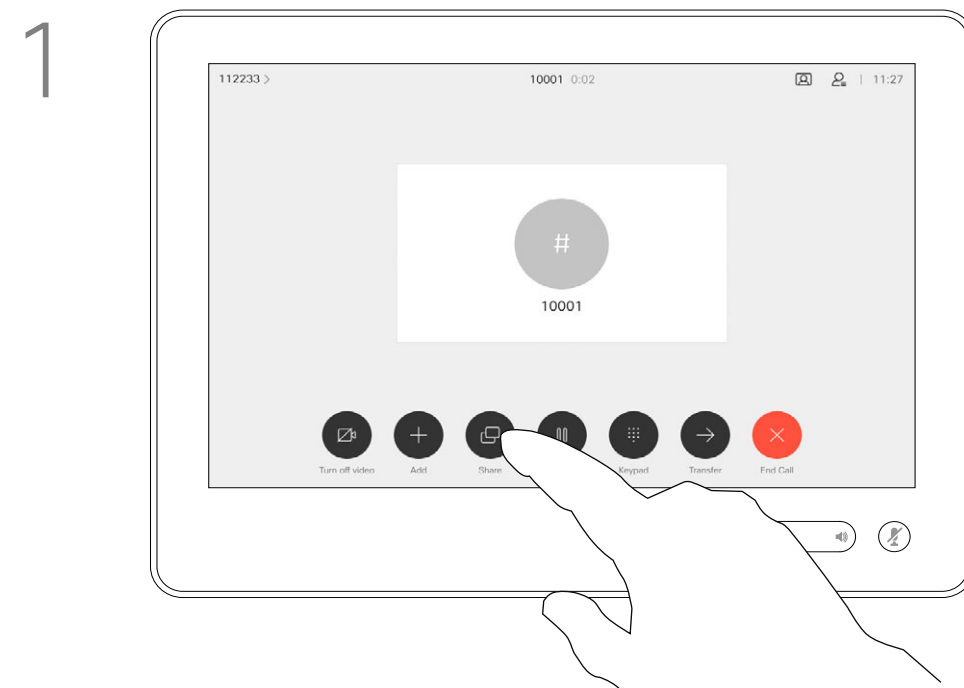


# Content Sharing Using Touch10

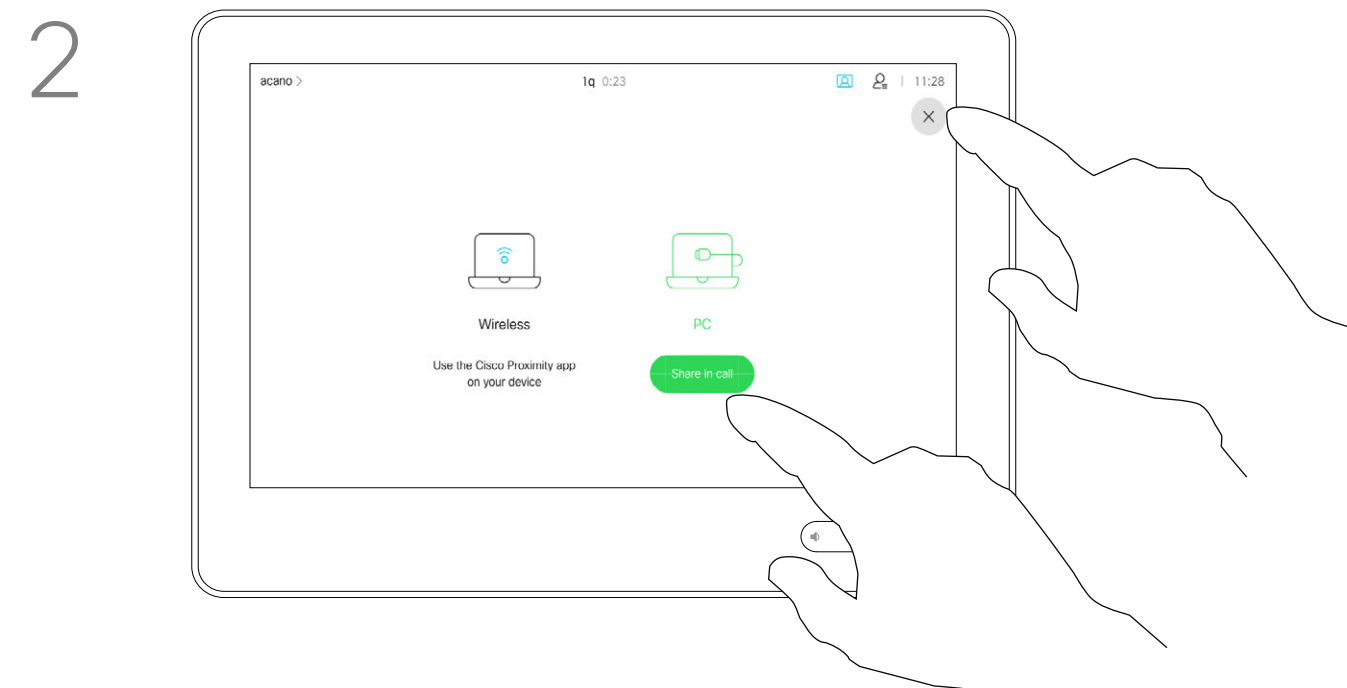


# Sharing Content In a Call Using a Touch10

## About Content Sharing

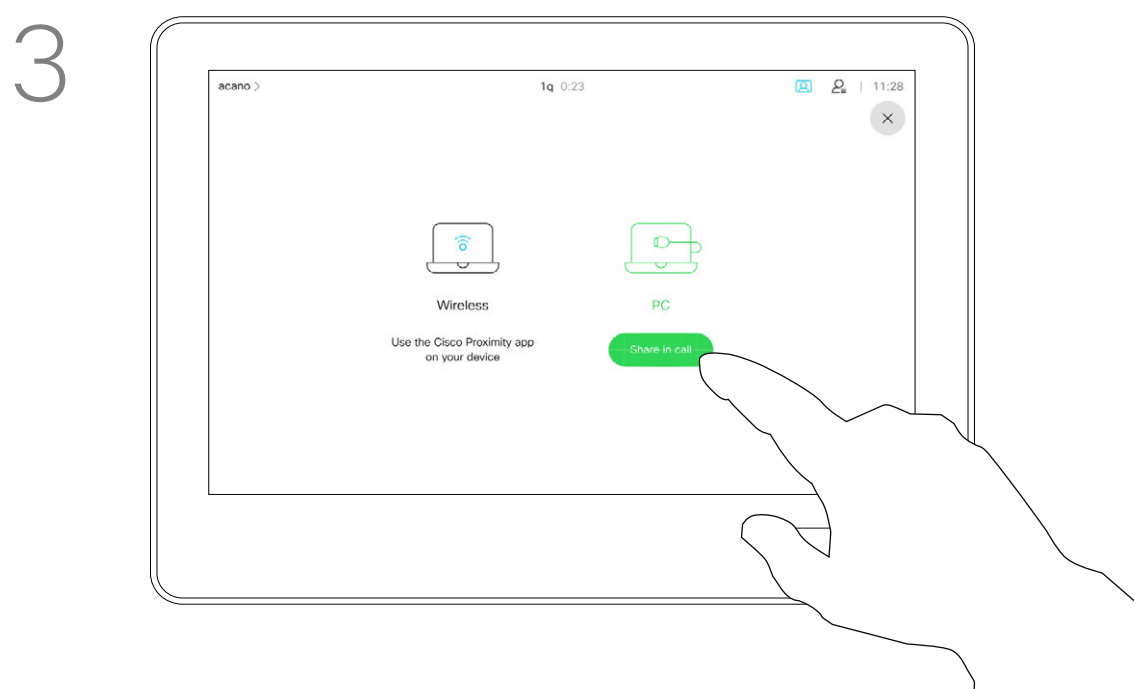


1 Connect the source to the video system with a suitable cable, make sure it has been switched on and tap **Share**.

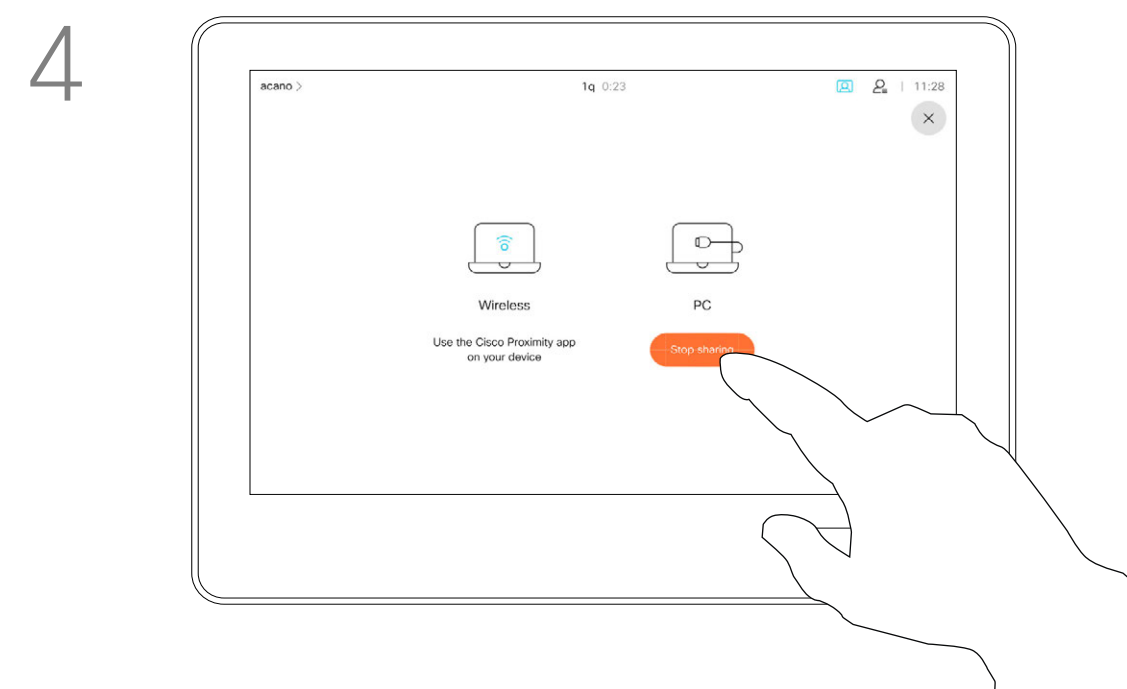


2 Tap **Local preview** to view the content to be shared on your own video system only. This will not be shared with the remote participants.

Tap the X in the upper right corner, as shown, to return to the previous display.



3 To discontinue the preview, tap **Stop preview**.  
To share content with the remote participants, tap **Share in call**.



4 To discontinue sharing content with the remote participants, tap **Stop sharing**.

Your video system supports the ability to show presentations in a video call.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the video system and you will be able to share content wirelessly.

Observe that you may change the layout of the screen during presentations, see the following pages for more on this.

**Note!** Your system may have been configured to let one of the video input connectors of your video system share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc.

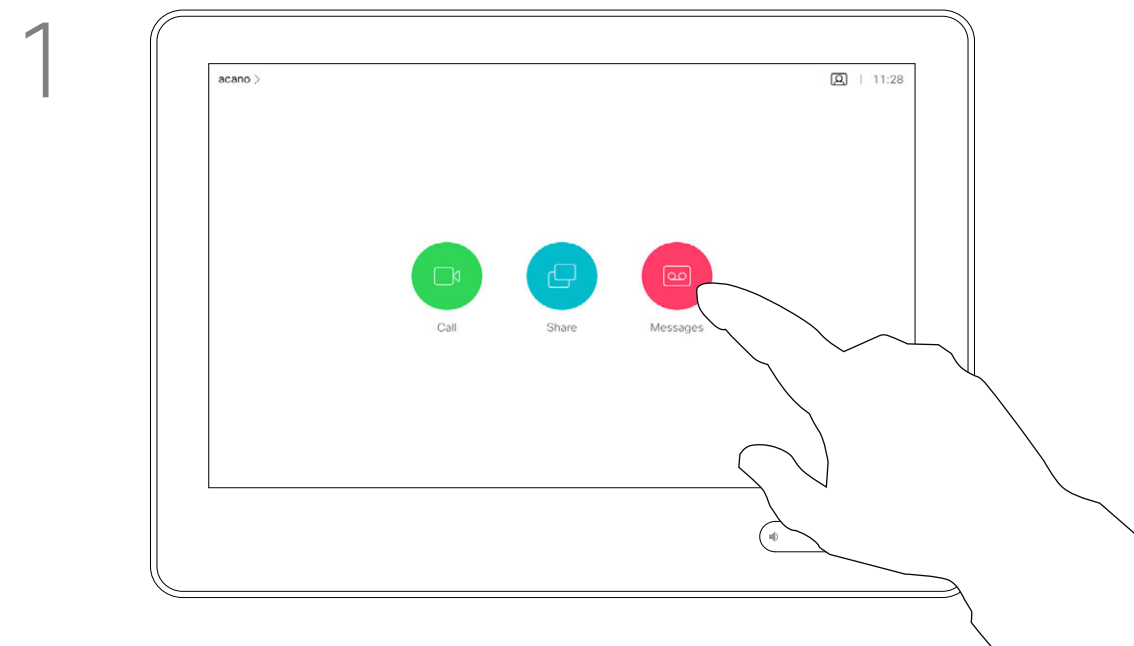
This feature is available outside calls only.

If you attempt to share content through this specific video connector while in a call, no content sharing will take place. Instead, the part of the screen normally allocated to content sharing will turn black in order to maintain the HDCP regime.

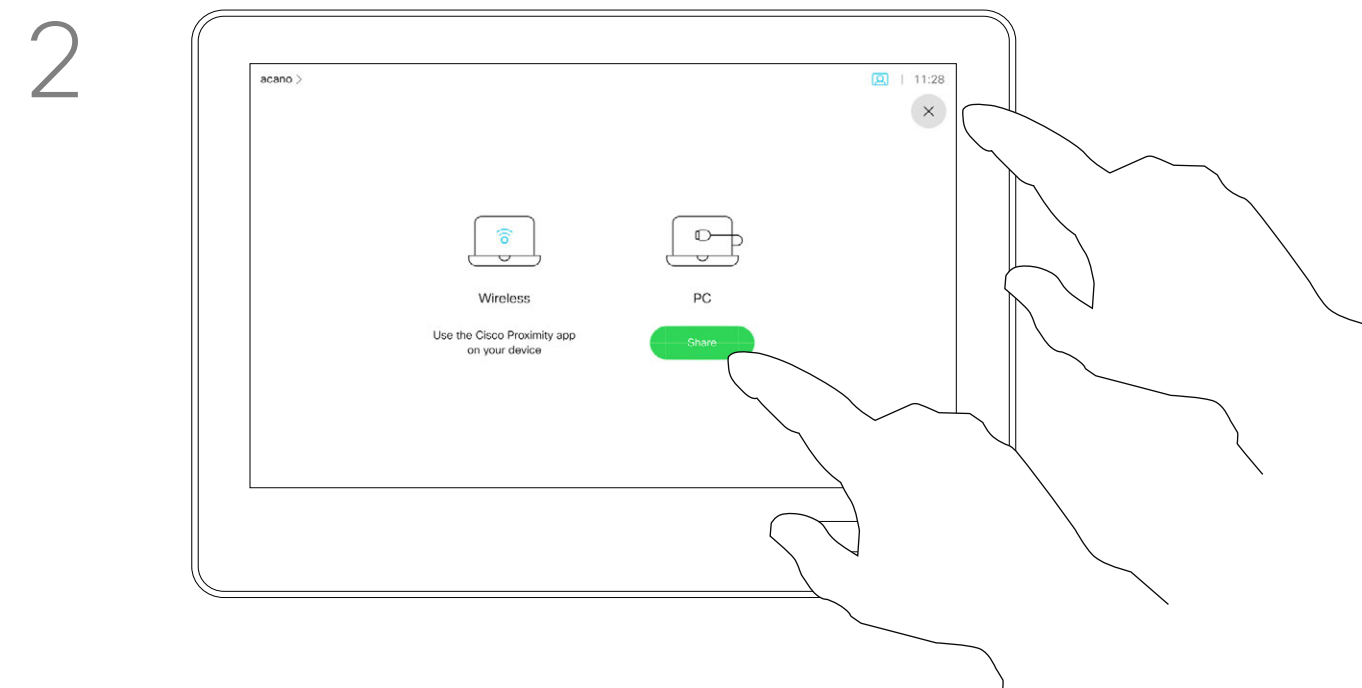
This will apply to any content you attempt to share in a call via this input connector—be it HDCP protected or not.

# Sharing Content Outside Calls Using a Touch10

## Local Content Sharing

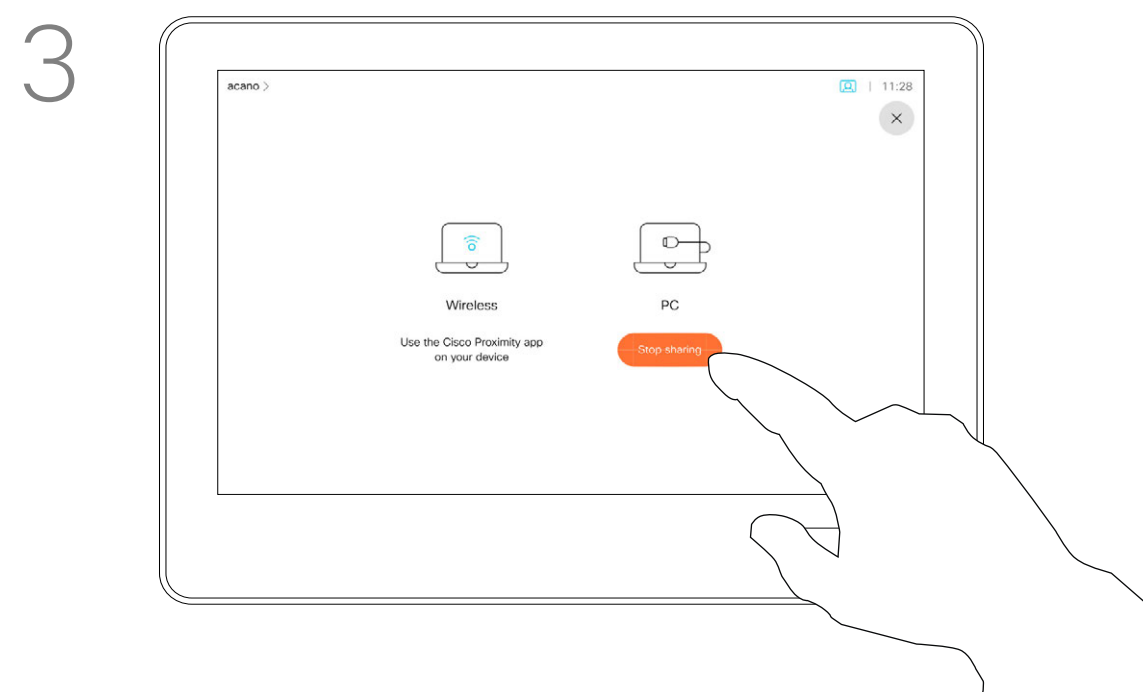


1 Connect the source device to the video system with a suitable cable, make sure it has been switched on and tap **Share**.



2 Tap **Share** to show the content on your video system's screen(s).

Tap the X in the upper right corner, as shown, to return to the previous display.



