The Cisco Webex Board can be used as a stand-alone device as well as be controlled from the Touch 10 or Room Navigator.

Using the Webex Board with the Touch 10 or Room Navigator gives you more control than when using it as stand-alone.

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

RoomOS10.8
Cisco Webex Board
User guide

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

To go between chapters, you can 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 not apply to your device.

In this user guide the term **Webex Board** refers to a **Webex Board registered to an on-premises service**.

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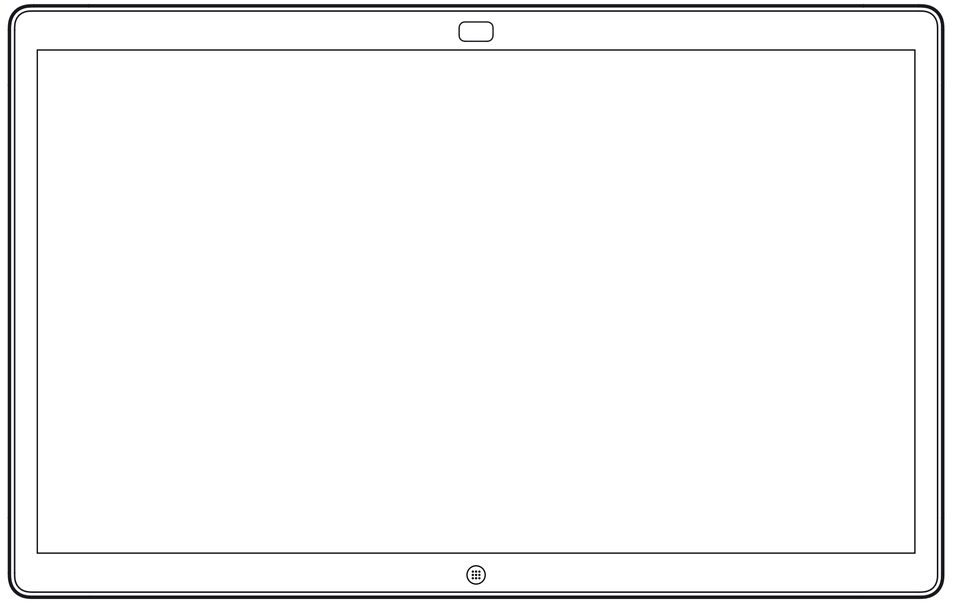

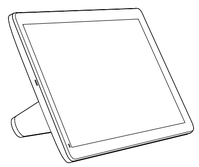

Room Navigator

Webex Board

Touch 10

Extension Mobility

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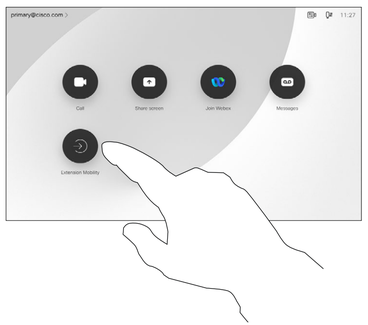
Sign in with your own credentials

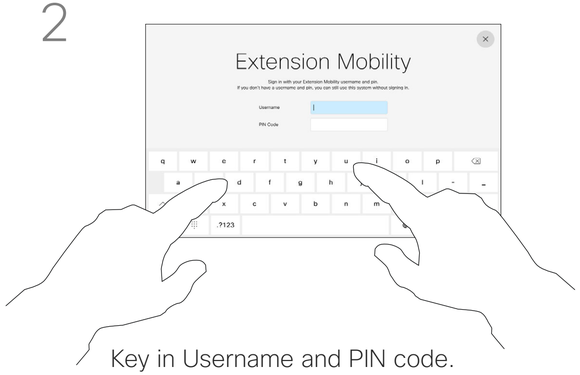
1



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

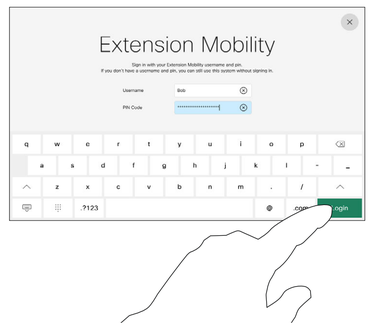
Tap the **Extension Mobility** button.

