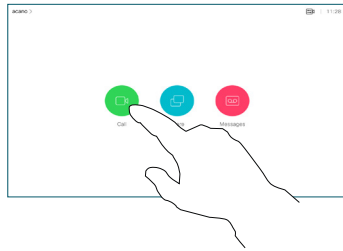


# Cisco Webex Room Series Touch10 Quick Reference Guide CE9.4

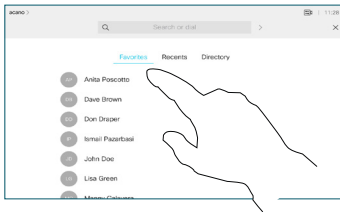


## Place Call From Contact List

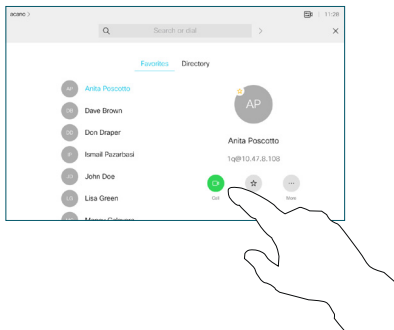
- 1 Tap the green **Call** button.



- 2 To search for someone in a specific list (Favorites, Directory or Recents), tap that list and then scroll down to locate the entry to be called.

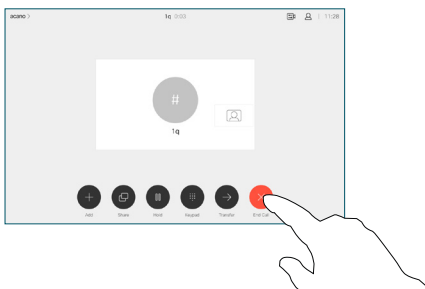


- 3 Tap that entry to produce the green **Call** button. Then tap the green **Call** button, as shown.



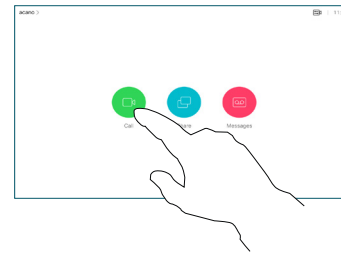
- 4 The call will now be placed.

To end the call, tap the red **End** icon.

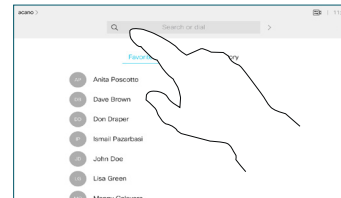


## Place Call Using Name, Number or Address

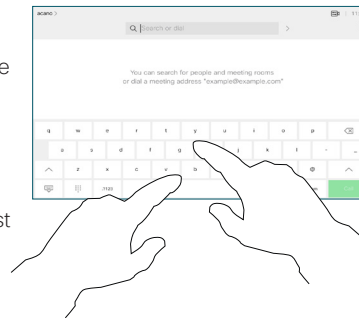
- 1 Tap the green **Call** button.



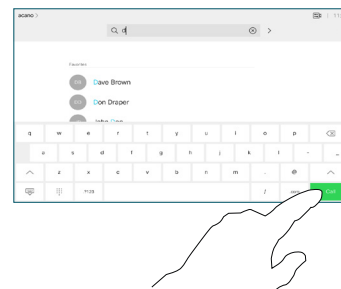
- 2 Tap the Search or Dial field. This will invoke the keyboard



- 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.

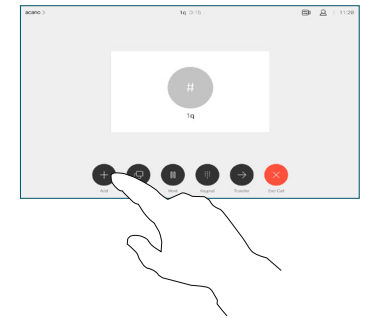


- 4 When you have typed or located whom to call, tap the green **Call** button to place the call.

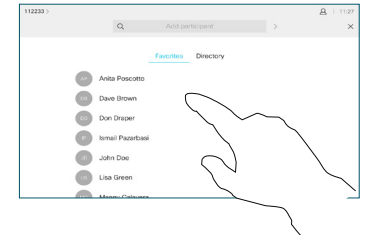


## Initiate Video Conference

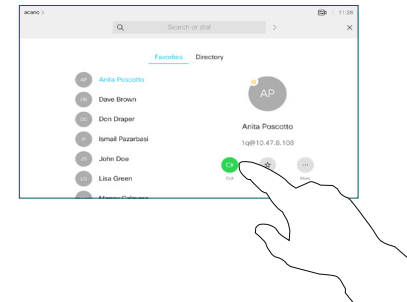
- 1 In a call tap **Add**.