3 Tap **Stop sharing** to end the session.

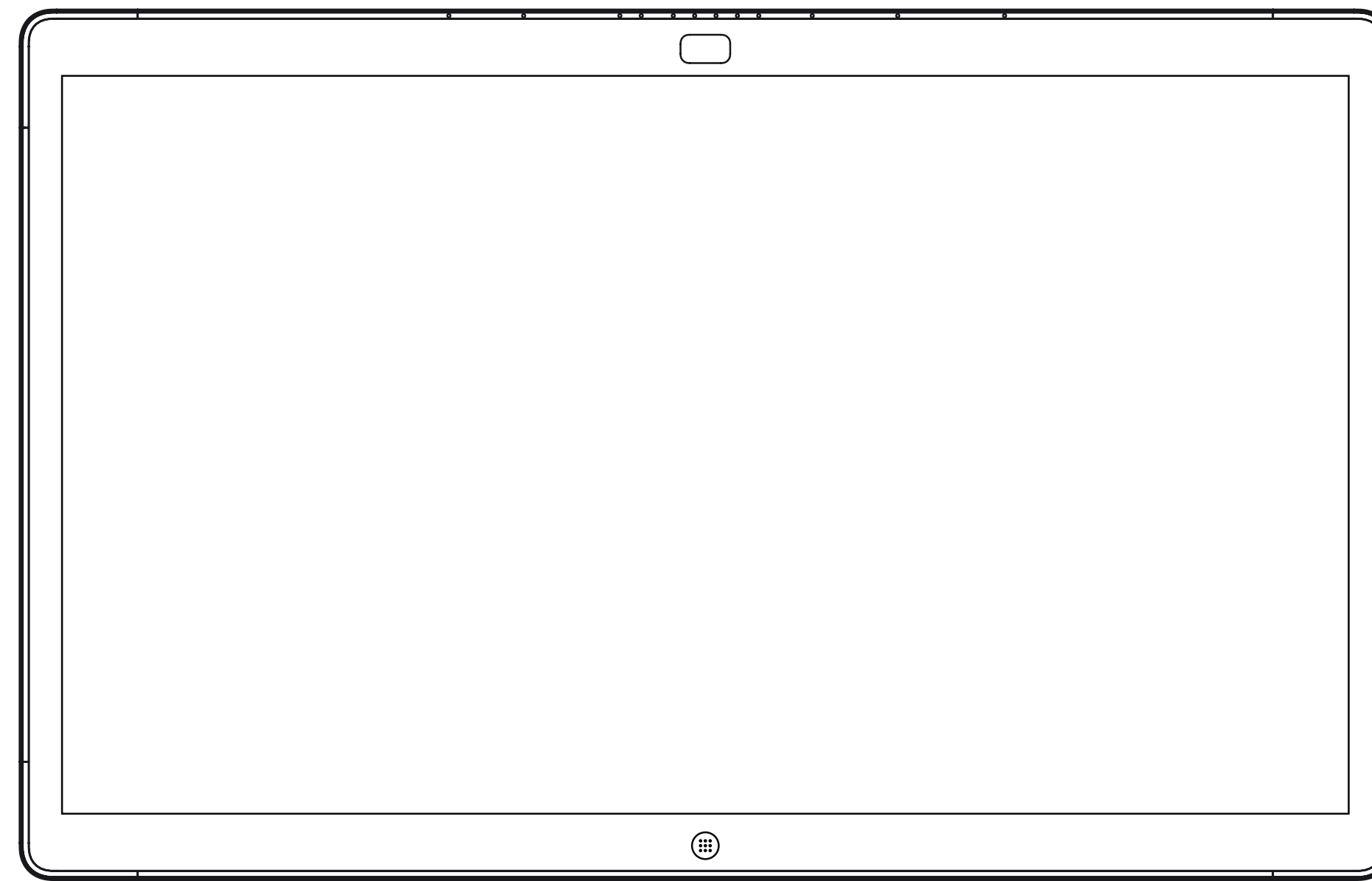
You may also use your video system in local meetings to present and share content outside calls.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the video system and you will be able to share content right away.

**Tip!** Multi-screen endpoints may show as many independent presentations as there are screens. This is possible outside calls only.

**Note!** We recommend that the first presentation to be connected is wirelessly connected, then cabled connections may follow. If you do it the other way around, you may experience that the initial connection gets disconnected.

**HDCP!** Your system may have been configured to let one of the video input connectors of your video system share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc. See also the previous page for more on this.



Webex Board

# Content Sharing on Webex Board

# Webex Board Used as a Digital Whiteboard

## About Whiteboard

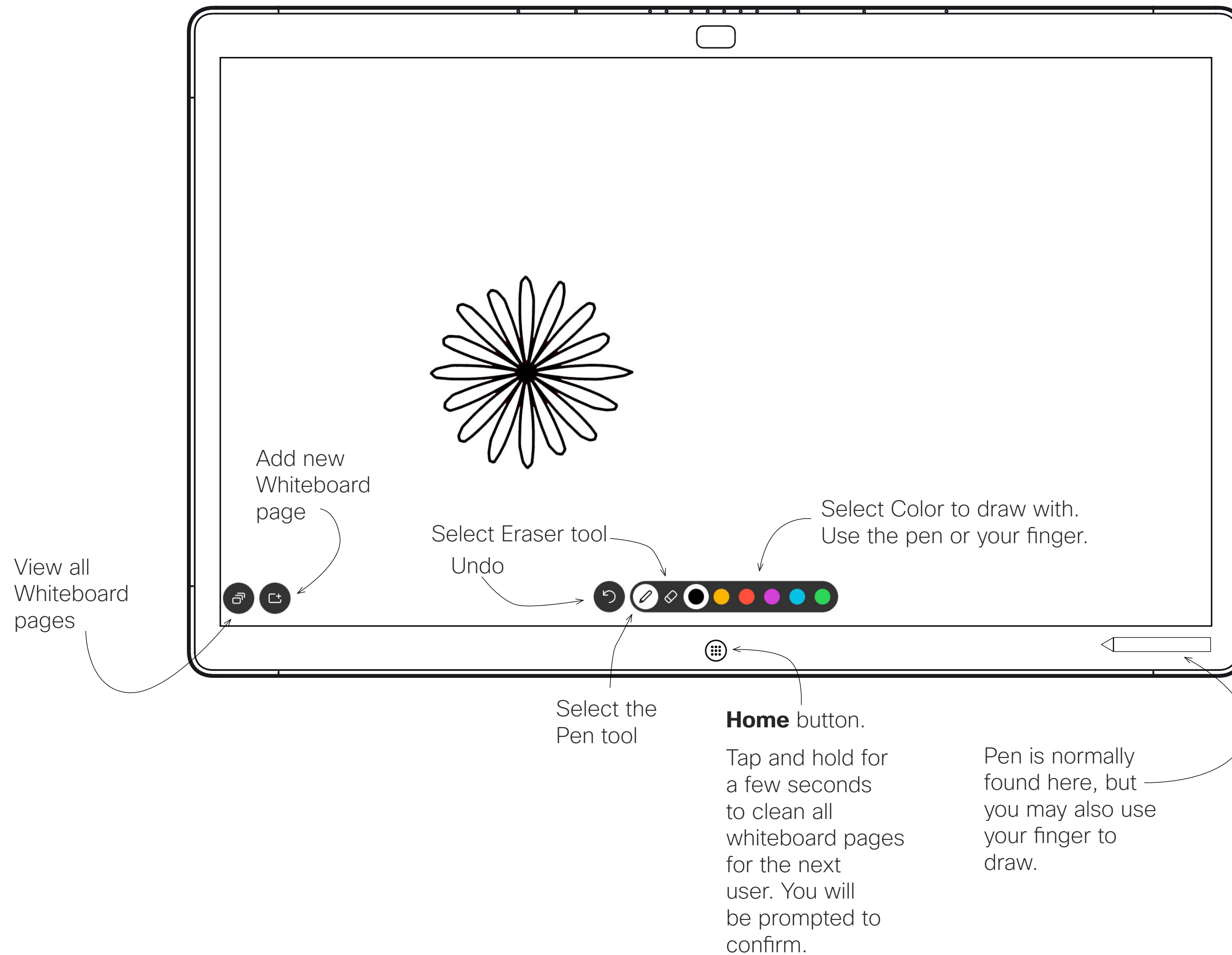
Your Webex Board is essentially a digital whiteboard with video call capabilities.

To access the whiteboard function go to the Home screen (tap the **Home** button) and then tap **Whiteboard**.

The size of a whiteboard page is as large as you want. We call this infinite pages.

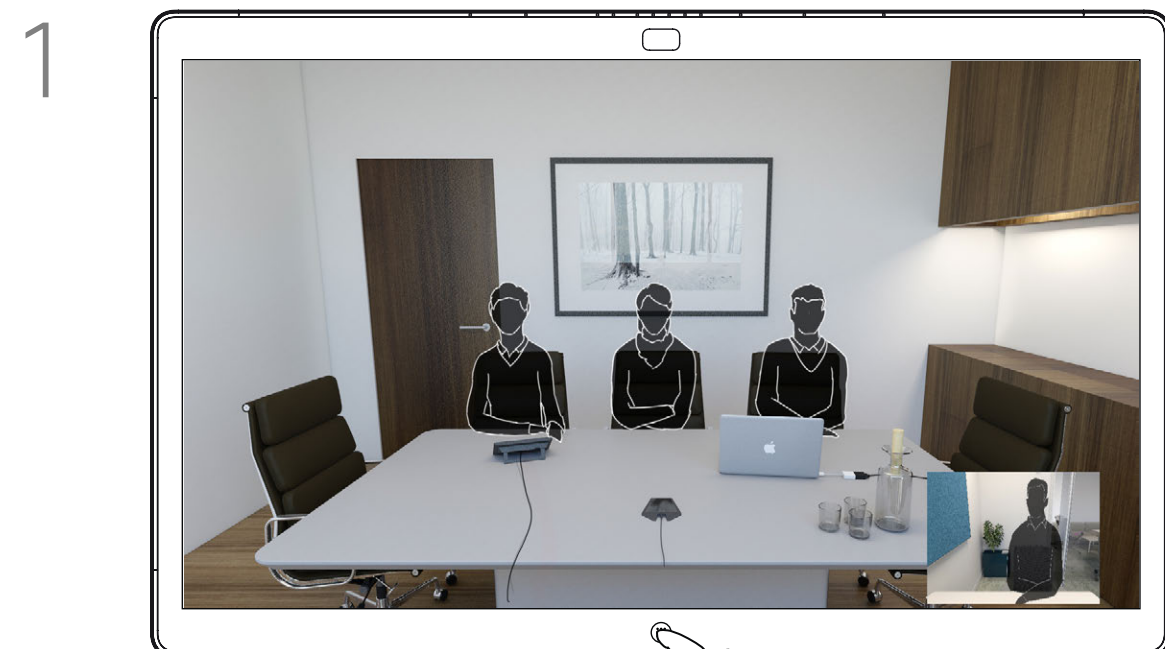
To save your whiteboard drawings you may send them as emails to the recipient of your choice. To be able to do this, your video support team must have configured your Webex Board to make use of a mail server.

The format used is PDF.

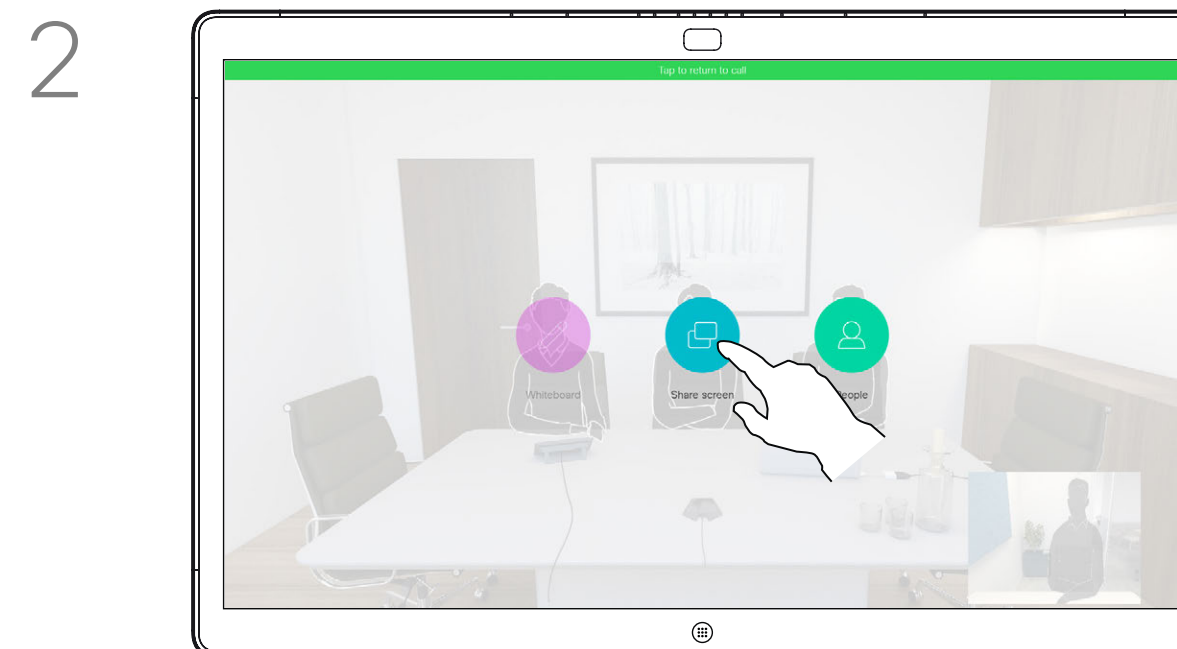


# Sharing Content In a Call Using the Webex Board

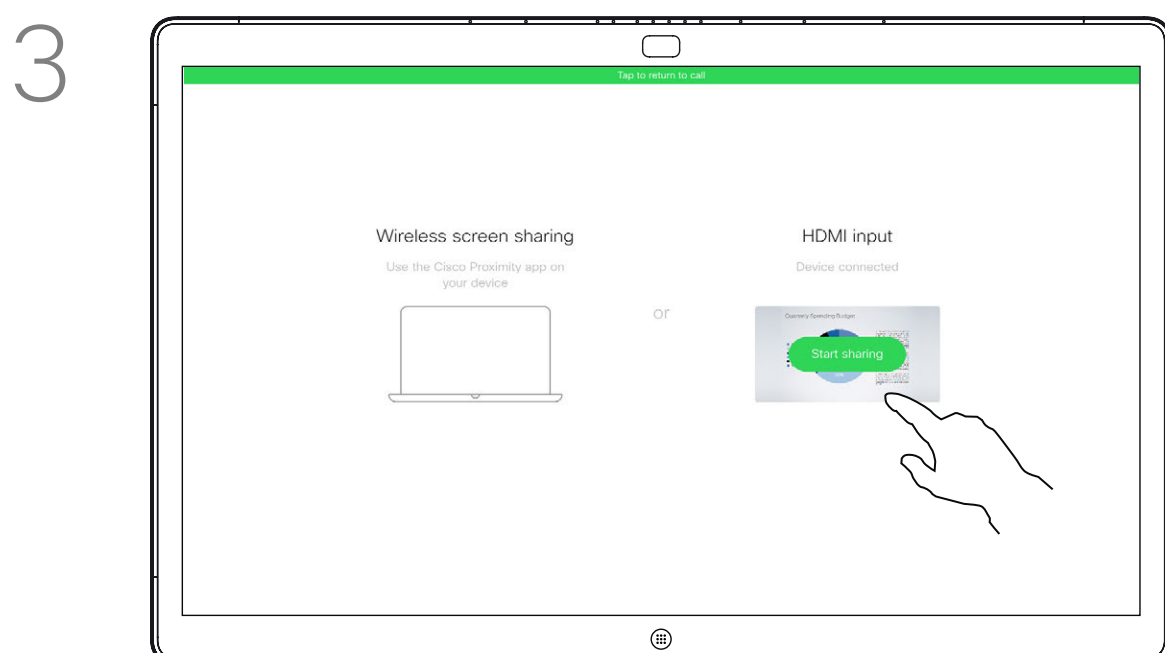
## About Content Sharing



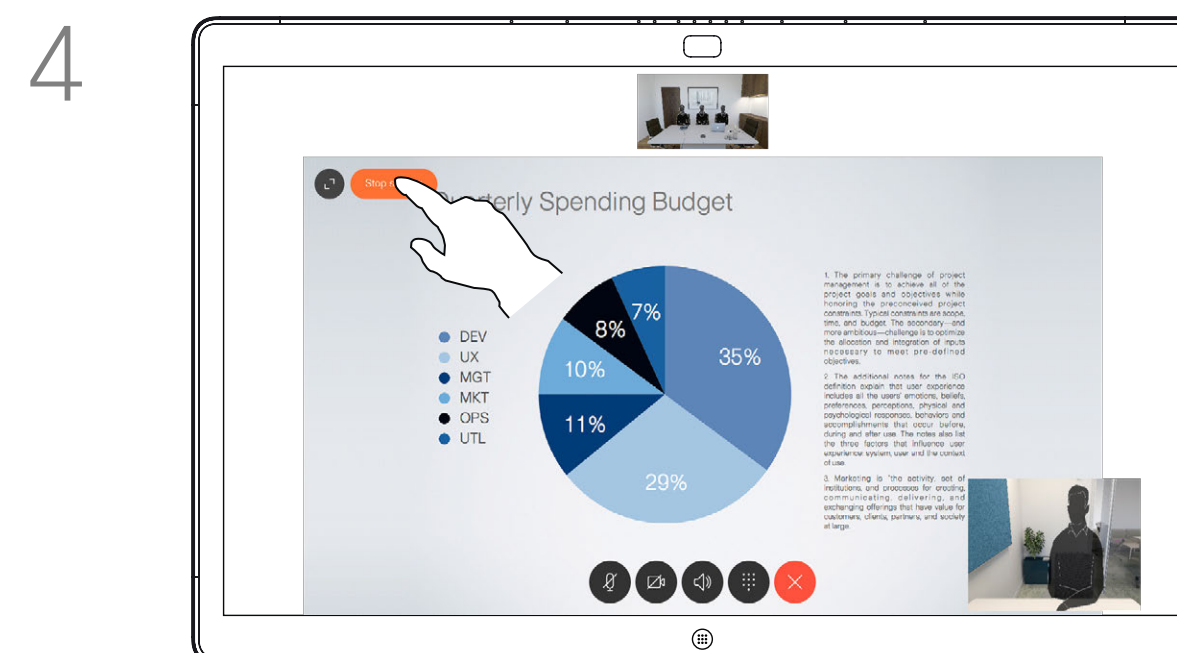
In a call tap the **Home** button.



Tap the blue **Share** screen button.  
To return to call now, tap the green field (**Tap to return to call**) along the top of the screen.



Connect your presentation source via cable or Proximity and tap **Start sharing**. You will now share the selected content of your presentation source.



Tap **Stop sharing** to halt your presentation.

Your Webex Board supports the ability to show presentations in a video call.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the Webex Board and you will be able to share content wirelessly.

Observe that you may change the layout of the screen during presentations, see the following pages for more on this.

**Note!** Your Board may have been configured to let one of the video input connectors of your Board share HDCP protected content, thus allowing you to watch video through Google ChromeCast, AppleTV or a HD TV decoder etc.

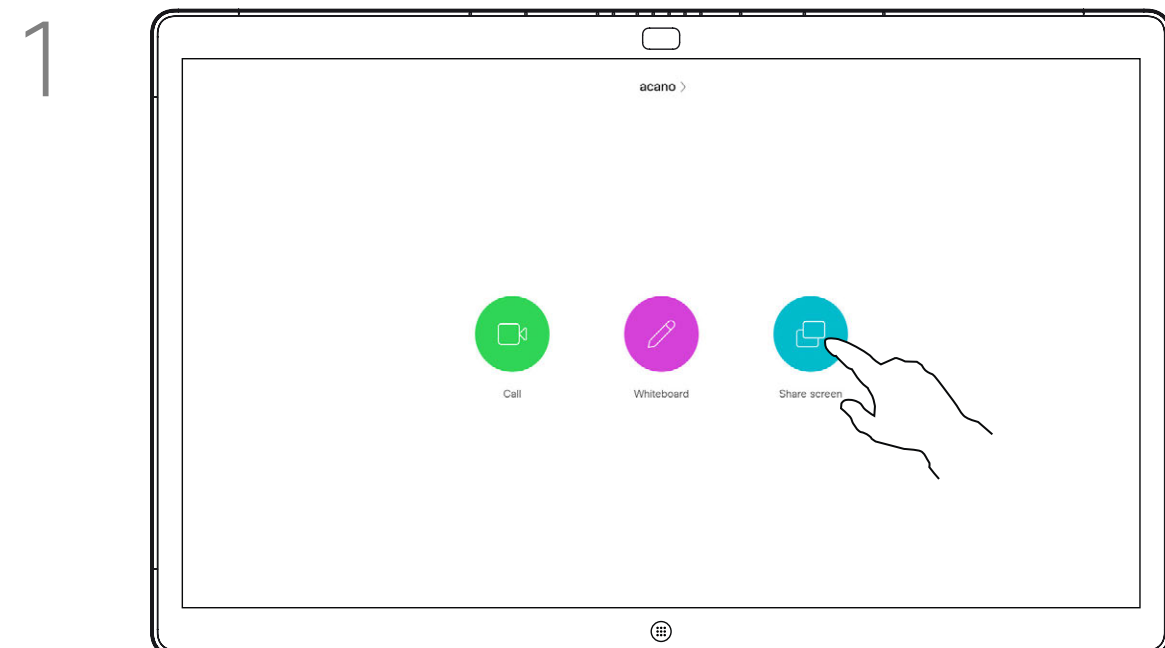
This feature is available outside calls only.

If you attempt to share content through this specific video connector while in a call, no content sharing will take place. Instead, the part of the screen normally allocated to content sharing will turn black in order to maintain the HDCP regime.