2



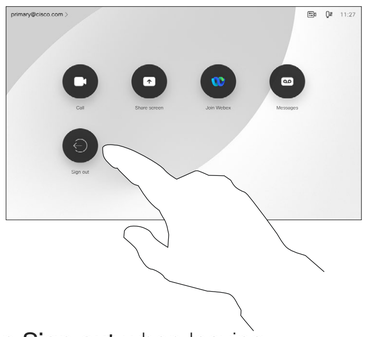
Key in Username and PIN code.

3



Tap **Login**, as shown

4



Tap **Sign out** when leaving.

About Extension Mobility

Note: This feature requires a Touch 10 or Room Navigator 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 device with your own personal credentials.

CUCM then routes all incoming calls destined for you to that specific video device.

Once you log out from Extension Mobility your list of Recents are cleared from the device.

Extension Mobility is also referred to as Hot-desking.

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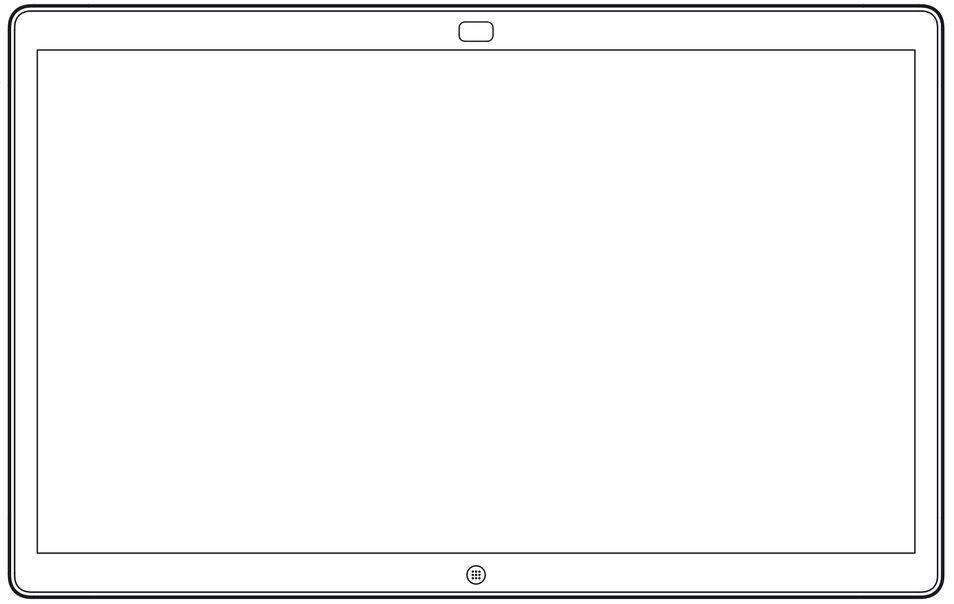

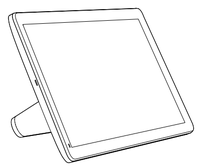

Room Navigator

Touch 10

Video calls using a touch controller

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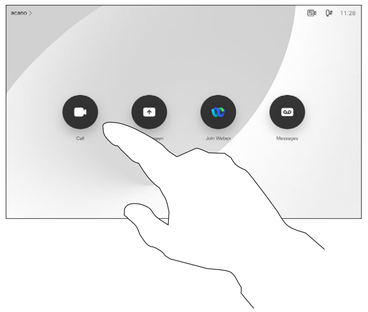
Video calls: touch controller

