

Place a call

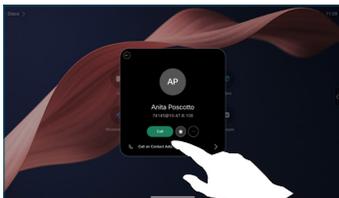
- 1 Tap the **Call** button.



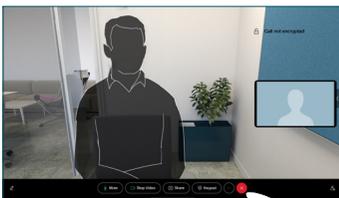
- 2 Tap **Favorites**, **Recents**, or **Directory**, and then scroll down to locate a contact.



- 3 Tap that entry and then tap the green **Call** button.



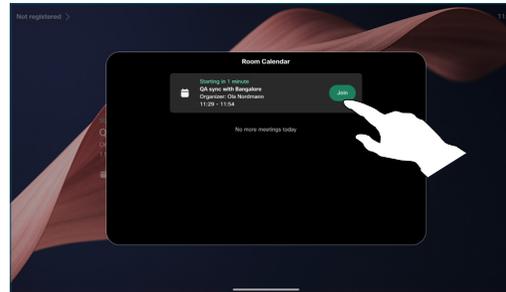
- 4 The call is placed. To end the call, tap the red **End call** button.



Join scheduled meetings

When you have a scheduled meeting, the **Join** button appears on your screen. Tap **Join** to participate in the meeting.

Meetings appear on your screen if your device is connected to a management system that supports it.



Join Webex meetings

You can join Webex Meetings by tapping the **Webex** button on your screen. Enter the meeting number from your invite and tap **Join**.



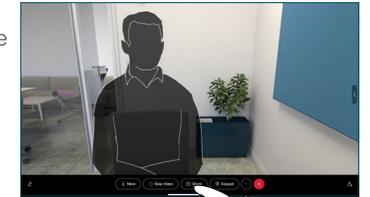
Share content wirelessly

You can share content wirelessly in and out of call, from your computer to your Desk device with Cisco Proximity, Webex App, and Webex Meetings. These apps connect to your device with ultrasound. Make sure the sound is turned on on your computer.

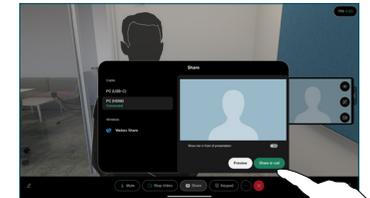
On Proximity, Webex, and Meetings apps look for the option to connect to a device. Then select **Share on device**.

Share content in a call

- 1 In a call, tap the screen to get the call controls and then tap **Share**.



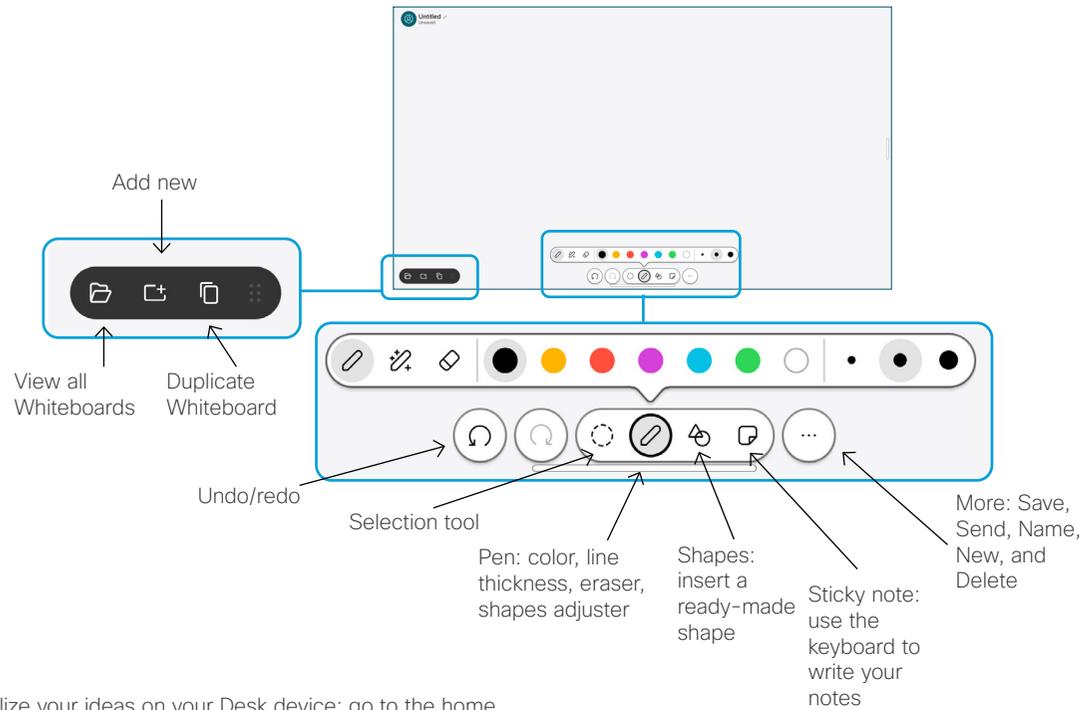
- 2 Select a source to share from. If it's connected by cable, tap **View** to preview and then tap **Share** when you're ready. Tap **Share in call** to start sharing right away.



- 3 To stop sharing content, tap **Stop sharing**.



Whiteboarding



Visualize your ideas on your Desk device: go to the home screen and tap **Whiteboard**.

Use your finger or the stylus to draw. The size of a whiteboard is as large as you want. You can pinch to zoom and use two fingers to move the whiteboard.

You can send your whiteboard or snapshot as PDF by email, if this option has been enabled by your support team. You can also share whiteboards in calls and annotate on them.

Forwarding calls and do not disturb

1 Tap the name in the upper left corner.



2 Activate/deactivate either function. Tap anywhere outside the menu when you're done.

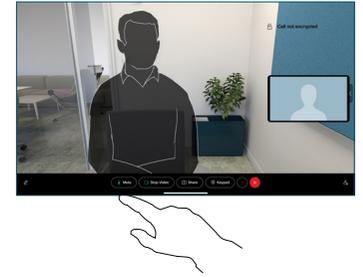


Add to a call

In a call tap **Add** and search or dial the person you want to join your call.

The new call is now added to the current one, creating a conference.

Repeat to add more people.



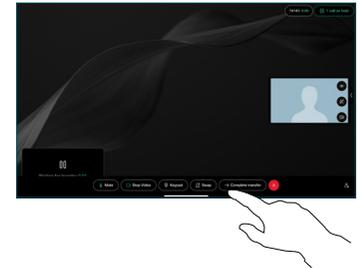
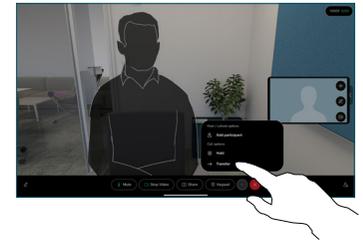
Transfer an ongoing call

Tap the **Transfer** button. You might need to tap **More** first. This puts the current call on hold.

Search for a contact. When you find the person you want to call, tap the green **Transfer call** button.

Talk to the person to confirm the transfer. The other person is still on hold.

Tap **Complete Transfer**.



Use as an external screen

Use an HDMI or USB-C cable to connect your computer to the Desk device. Your screen will show up immediately.

You can also tap **PC Input**, select your source, and tap **View** or **Hide**. Or tap **Wireless Sharing** to select a source without a cable.

Incoming calls will appear as usual, unless you activate Do not disturb.