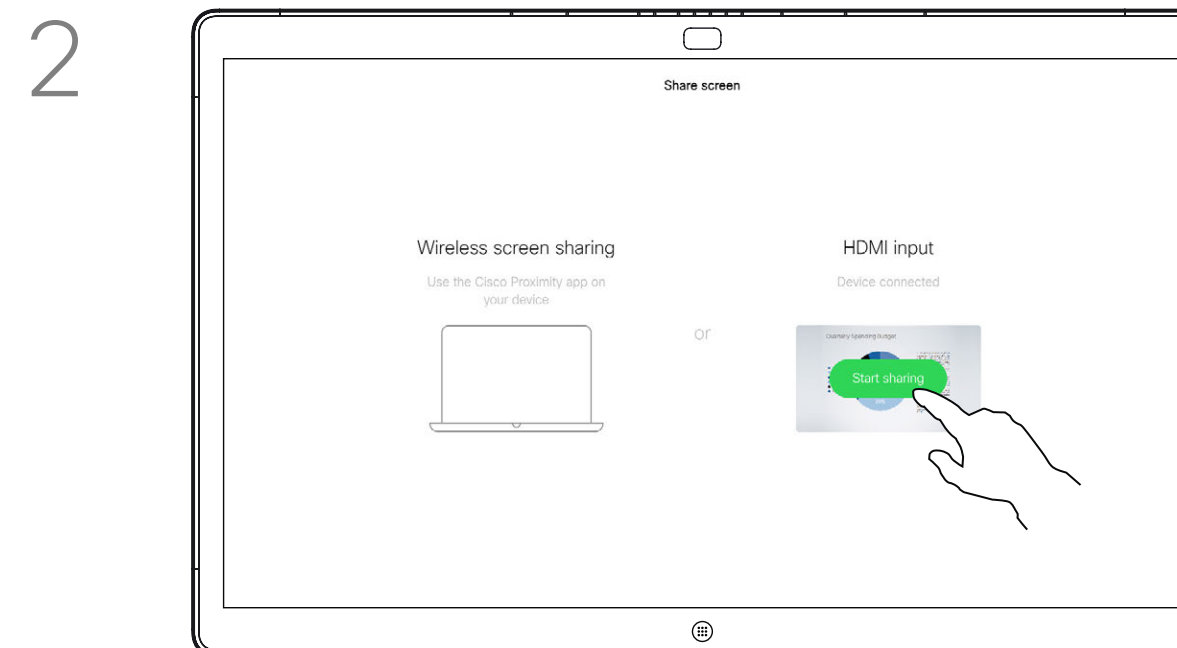
This will apply to any content you attempt to share in a call via this input connector—be it HDCP protected or not.

# Sharing Content Outside a Call Using the Webex Board

## About Content Sharing

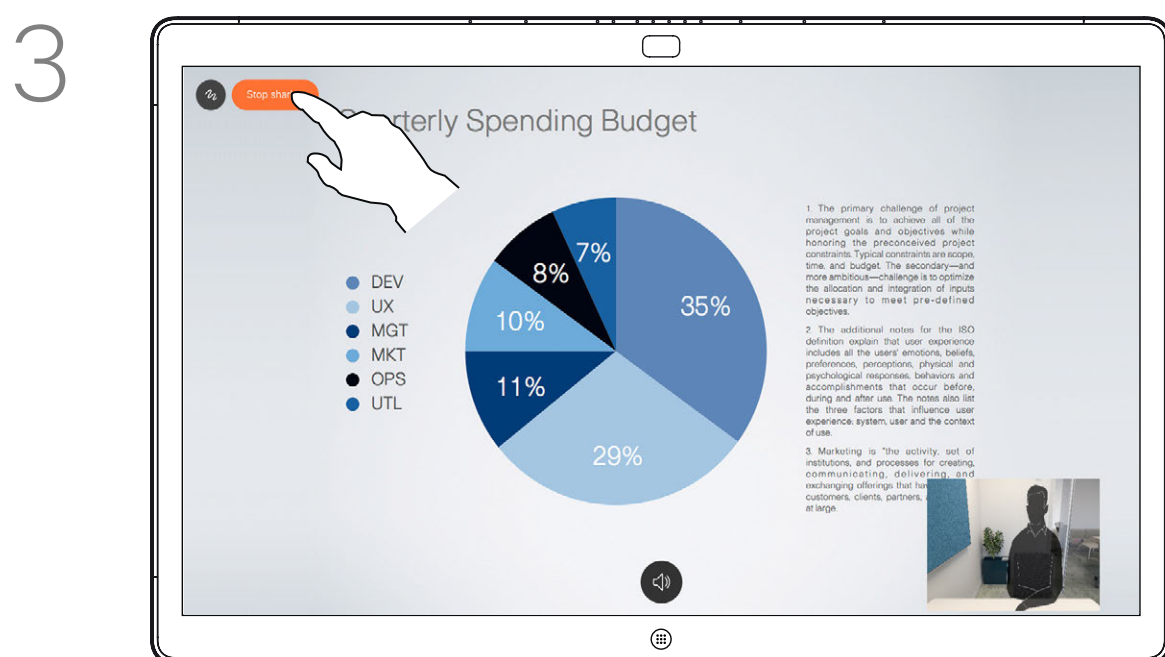


Tap **Share screen**.



Connect your presentation source via cable or Proximity. You will now be able to share the selected content of your presentation source. Tap **Start sharing**.

If you choose not to share content, press the **Home** button to return to Home screen.



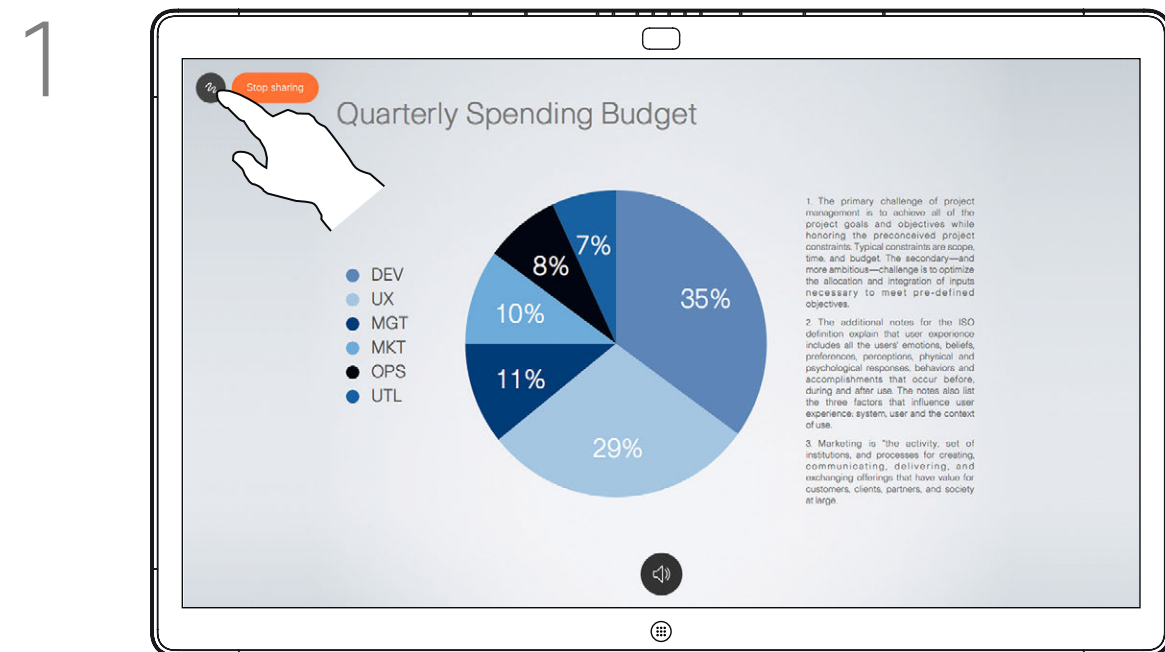
Tap **Stop sharing** to halt your presentation.

Your Webex Board supports the ability to show presentations locally, i.e. outside video calls.

If your source device has been Intelligent Proximity enabled, just switch on Proximity on your device, let your device pair with the Webex Board and you will be able to share content wirelessly.

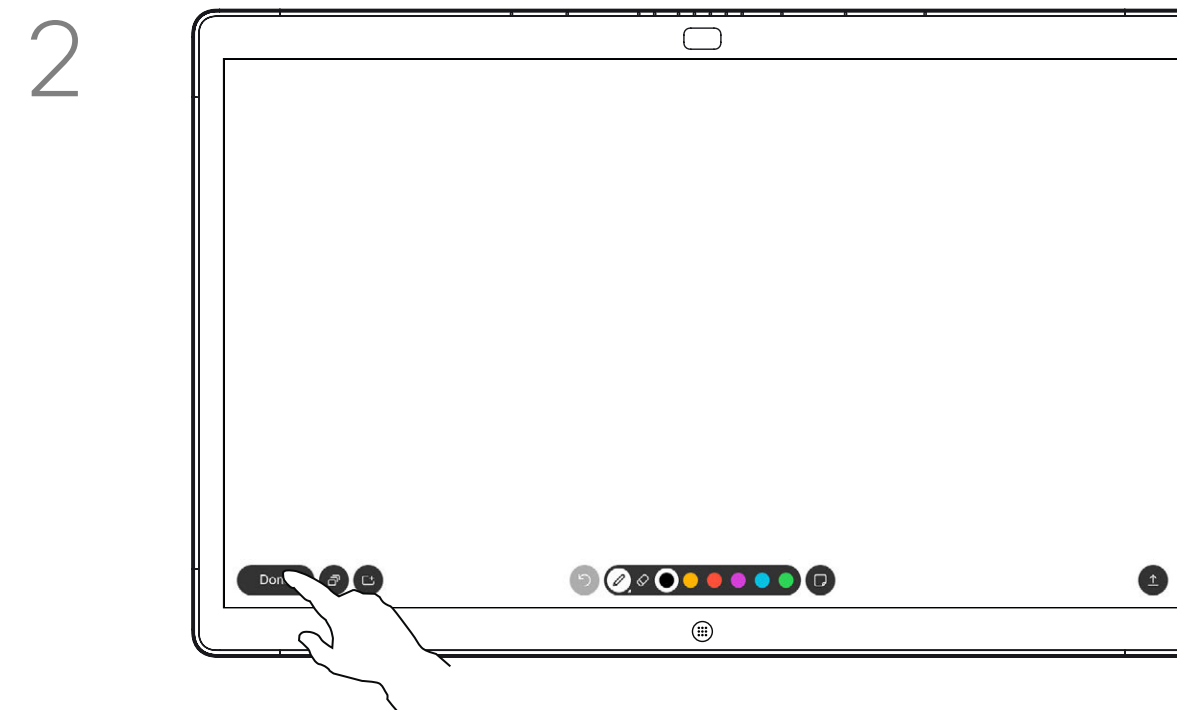
# Annotating Shared Content On the Webex Board

## About Annotation

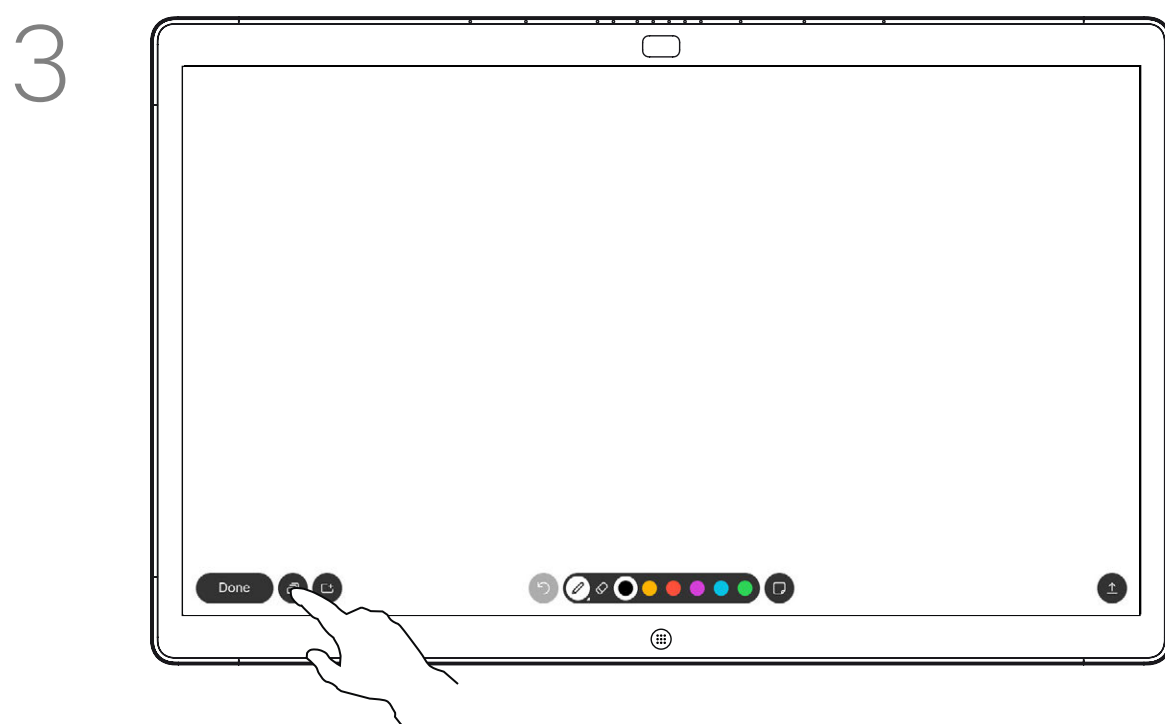


Outside calls, share a presentation as described on the previous page and make sure you display the image you want to annotate.

Tap the screen, if needed, to produce the Annotation icon and then tap the Annotation icon.

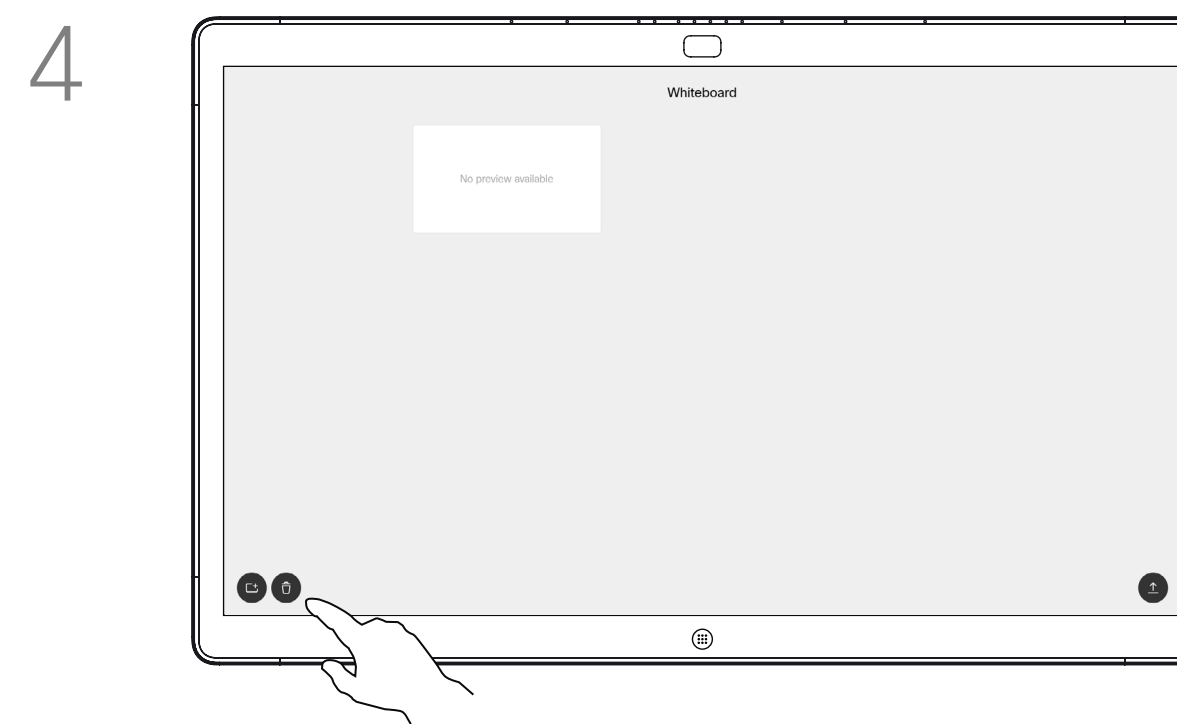


Make your annotations using the tools available and tap **Done** when finished.



You will now be offered to resume the presentation or to stop it completely.

Your annotated image will exist as a whiteboard page. Tap as shown to produce thumbnails of all your whiteboard pages.



You may now add another whiteboard page or delete any of the whiteboard pages.

Please note that the whiteboard pages will be erased when your session is over, unless you e-mail them, see the next page for details.

Your Webex Board supports the ability to annotate a presentation outside video calls (i.e. locally).

When you choose to annotate an image, a snapshot of that image will be generated, so that the presentation will not suffer from your annotation.

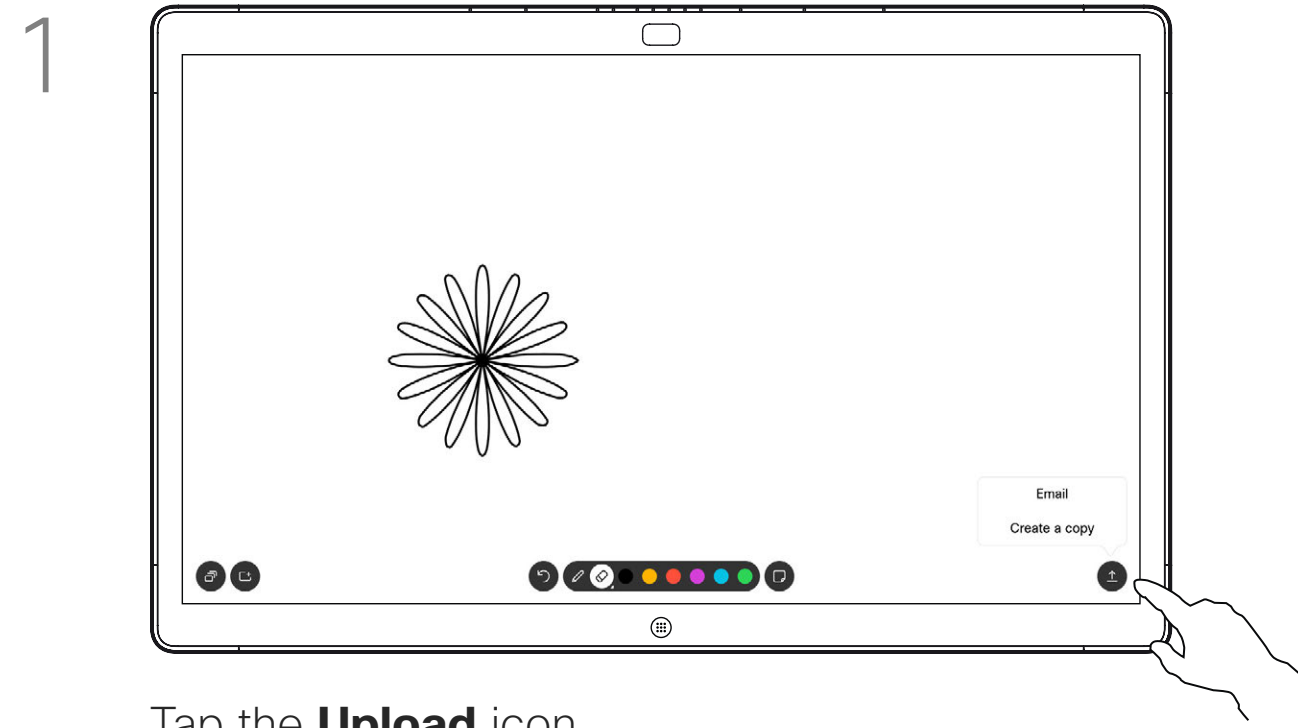
When your annotation is done, the annotated image will exist as a whiteboard page. Note that the whiteboard pages will be deleted by the system after a predefined while for privacy reasons.

If you want to retain your whiteboard pages you may send by e-mail to the recipient of your choice, provided that your video team has configured your Webex Board to make use of a mail server.

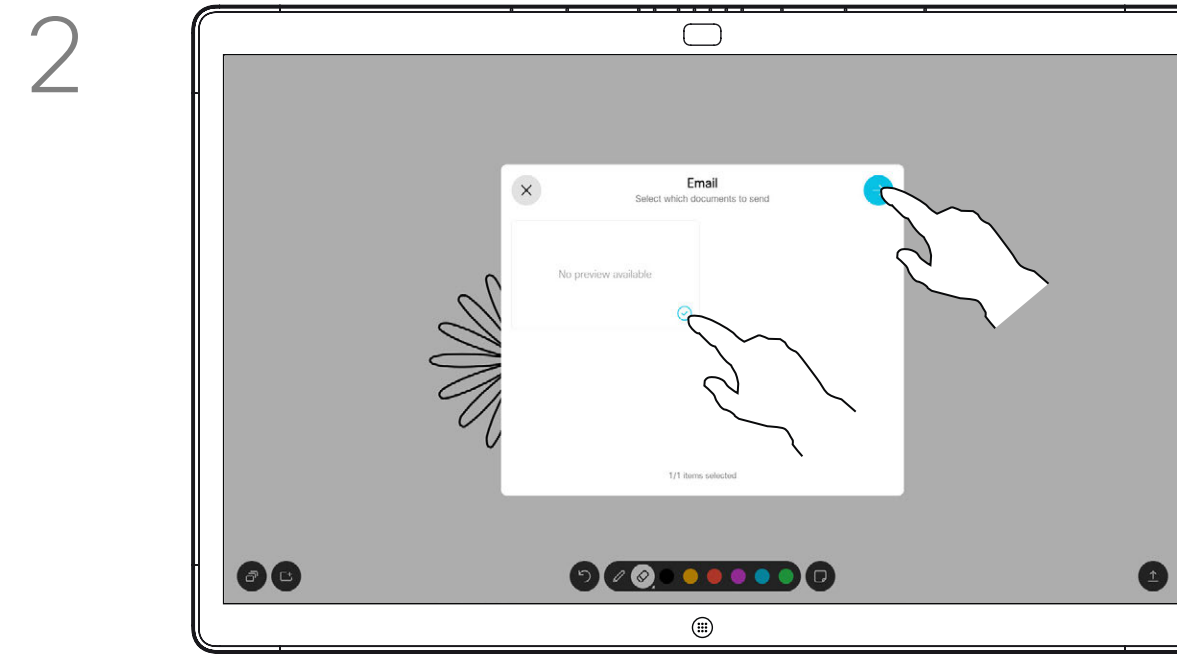
The format used is PDF.