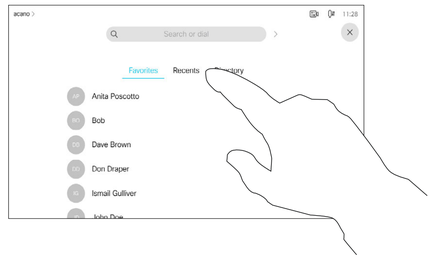
Place a call from contact list

1



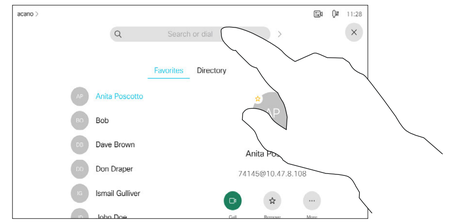
Tap the **Call** button.

2



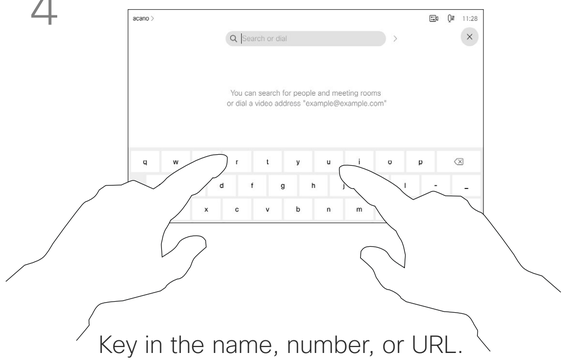
To find someone in a specific list (Favorites, Recents, or Directory), tap that list and then scroll down to locate the entry.

3



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

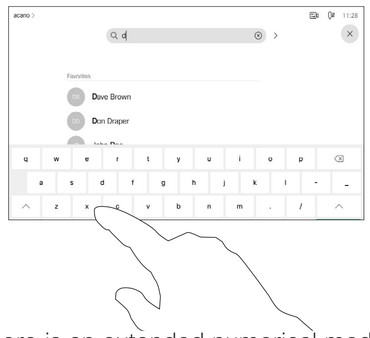
4



Key in the name, number, or URL.

Matches appear as you type.

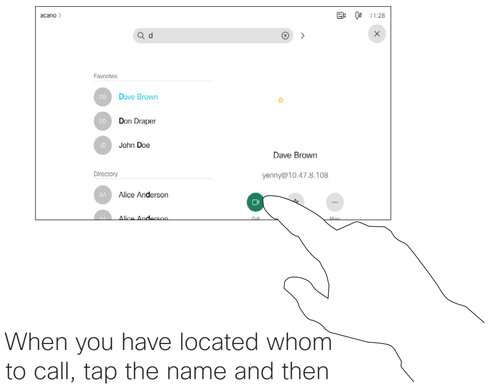
5



There is an extended numerical mode available which also contains special characters.

To toggle between the alphanumerical mode and the extended numerical mode tap the key in the lower left corner of the keyboard.

6



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

About the lists of contacts

Your lists of Contacts consist of three parts:

Favorites. These contacts are put there by you. These entries are those you call frequently or otherwise need to access in a swift and convenient manner from time to time.

Directory are typically a corporate directory installed on your device by your video support team.

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

The following options apply:

- You can key in a name, number or an URL and the device looks in all lists for you.
- You can 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*.

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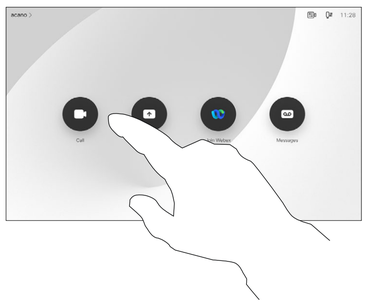
Video calls: touch controller

