Cisco Webex Board Quick Reference Guide

Placing Calls Using Name, Number or Address

Tap the green **Call** button.



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



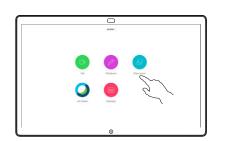
3 Key in a name, number or address. Possible matches and/or suggestions will appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.

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



Sharing Content Outside Calls

Outside a call, tap **Share** screen.



2 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.

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



For information on how to use the Webex Board with the Touch10, see the Quick Reference Guide for Touch10 CE9.13 and the Webex Board User Guide for CE9.13.

Sharing Content When in a Call

In a call tap the **Home** button to produce the buttons on the display.



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.



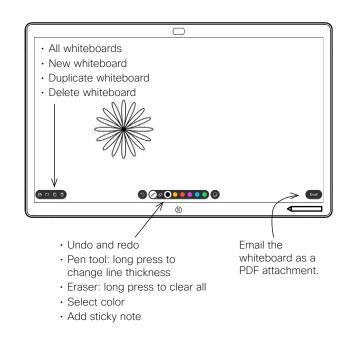
3 Connect your presentation source via cable or Proximity and tap **Start sharing**. You will now share the selected content of your presentation source.



Tap Stop sharing to halt your presentation.



Webex Board Used as a Digital Whiteboard



Your Webex Board is 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.

You can use the pen or your finger to draw or write on the 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.

Tap and hold the Home button for a few seconds to clean all whiteboard pages for the next user. You will be prompted to confirm.

Annotating Shared Content On the Webex Board

Outside calls, share a presentation 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

tap Done when

available and

finished.

 $\overline{}$ Quarterly Spending Budget

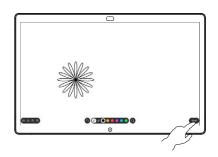
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Tap the Email icon.

Sending Annotations or Drawings by Mail



more than one whiteboard page, select the one to send by e-mail. Then tap the Next 000000000

Tap to add 3



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

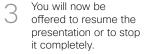
The format used is PDF.



arrow.

If you have

recipient(s).



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 at right for details.