# Sending Annotations or Drawings by Mail

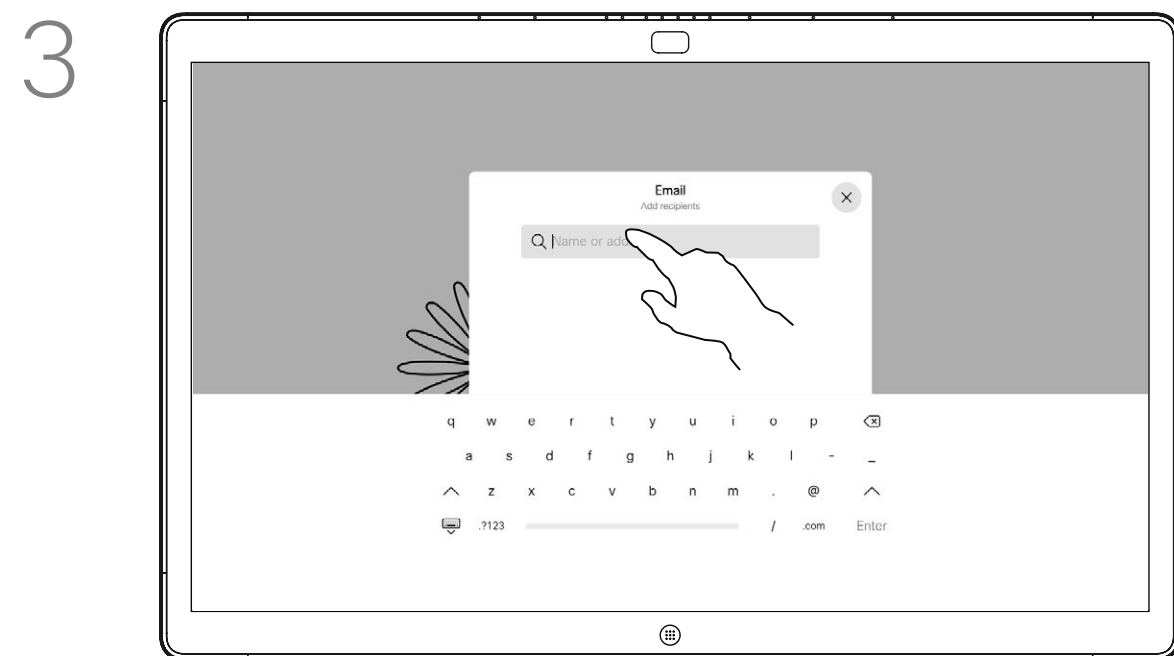
## About Annotation



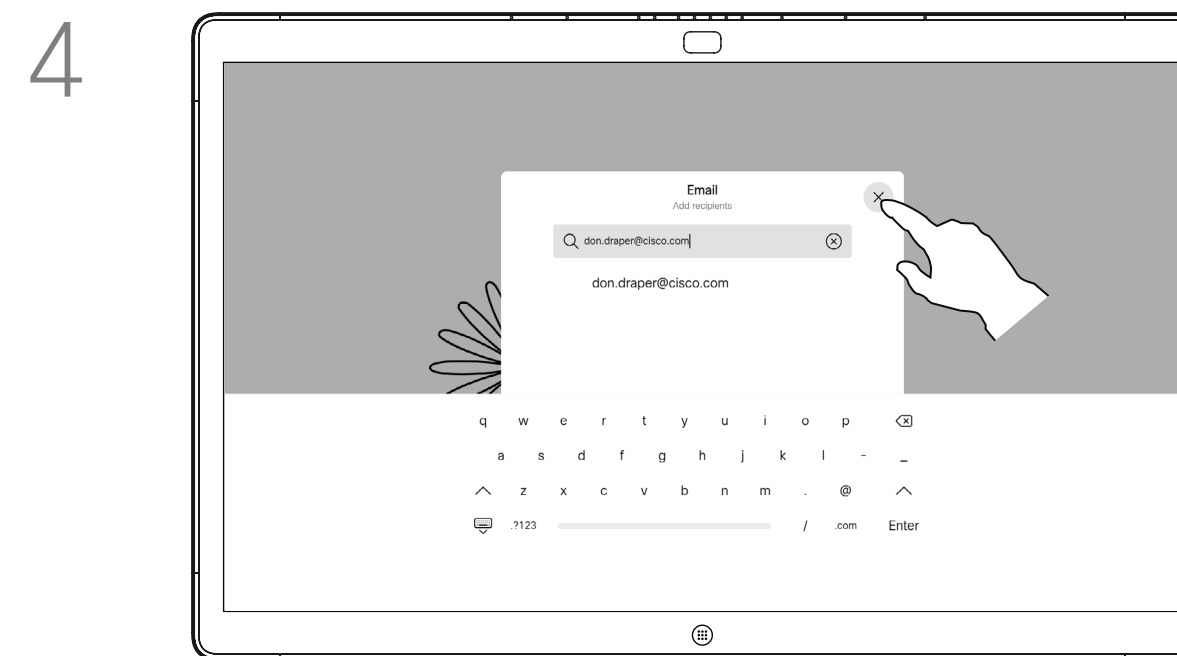
Tap the **Upload** icon.



If you have more than one whiteboard page, select the one to send by e-mail. Then tap the **Next** arrow.



Tap to add recipient(s).



Once you have entered the recipients, tap as shown to send the e-mail.

You may send one or more whiteboard page(s) as e-mail attachment to the recipient(s) of your choice, provided that your video team has configured you Webex Board to make use of a mail server.

The format used is PDF.

Note that this is the only way to preserve the whiteboard pages after your whiteboarding session is over.



# Wired Touch Redirect for Webex Boards

You can control your laptop from the Webex Board screen. This works when you have connected your Windows 10 laptop to the Webex Board with an HDMI cable and a USB-C cable. It is well suited for tasks that involve drag and drop, drawing programs, and maps.

Touch redirect is only available when you are not in a call.

The feature is tested and verified with Windows 10. Basic functionality should also work with another OS.

## Limitations:

- If you accept a call while using touch redirect, the connection will automatically be turned off. To continue touch redirect after the call, you must connect the cables again.
- When you use touch redirect, you can't use annotation on the screen you are sharing.
- Volume control on the Webex Board is not available when touch redirect is in use. Use the volume control from your laptop.
- If the Webex Board has Touch 10 controller connected, you can't move your self-view while a USB-C cable is connected to the board.

## Enable Drag and Drop in Your Browser

To use touch redirect for drag and drop on your browser, you need to enable this on your browser:

- **Chrome**, set this flag:  
chrome://flags/#touch-events
- **Firefox**, open "about:config" and set  
Dom.w3c\_touch\_events.legacy\_apis.enabled = true
- **Edge**, set this flag (about:flags)  
Enable Touch Events = always on

## Use Touch Redirect with Windows 10 Laptops

1. Switch your laptop to tablet mode by selecting the action center on the taskbar next to the date and time, and then select **Tablet mode** to turn it on.
2. Connect your laptop to a Webex Board with an HDMI cable and a USB-C cable. You can use either a USB-C-USB-C cable, or a USB-C-USB-A cable.
3. **Note:** USB-C-USB-A cables are supported for longer cable lengths.
4. Touch redirect is available instantly if your Webex Board is set up for autoshare. If not, select **Share** from the board's user interface.

If you want to switch to other activities on the Webex Board while you are using touch redirect, press the **Home** button on the board.

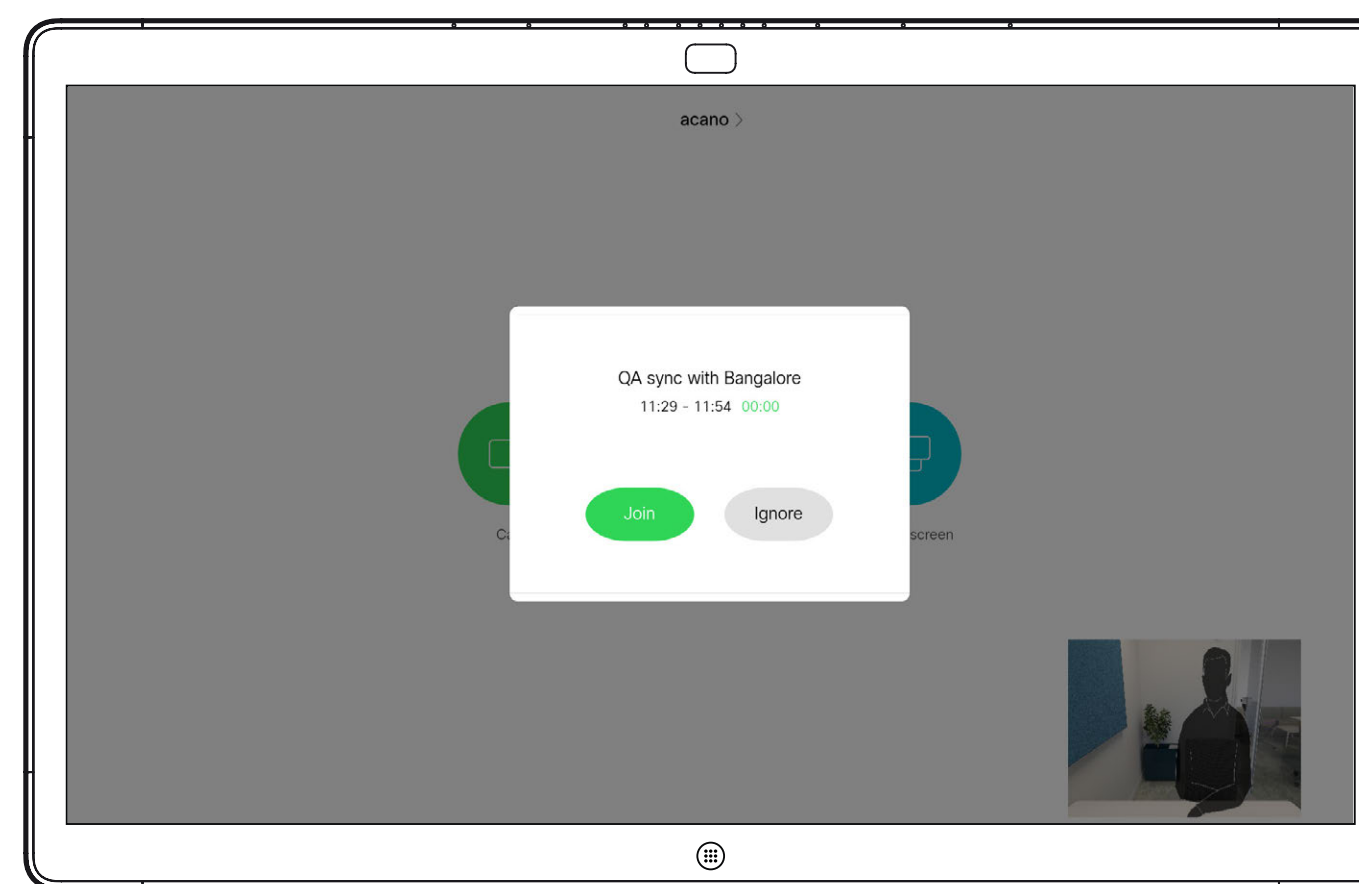
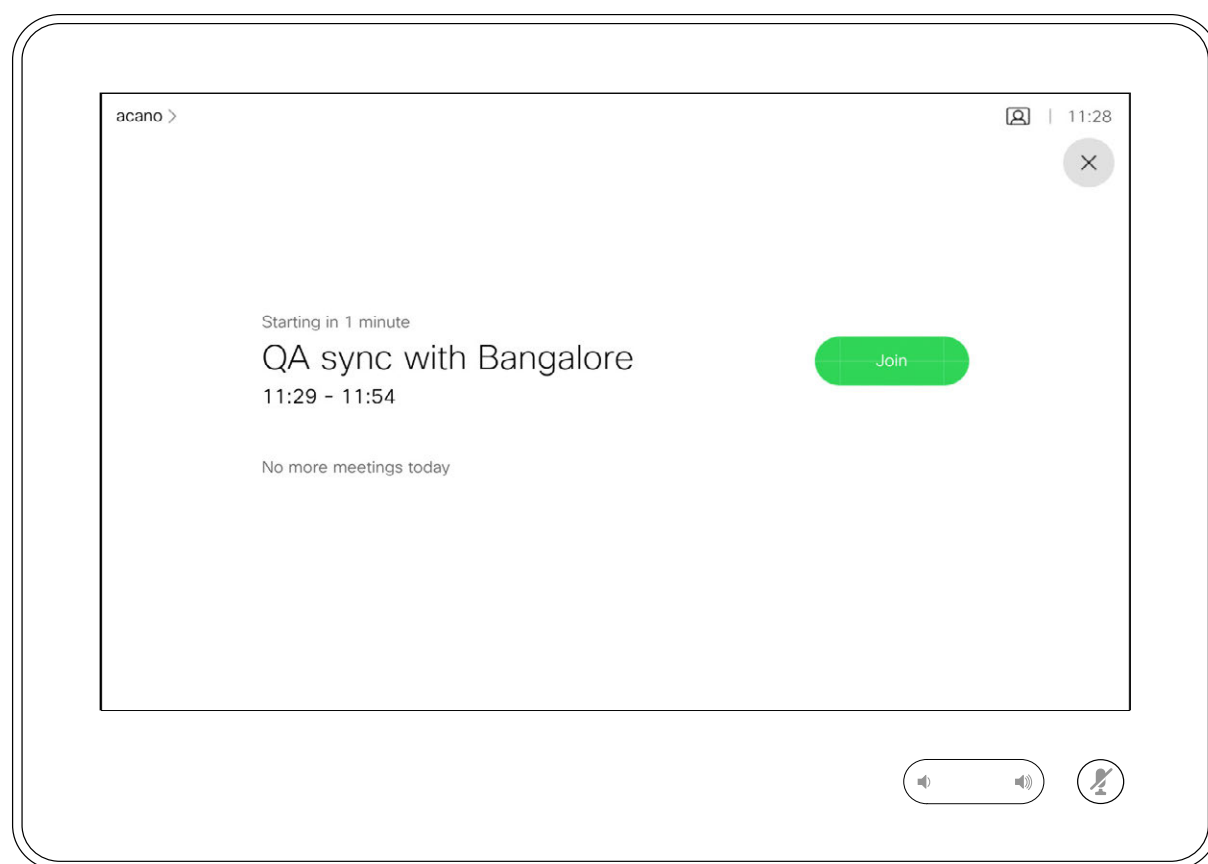
**CAUTION!** This feature is available on S-series Webex Boards only.

# Scheduled Meetings

# Join a Scheduled Meeting

## Joining a Meeting

Use Touch10 (below left) or Webex Board (below right)



When time is due, you will be prompted to join the meeting. Tap **Join**.

Your video system may be connected to a management system capable of scheduling video meetings. Any meetings scheduled will then appear as shown at left.

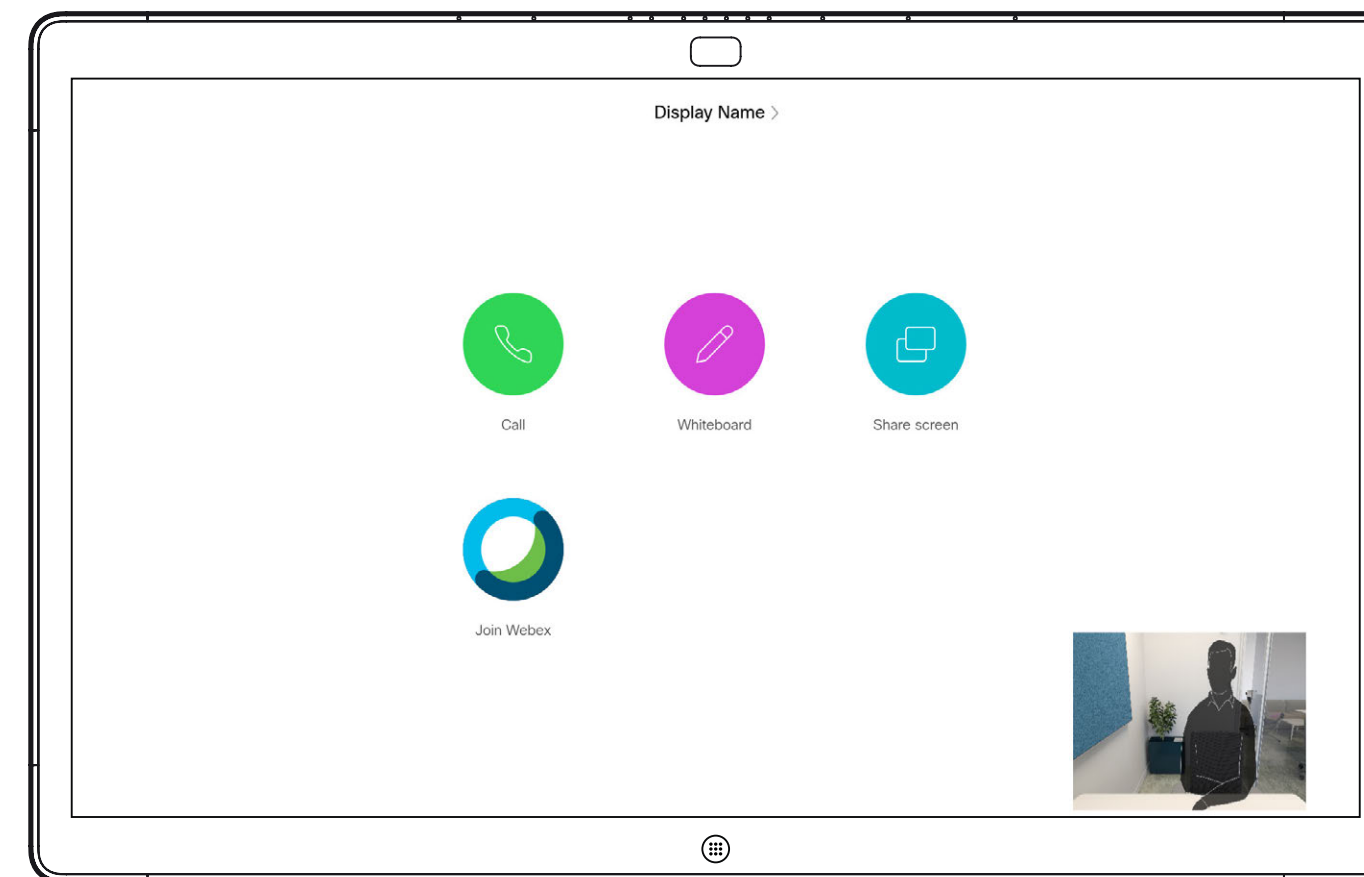
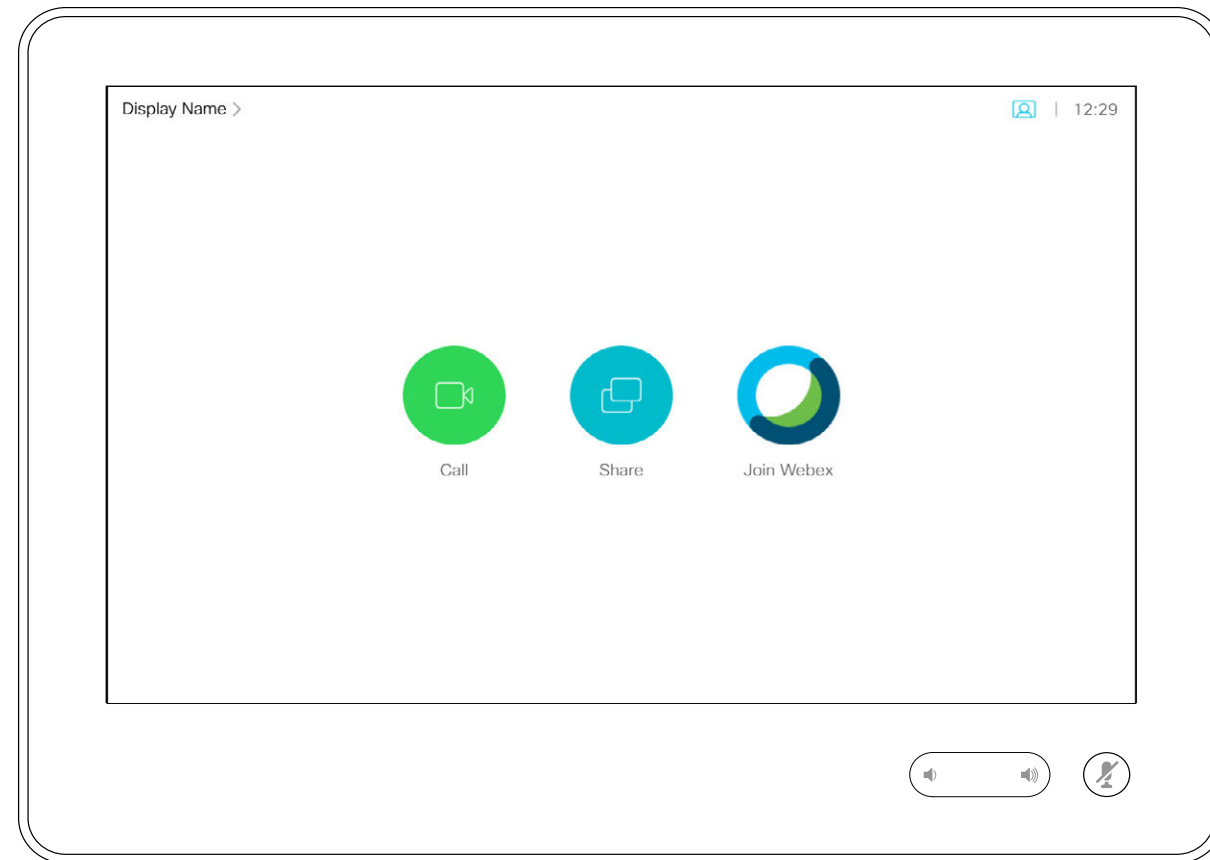
Tap **Join** to participate in the meeting.