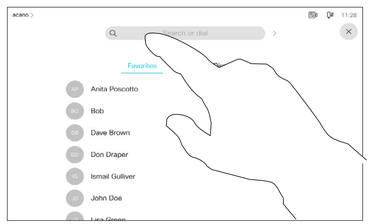
Edit a contact before calling

1



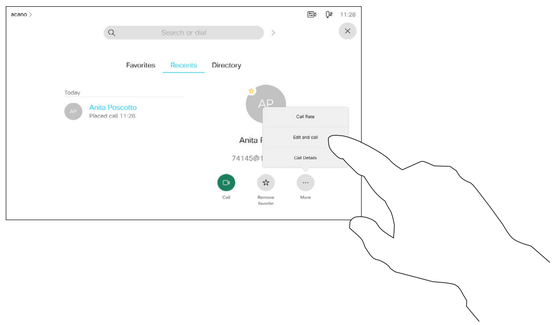
Tap the **Call** button.

2



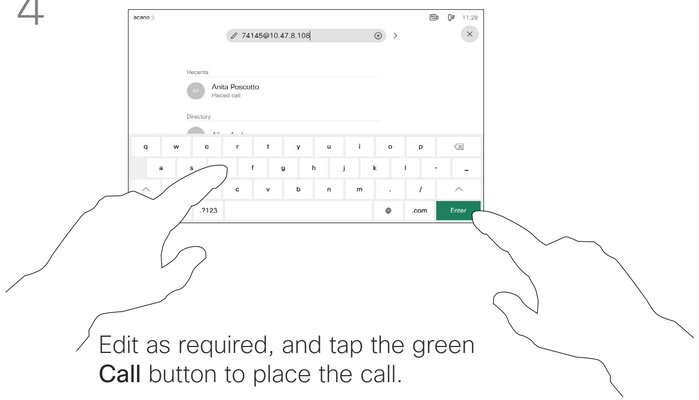
Tap the **Search or Dial** field or scroll through any of the lists, as shown on the previous page.

3



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.

4



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

About entry edits

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.

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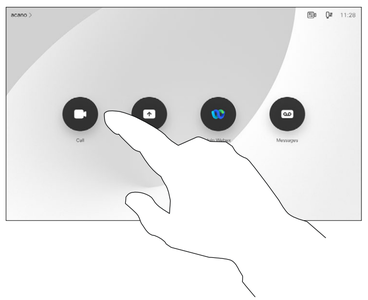
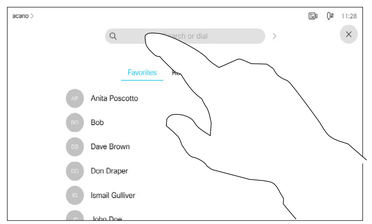
Place a call using name, number, or address

1



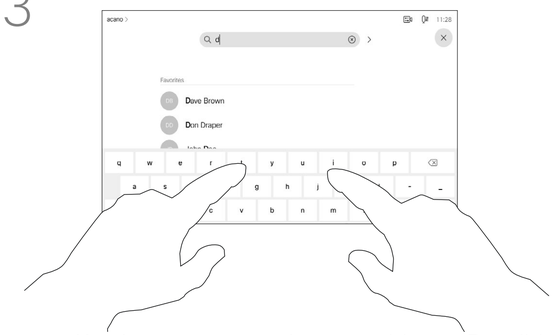
Tap the **Call** button.

2



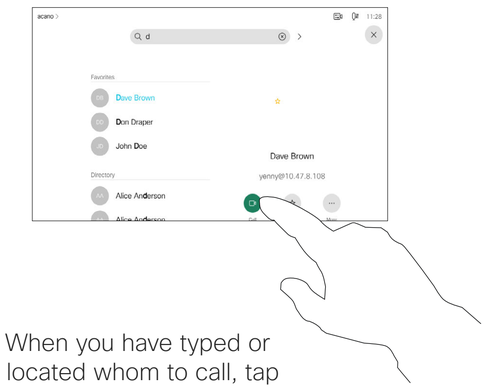
Tap the **Search or Dial** field. This opens the keyboard

3



Key in a name, number, or address. Possible matches and/or suggestions 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.

About placing calls

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, appear in the *Recents* list and you can 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 open the keypad needed for this.