- 2 Locate whom to call, in the usual way

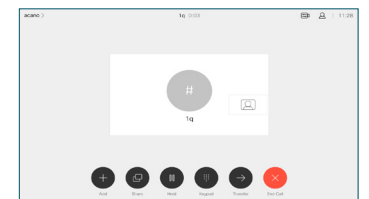


- 3 Place the call, in the usual way.



- 4 This new call will now be added to the existing, creating a conference.

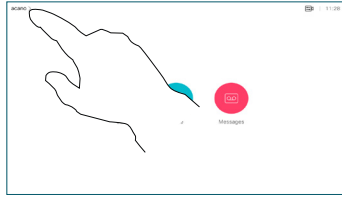
Repeat to add more people.



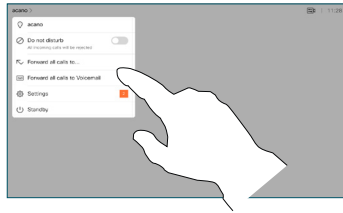


## Forwarding Calls, Proximity & Do not Disturb

- 1 Tap the > icon in the upper left corner.



- 2 Activate/deactivate functions as required. Tap anywhere outside the menu when you're done.

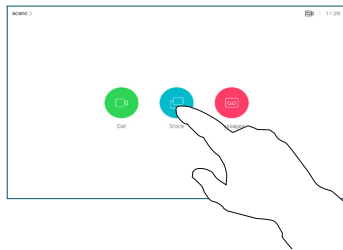


## Using Proximity to Share Content

On your PC set Proximity to **On** to share content wirelessly with others.

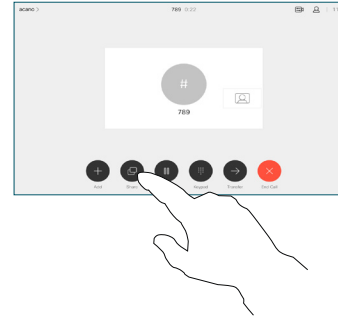
## Share Content Outside Calls

To share content outside calls, connect the source, make sure it is switched on and tap **Share**. You will then be offered to share content.

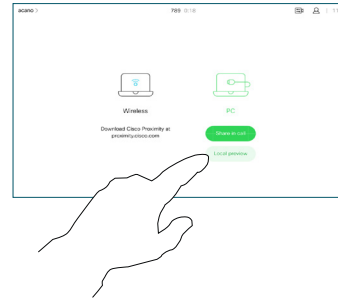


## Share Content in a Call

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

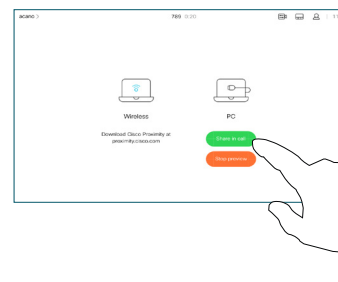


- 2 Tap **Local preview** to view the content without sharing it. Tap the X in the upper right corner, to return to the previous display.

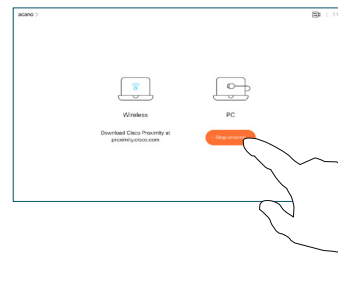


- 3 To discontinue the preview, tap **Stop preview**.

To share content with the remote participants, tap **Share in call**.

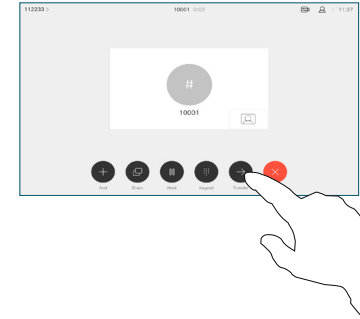


- 4 To stop sharing content, tap **Stop Sharing**, as shown.

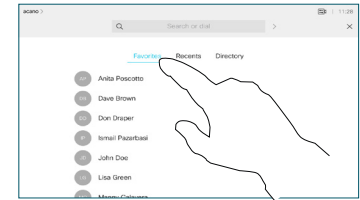


## Transfer an Ongoing Call

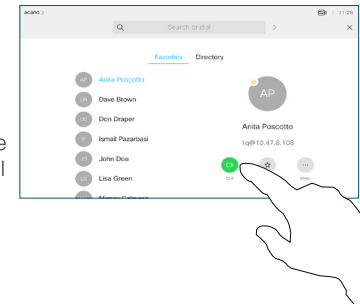
- 1 Tap the **Transfer** button. This will cause the current call to be put on hold.



- 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**.