Should the meeting have started already, you may still join.

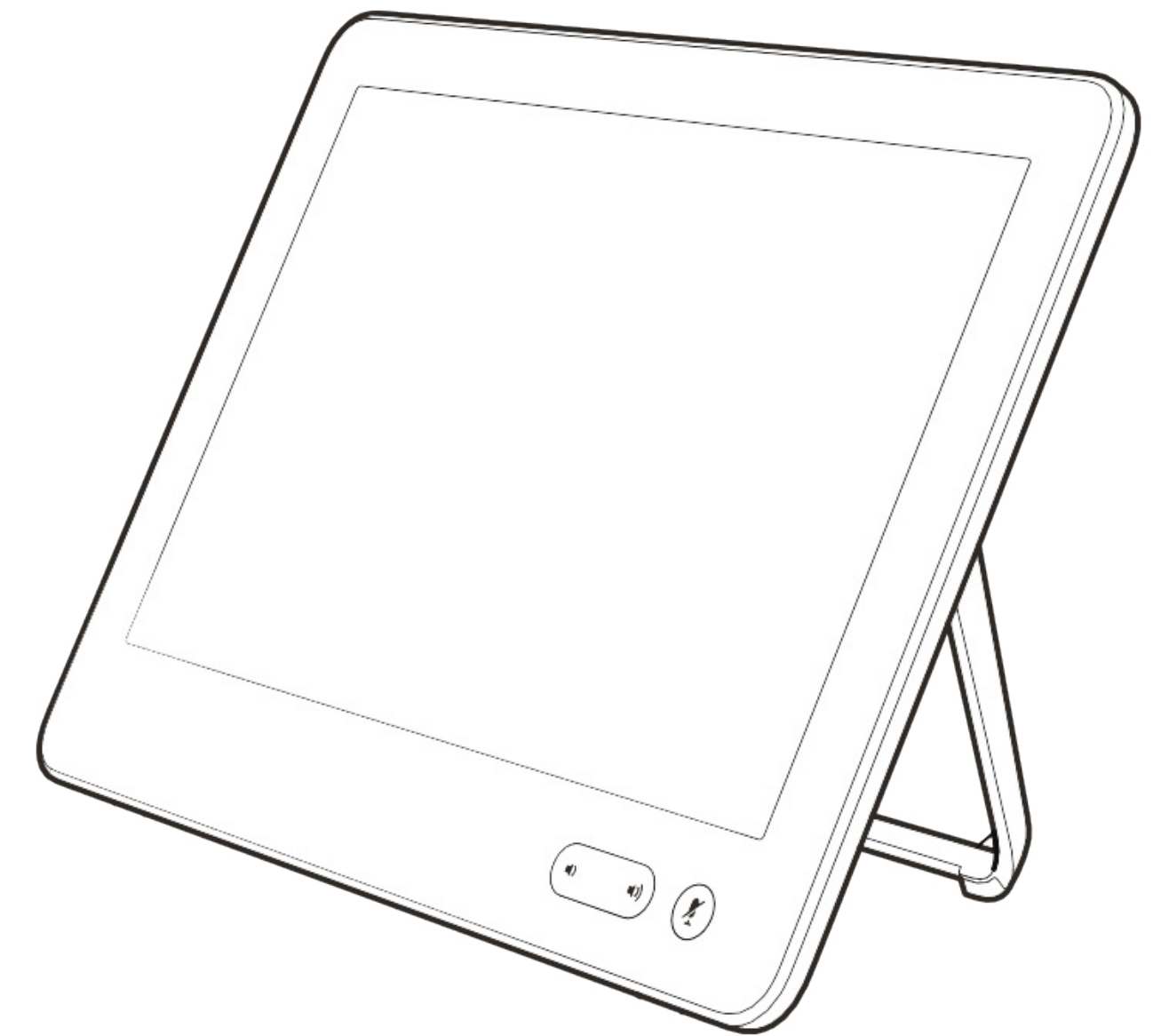
# Join a Webex Meeting

## Joining a Meeting

Use Touch10 (below left) or Webex Board (below right)



Your video system may be connected to a management system connected to Webex. Tap the **Join Webex** button. You will then be prompted to key in the meeting number you have received in the meeting invite.



# Contacts

# Favorites, Recents and Directory, Touch10 Only

## About the Contacts Lists

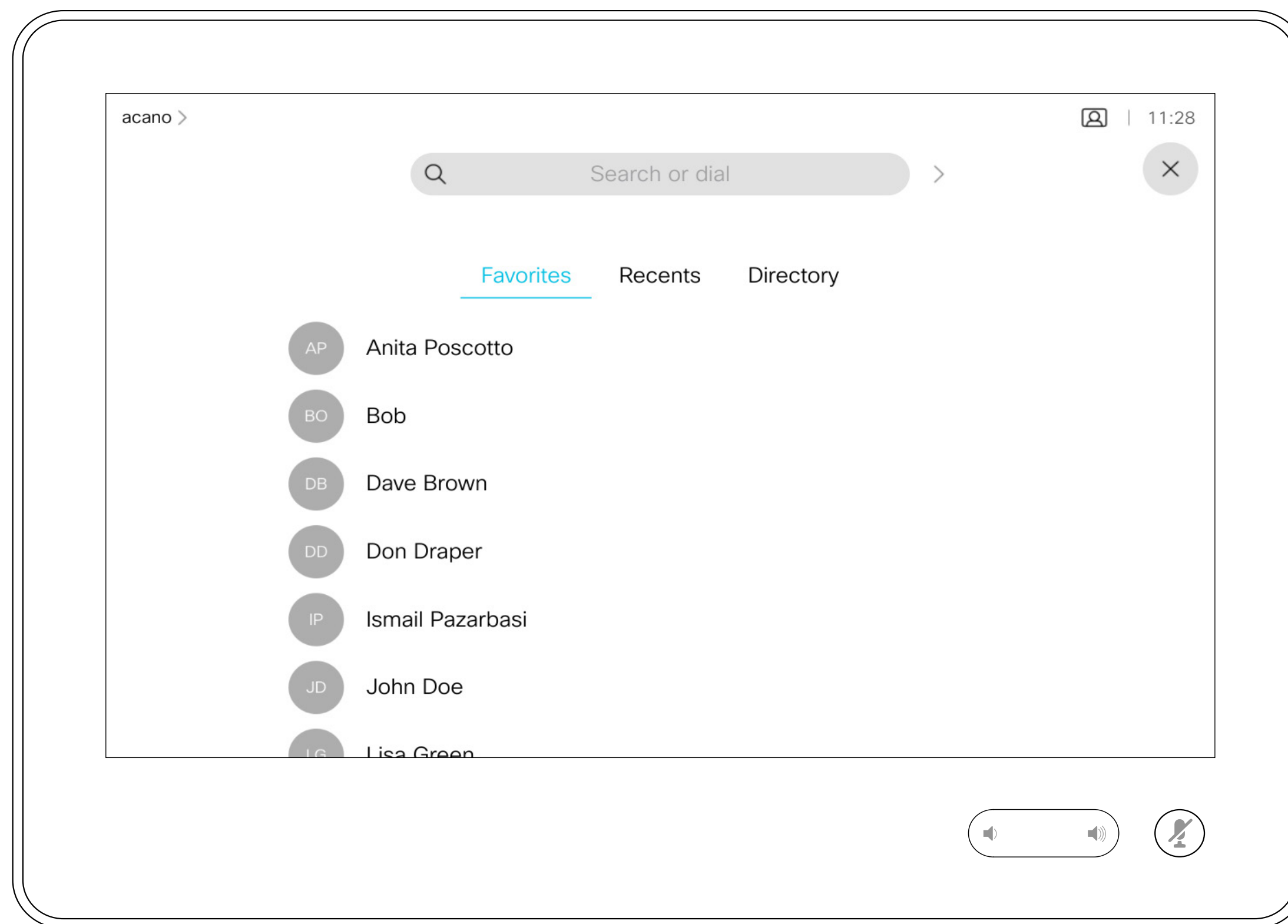
Your lists of Contacts consist of three parts:

**Favorites.** These contacts have been put there by you. These entries will typically be someone you call frequently or otherwise need to access in a swift and convenient manner from time to time.

**Directory** will typically be a corporate directory installed on your system by your video support team.

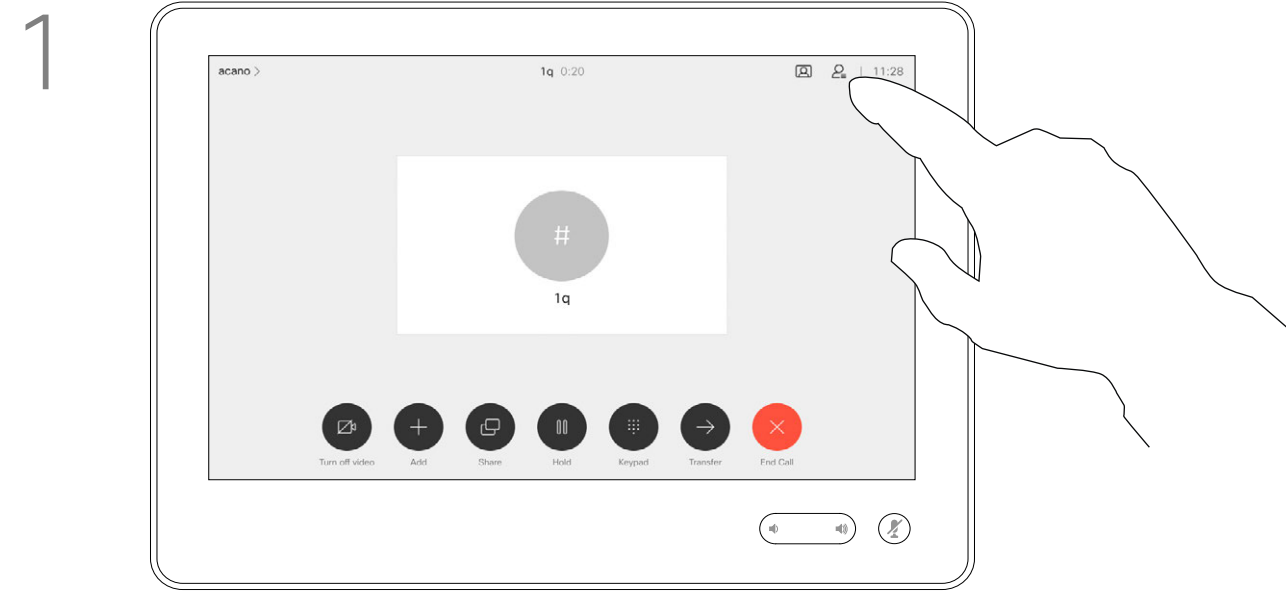
**Recents** is a list of calls you have placed, received or missed earlier.

Note that removing entries from *Recents* can only be done from the web interface.

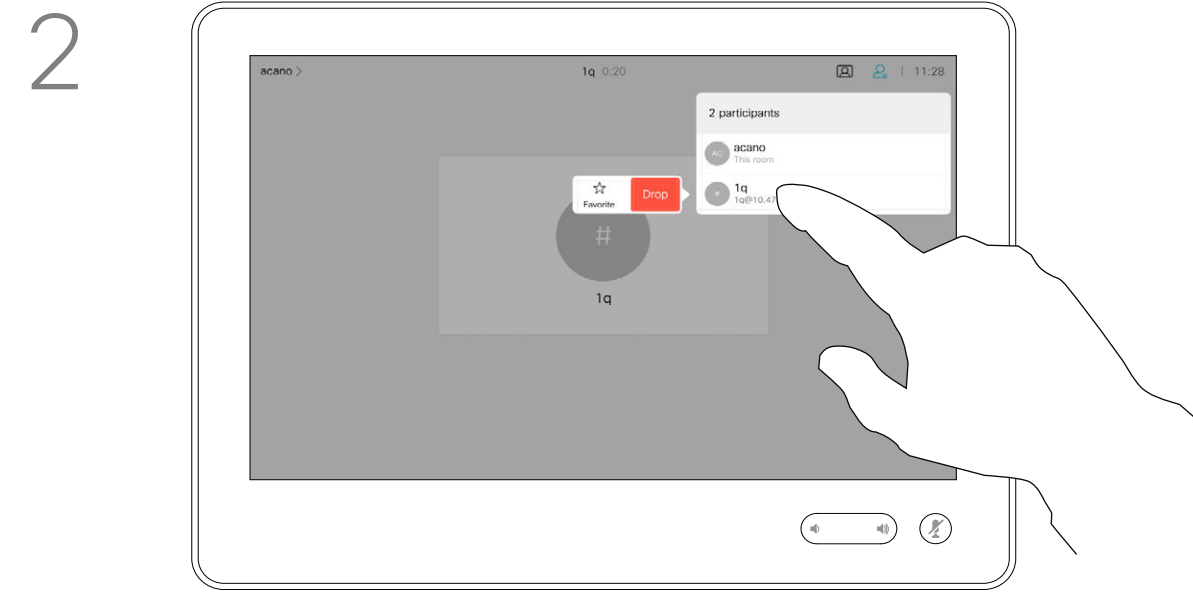


# Add Someone to Favorites, While in a Call, Touch10 Only

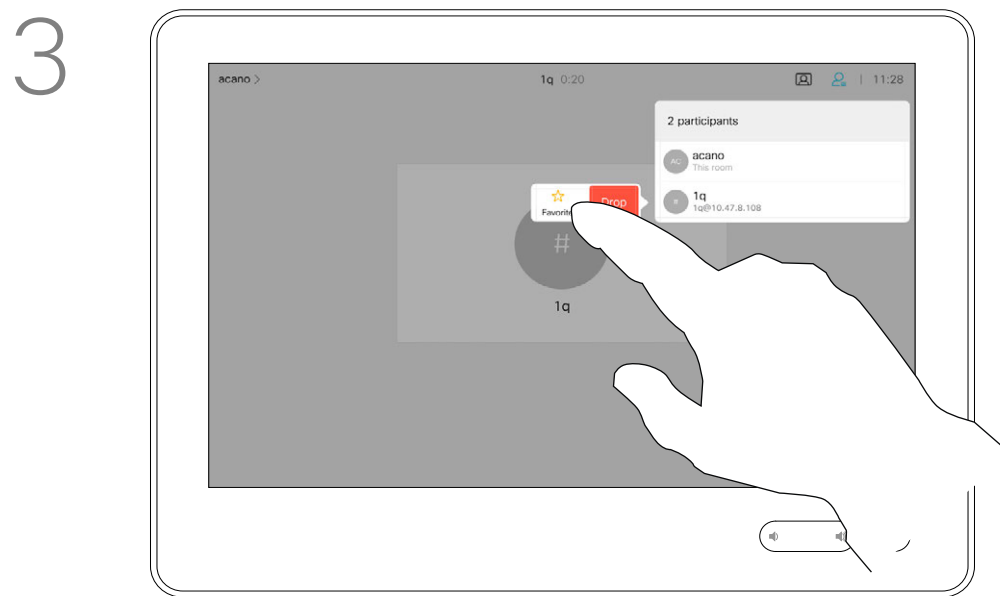
## About Favorites



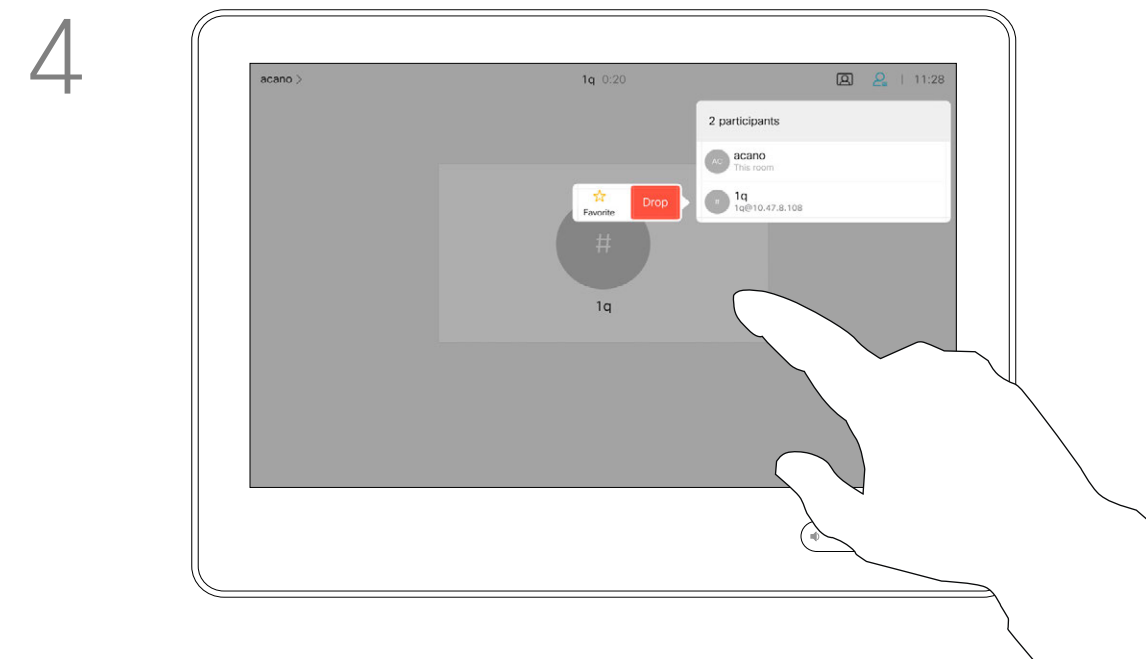
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.



In the list of participants tap the one to become a Favorite.



Tap **Favorite**.



The participant is now a member of the list of Favorites (the star has turned golden).

To remove an entry from the list of Favorites, go to **Favorites** in the Contact lists and repeat the procedure.

Tap anywhere outside the menu when you're done.

The *Favorites* is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

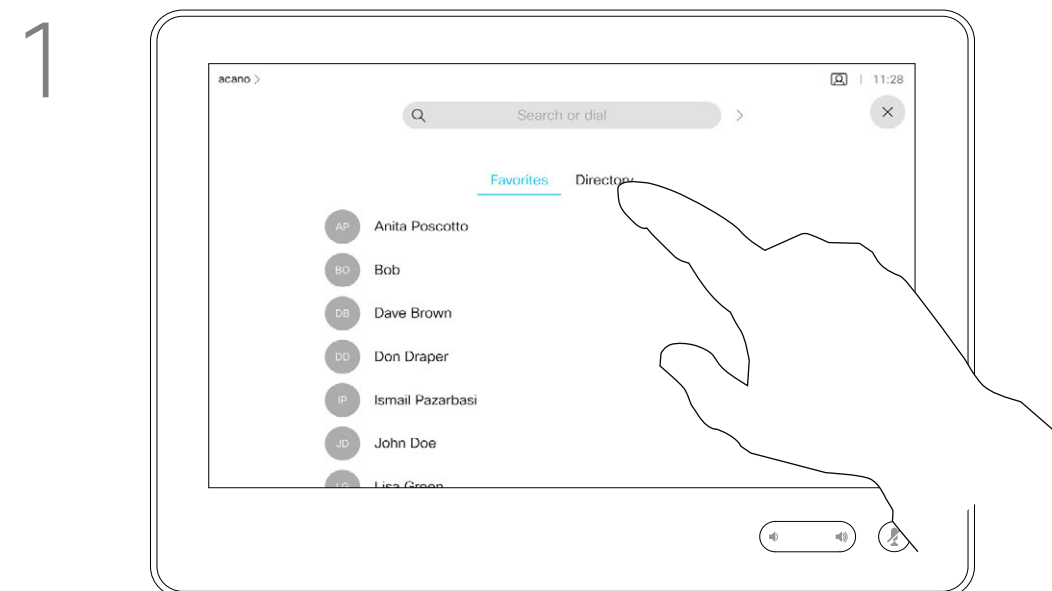
*Favorites* may be populated from the *Recents* or *Directory* lists as well as from manual entries.