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

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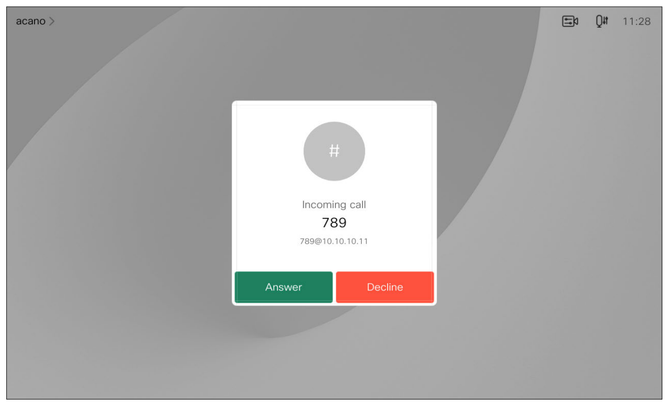
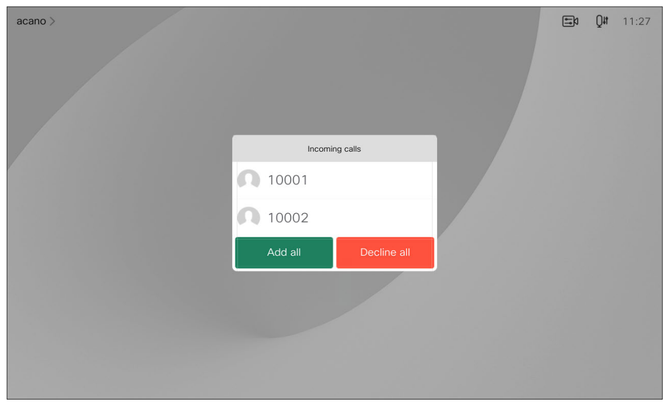
Video calls: touch controller

Receive calls—when not in a call



An incoming call may be answered or declined.



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

If someone calls you

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

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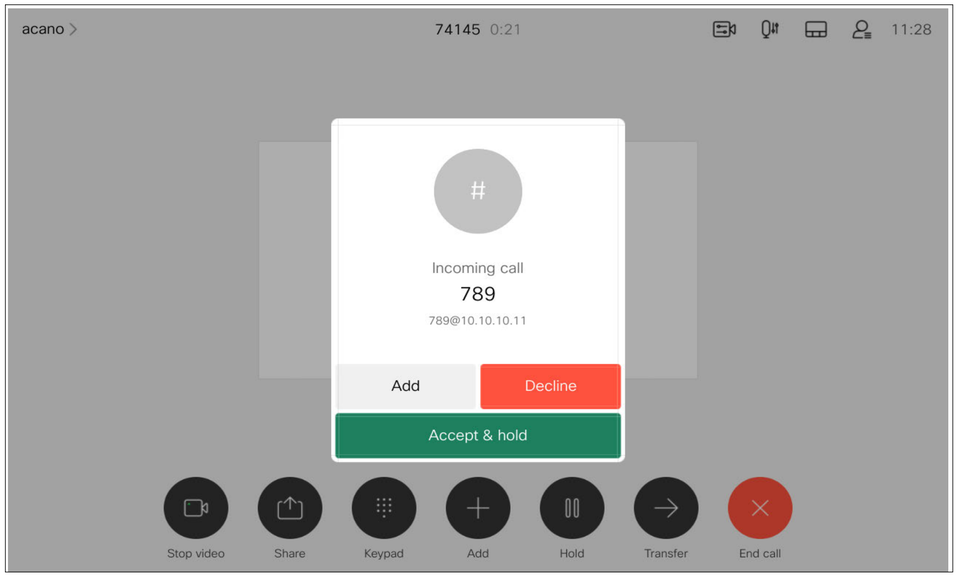
Receive calls while in another call