# Add Someone to Favorites, Outside a Call, Touch10 Only

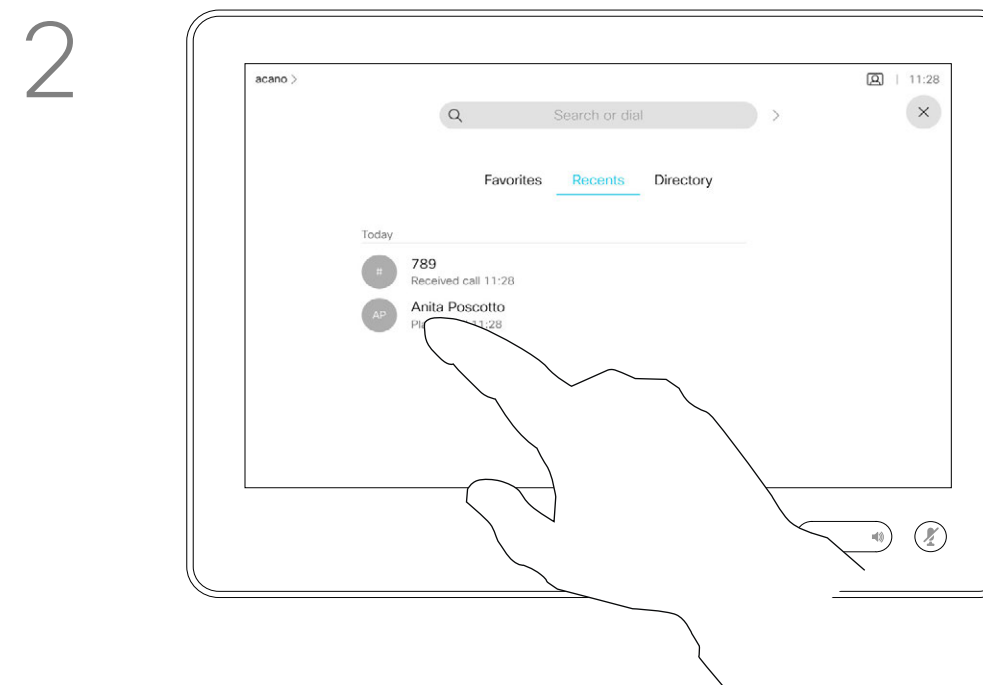
## About this feature

The Favorites is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

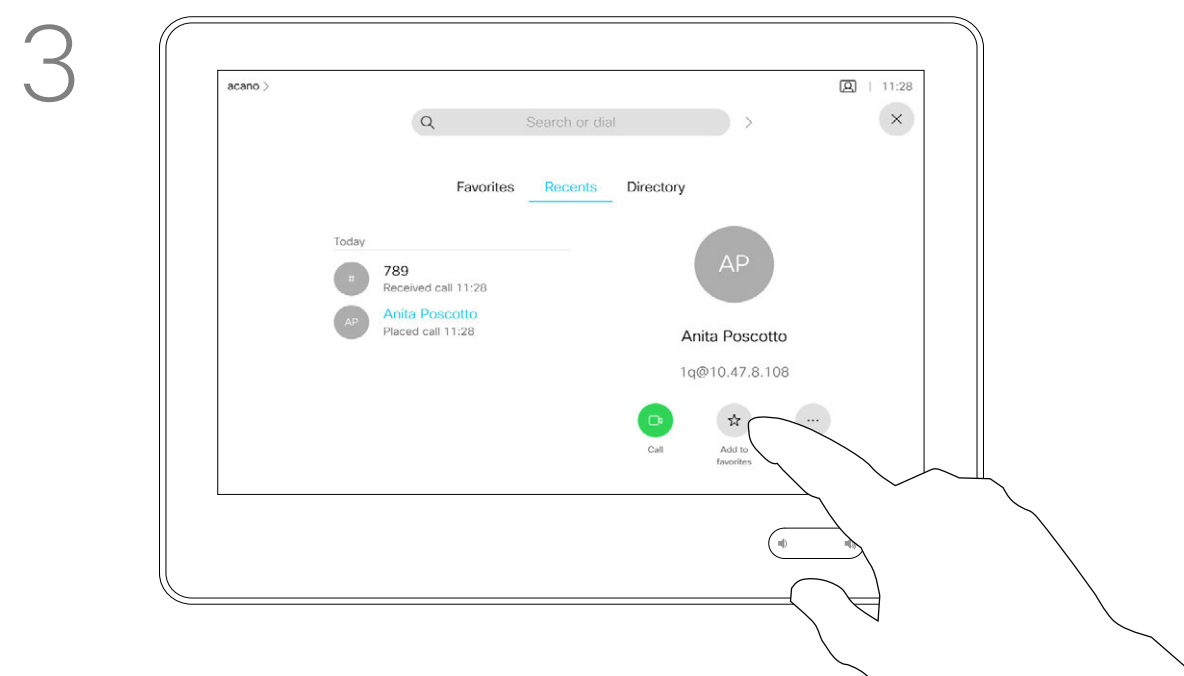
Favorites may be populated from the Recents or Directory lists as well as from manual entries.



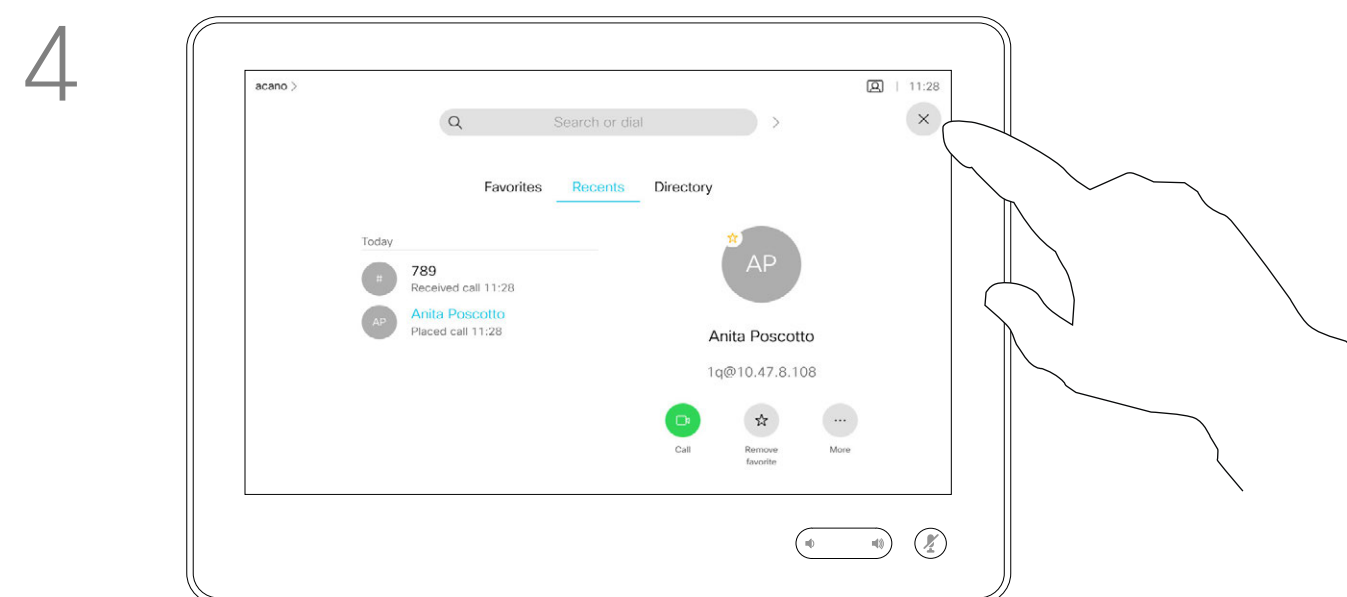
Tap **Call** (not shown) to invoke the Contacts list, as shown. Tap **Recents** or **Directory** and search for the entry to become a Favorite.



Tap the entry to be turned into a Favorite. This will cause the above screen to be shown.



Tap **Add to Favorites**. The entry has now become a Favorite.



A Favorite is denoted by a golden star, as indicated.

To remove an entry from the list of Favorites, repeat the procedure.

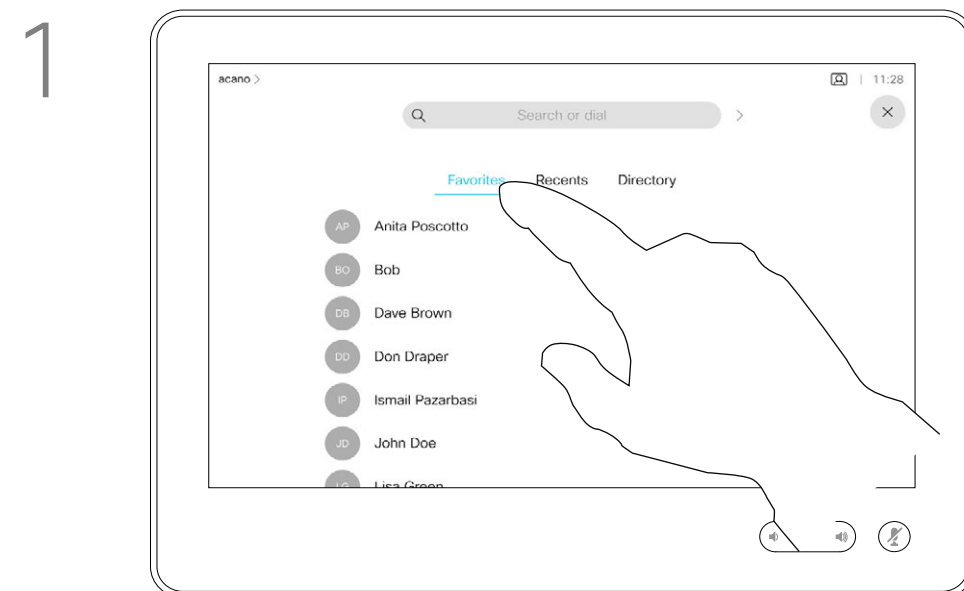
To exit this menu, tap the X, as shown.



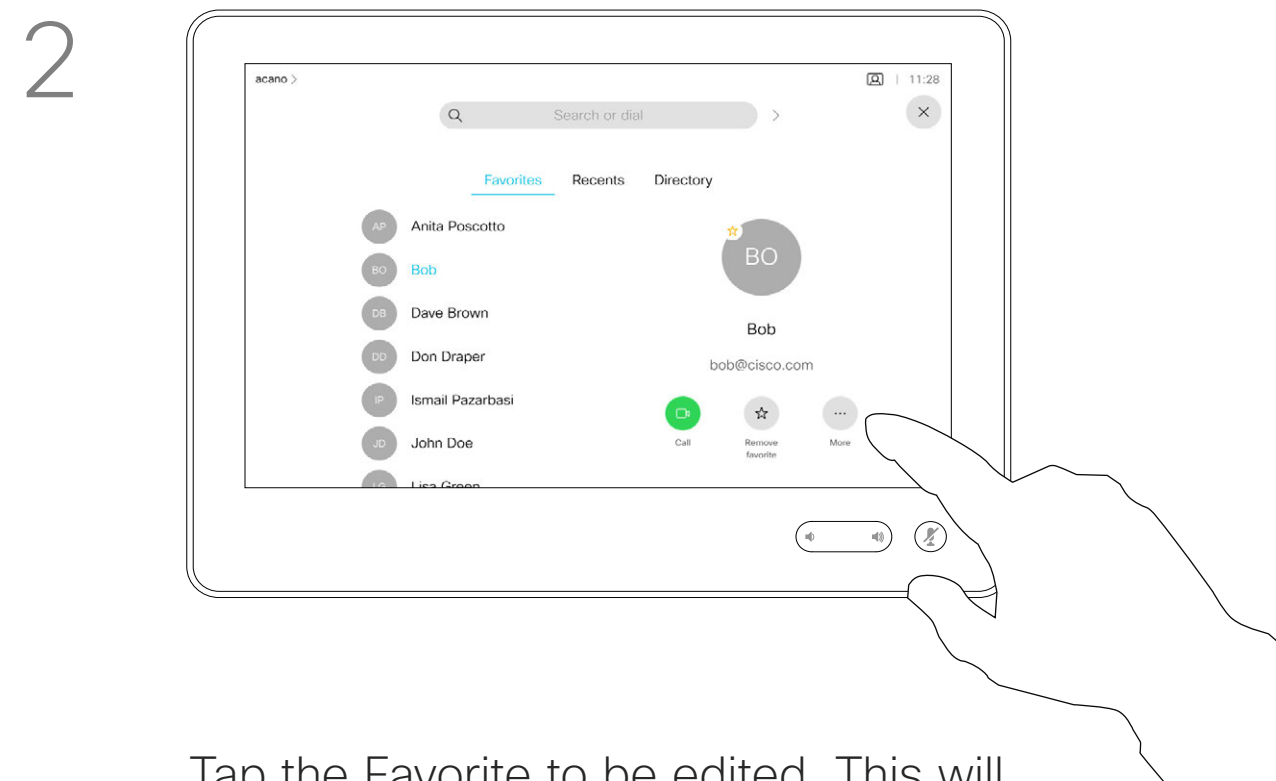
# Editing an Existing Favorite, Touch10 Only

About this feature

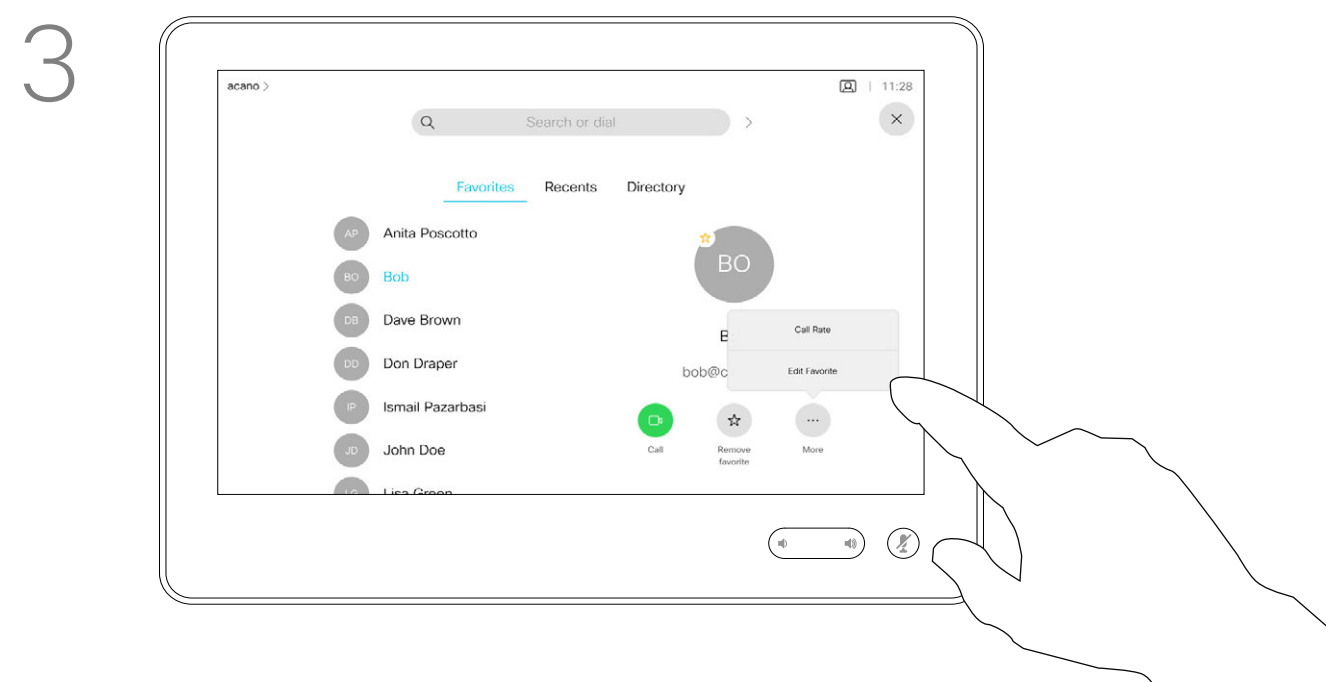
This feature allows you to update a Favorite at all times.



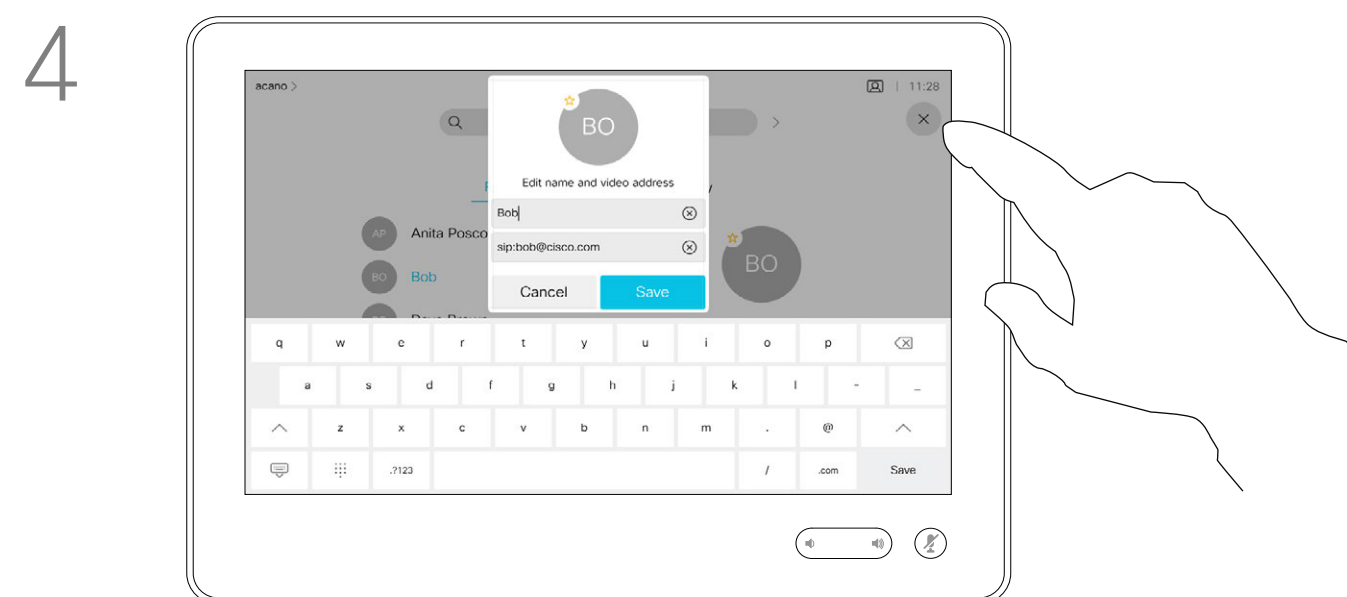
Tap **Call** (not shown) to invoke the Contacts list, as shown. Then tap **Favorites** to gain access to the list of Favorites.



Tap the Favorite to be edited. This will produce the options shown. Now tap **More**.



Tap **Edit Favorite**.



Edit the Favorite entry and tap **Save** to exit putting changes into effect. Otherwise tap **Cancel**.

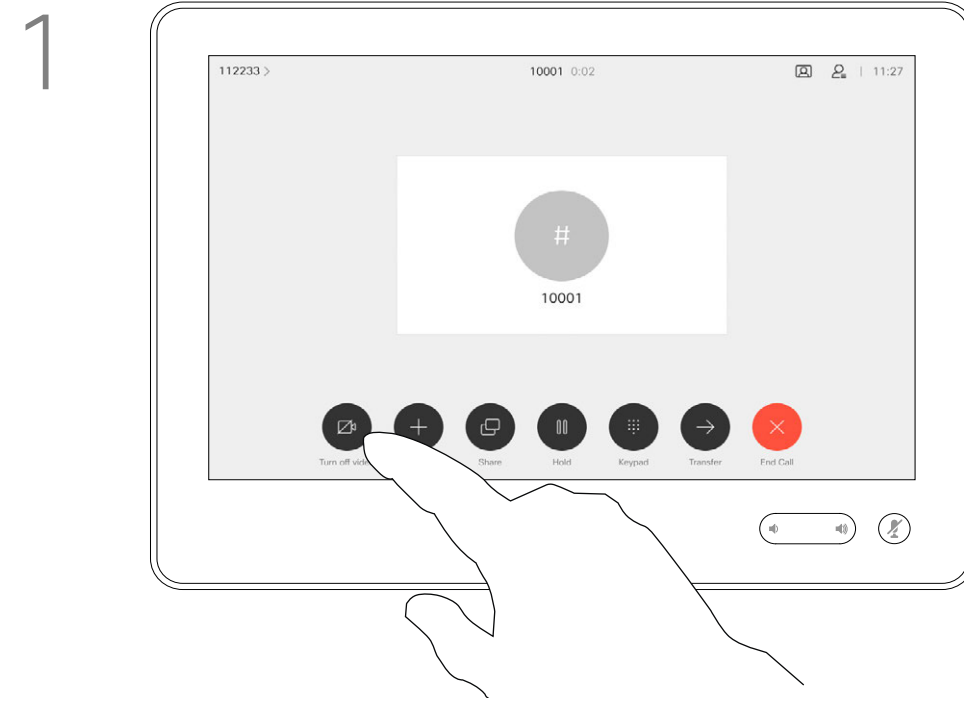


# Camera

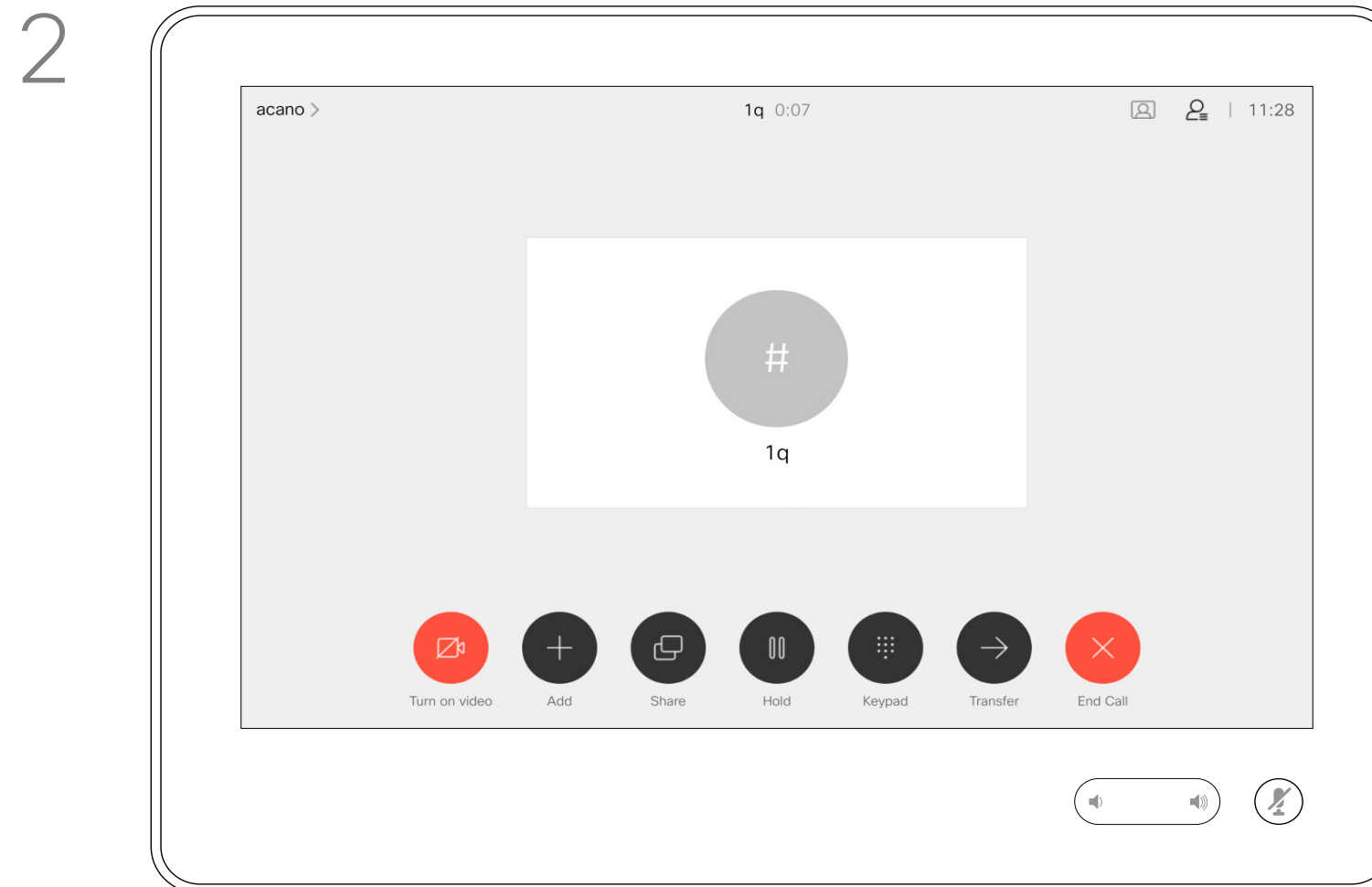
# Turning the Camera On or Off Using Touch10

## About Video Off

The video turn off feature has been designed to let you control the video transmission from your camera on systems that do not have the option of mechanically blocking the camera.



Tap **Turn video off**, as shown.



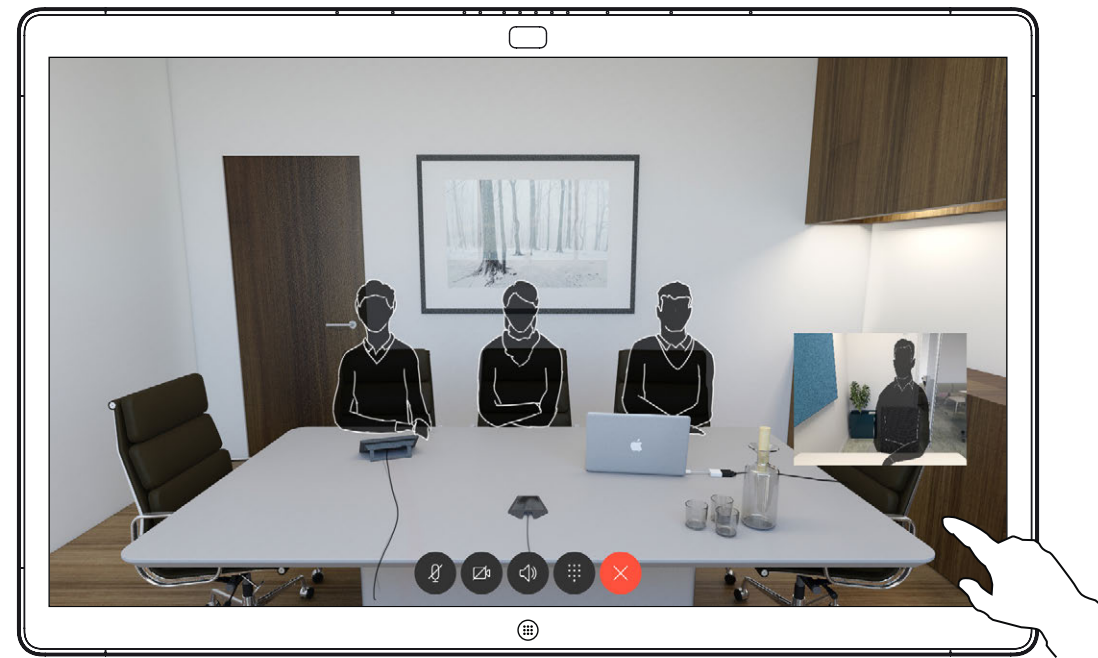
The icon turns red to indicate that no video is sent from the system. Tap again to deactivate the feature.

# Turning the Camera On or Off Using the Webex Board

## About Video Off

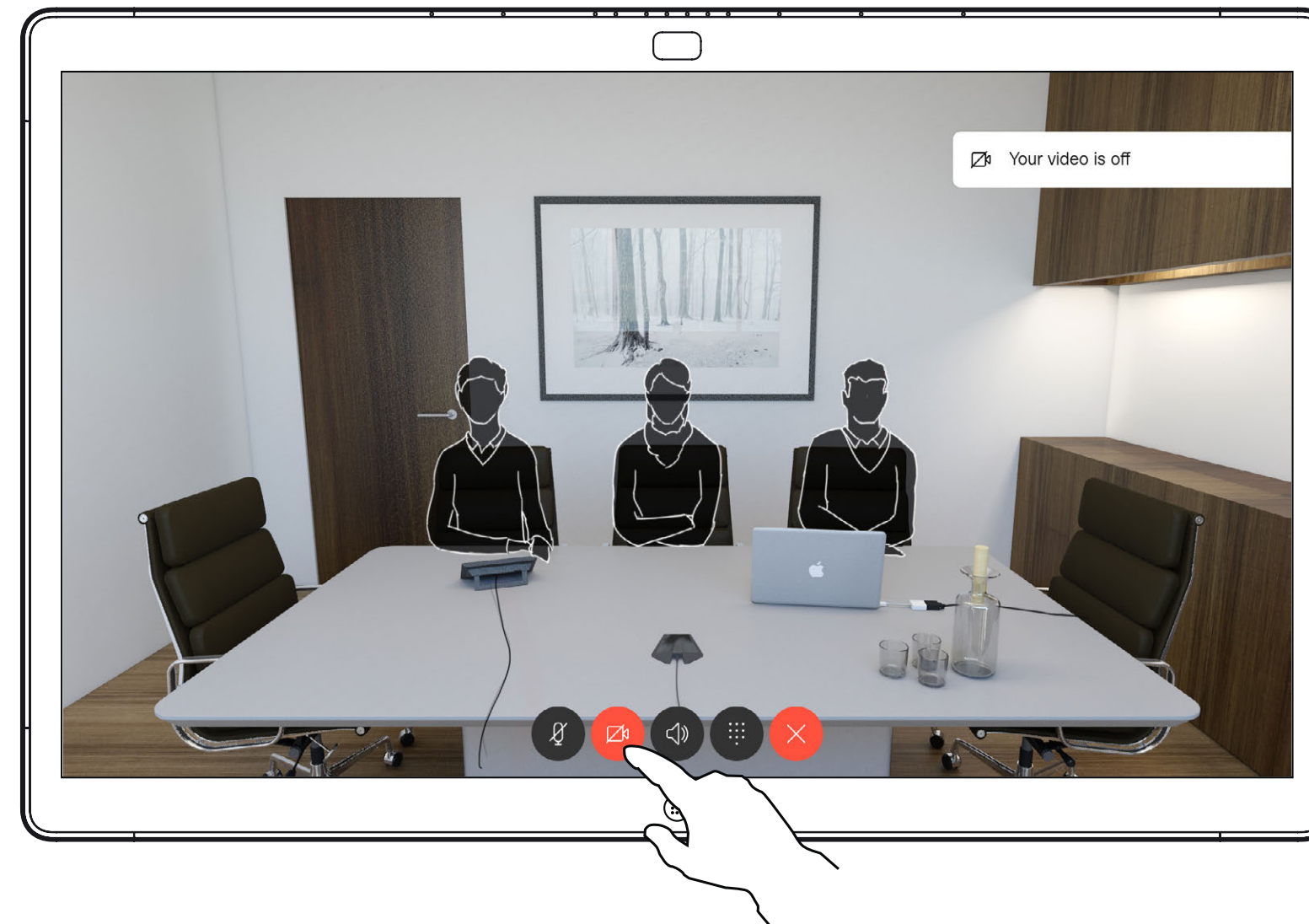
The video turn off feature has been designed to let you control the video transmission from your camera on systems that do not have the option of mechanically blocking the camera.

1



Tap anywhere on screen to produce the buttons shown along the bottom of the screen, if needed.

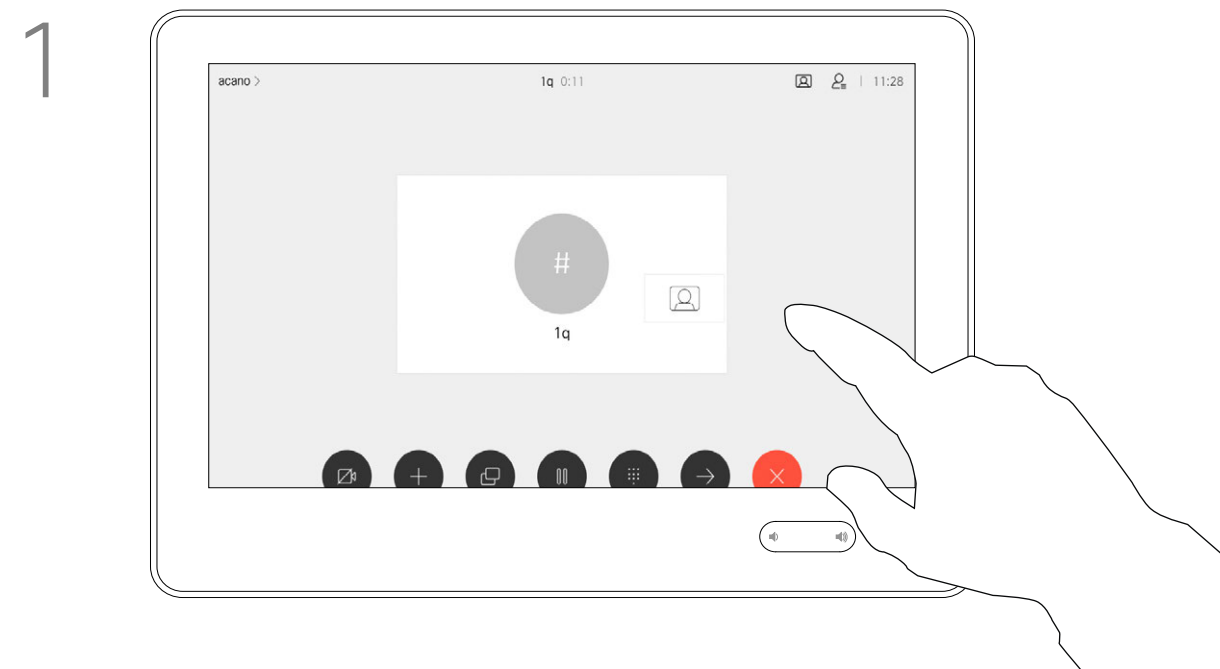
2



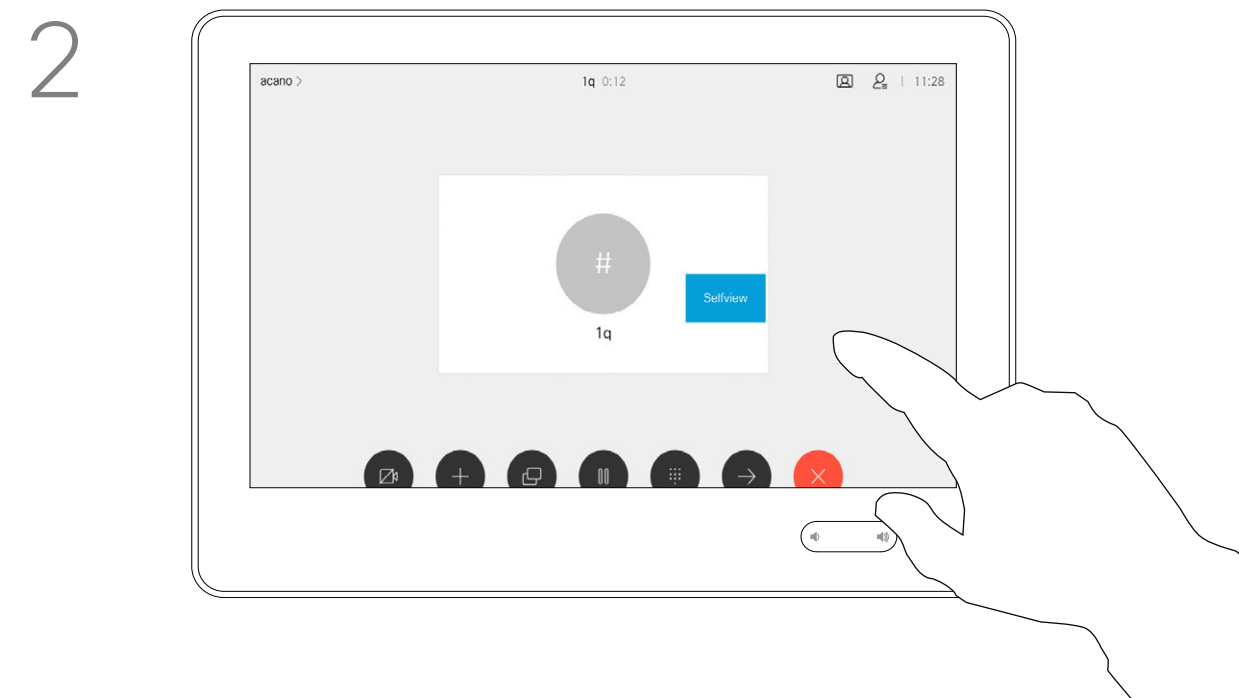
Tap the **Camera** button, as shown. Tap again to set the outgoing video back on.

# Move the Selfview PiP Using Touch10

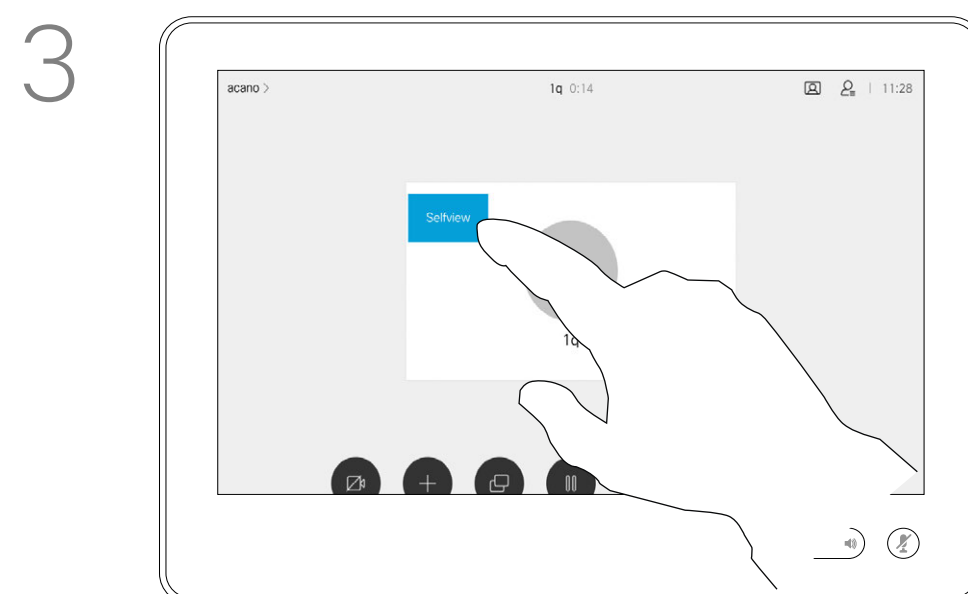
## Why Move the Selfview?



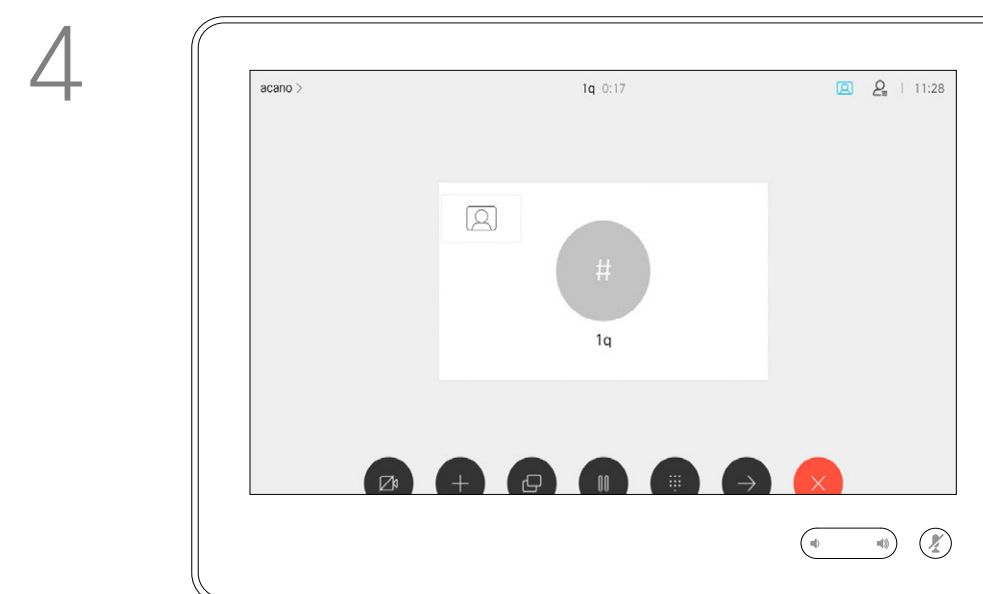
Tap and hold the selfview image.



The selfview image will now turn blue. You will also see the alternate positions available for the selfview image. Keep holding the image.



Drag the image to a new position, shown here is the upper left corner.



Release the image by lifting your finger from the screen. The selfview image has now assumed its new position.

Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

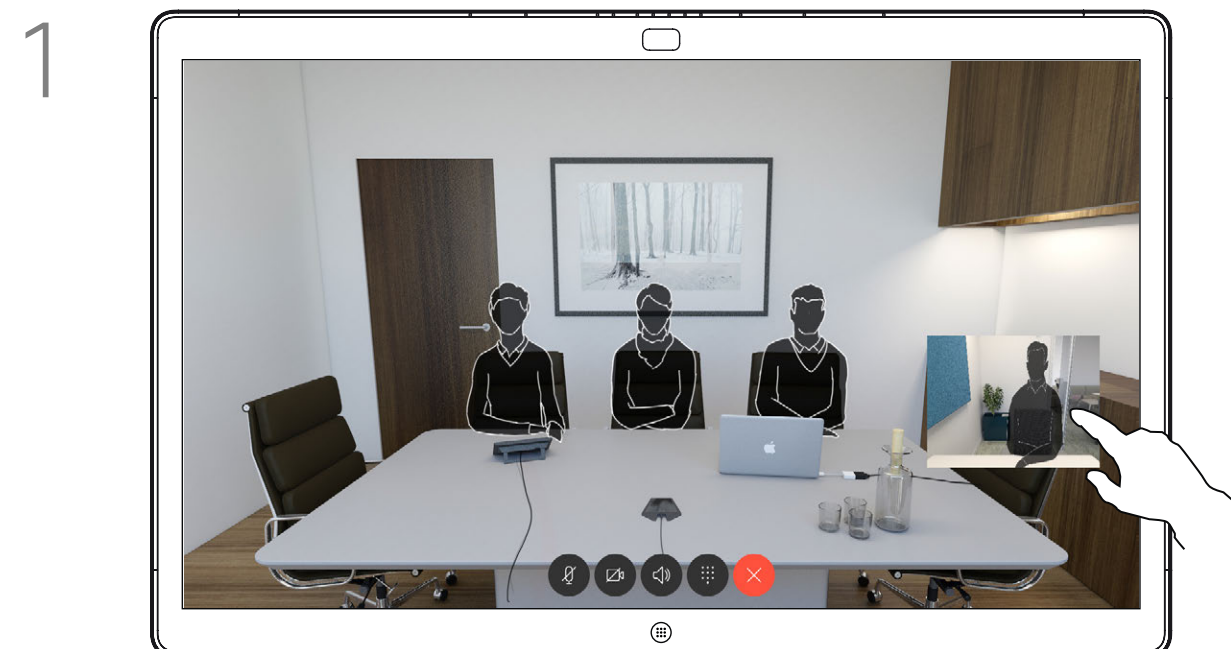
The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting. This could, for example, be to ensure that you remain seen on the screen.

It may happen that the current position of the selfview blocks important parts of the image on your screen. You may therefore want to move it.

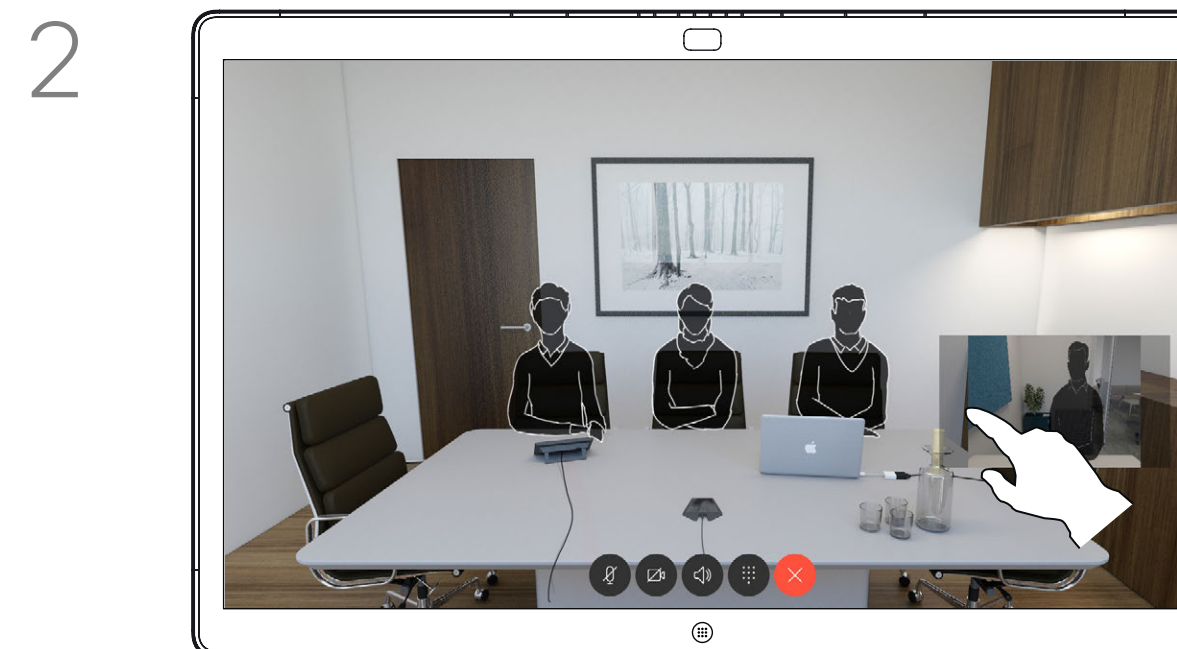
# Move the Selfview PiP Using the Webex Board

## Why Move the Selfview?

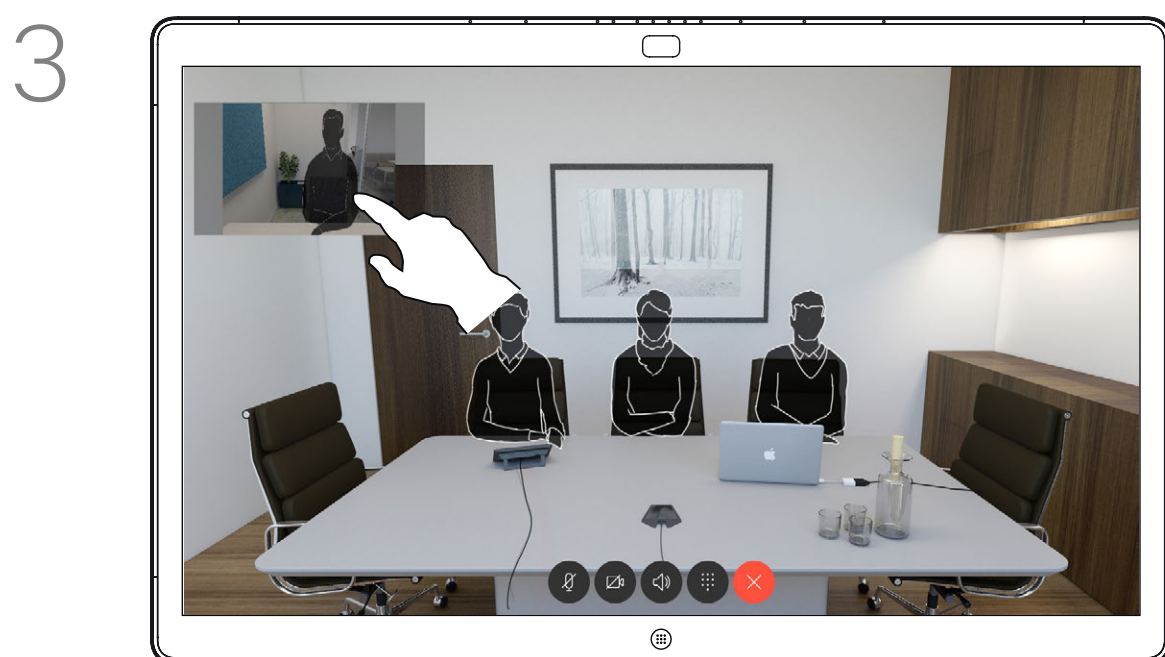


Unless you have made the selfview image sticky, the selfview is shown only when the row of buttons are displayed. Tap the screen to produce these buttons. To make the selfview sticky, see text at right.

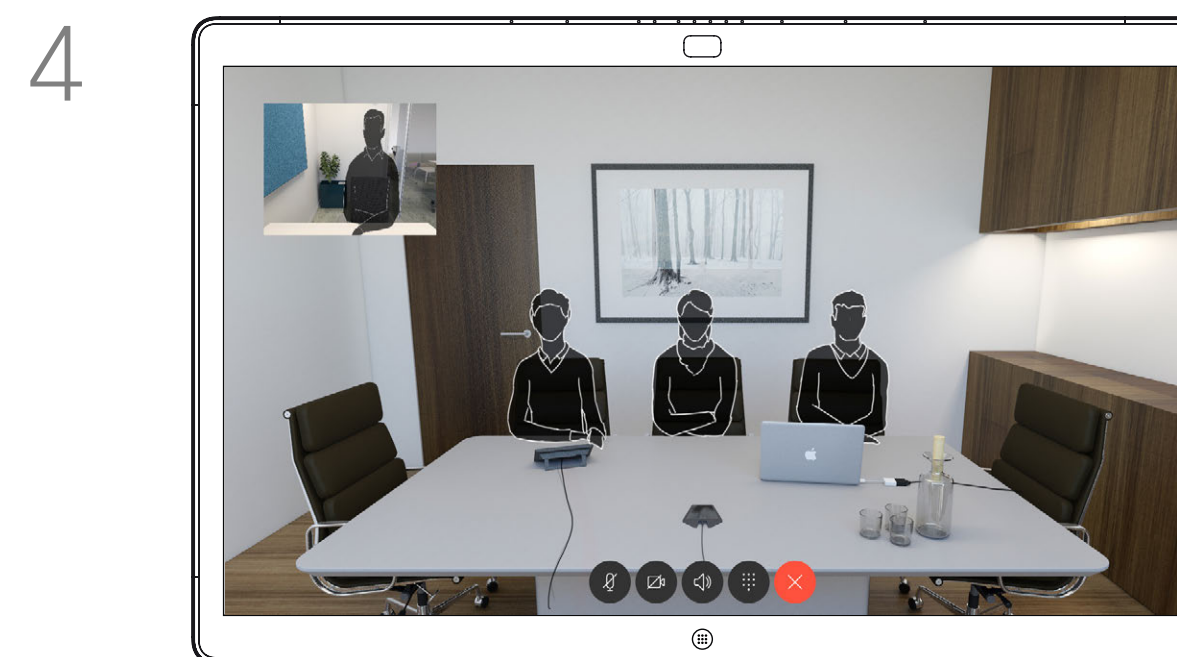
Tap and hold the selfview image.



Start dragging it to the new position.



Once there, remove your finger from the screen.



The selfview image will now have assumed its new position.

Selfview shows what others see from your video system. You will normally use it to confirm that they see what you want them to see.

The selfview appears as a PiP (Picture-in-Picture).

From time to time you may want to have the selfview activated during the meeting. This could, for example, be to ensure that you remain seen on the screen.

It may happen that the current position of the selfview blocks important parts of the image on your screen. You may therefore want to move it.

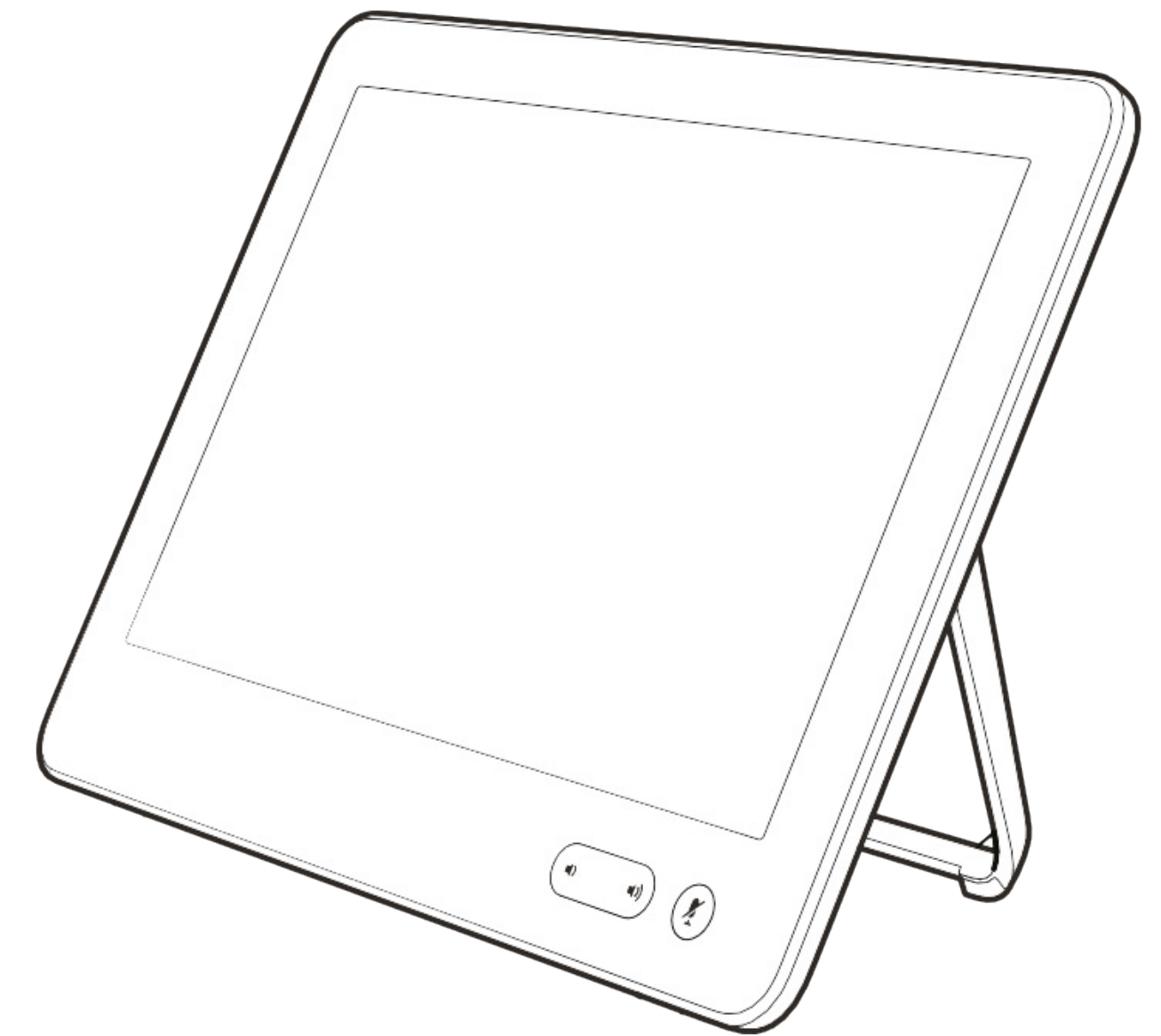
### Making the Selfview Sticky

Tap the screen to produce the selfview image.

Tap the selfview image itself. Then tap the text telling you to pin the selfview image.

To unpin, repeat the procedure.

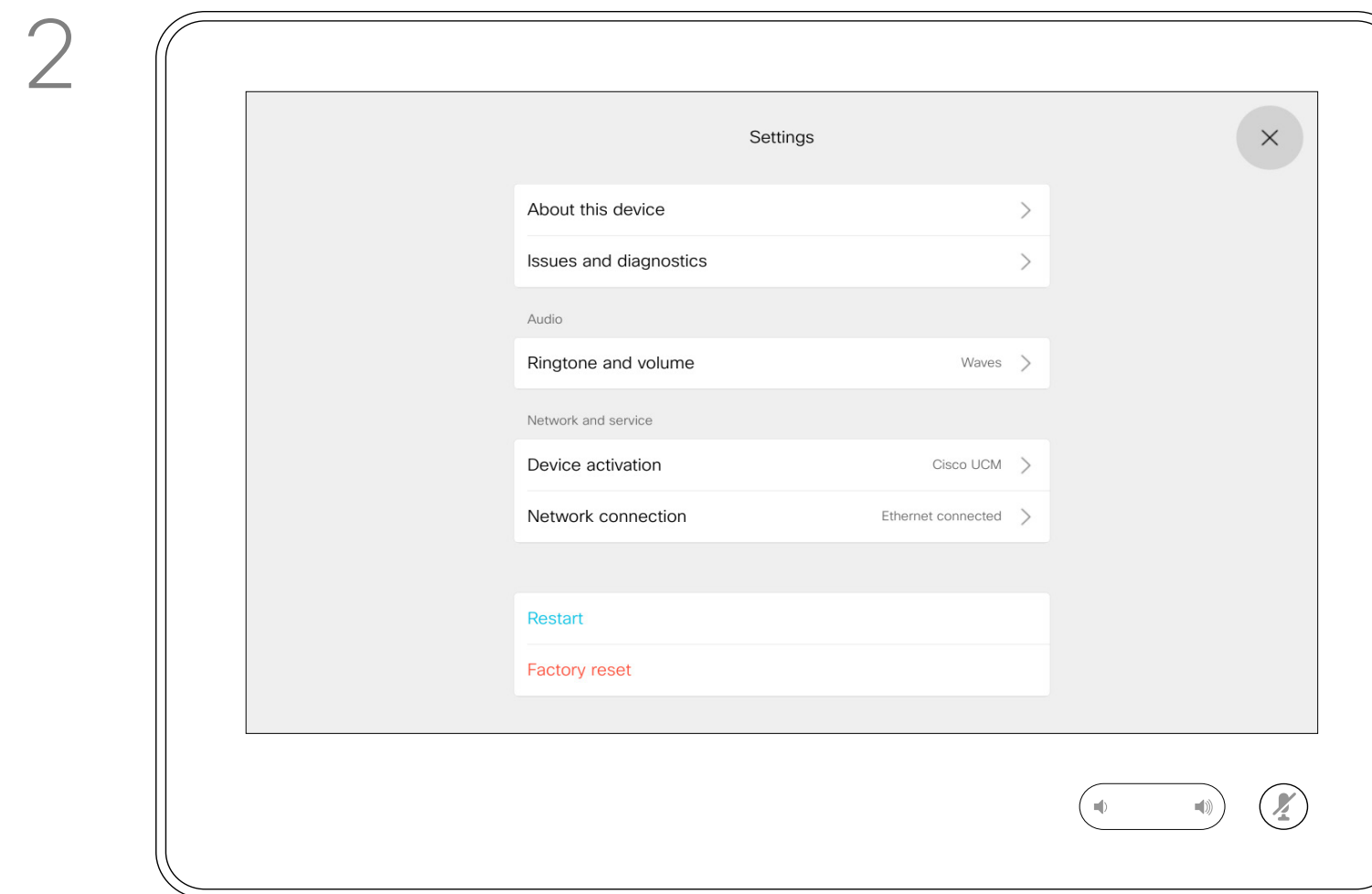
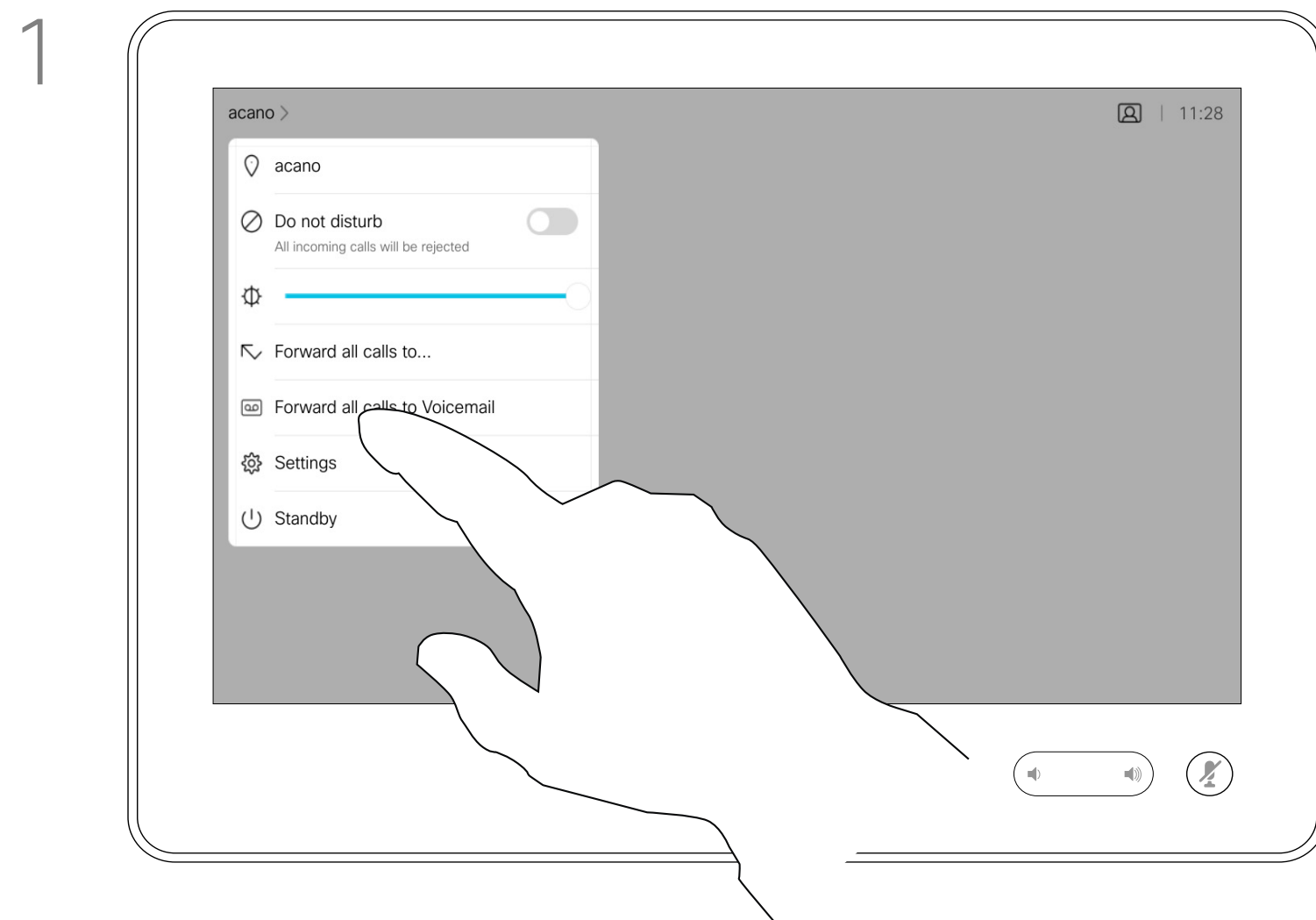
You cannot use this procedure if a Touch10 has been connected to the Board.



# Settings

# Gaining Access to the Settings

## About Settings



If you need to go further into the settings, you must access the system via its web interface, for which you will need administrator credentials.

The System information page provides information on IP address, MAC address, SIP Proxy, software version installed and device name.

In addition it contains a set of wizards to help you set useful things.

Note that your video support team may have disabled access to the set of menus and options shown here at left and far left.





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