If someone calls you

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



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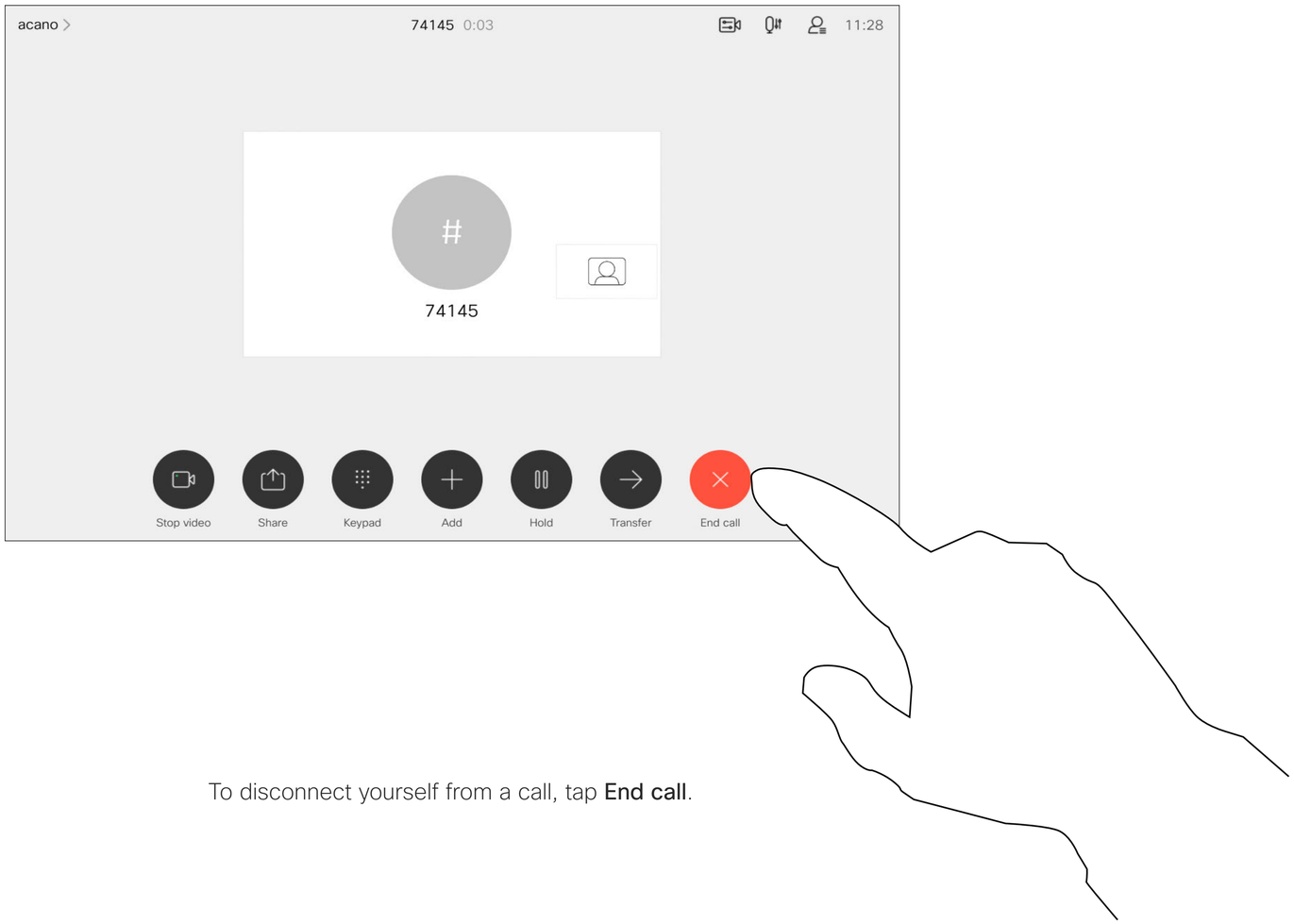
Disconnect yourself from a call



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

About disconnecting yourself

Tapping **End call** in a call disconnects your device from a call. In a call with two parties only, this terminates the call.

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

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

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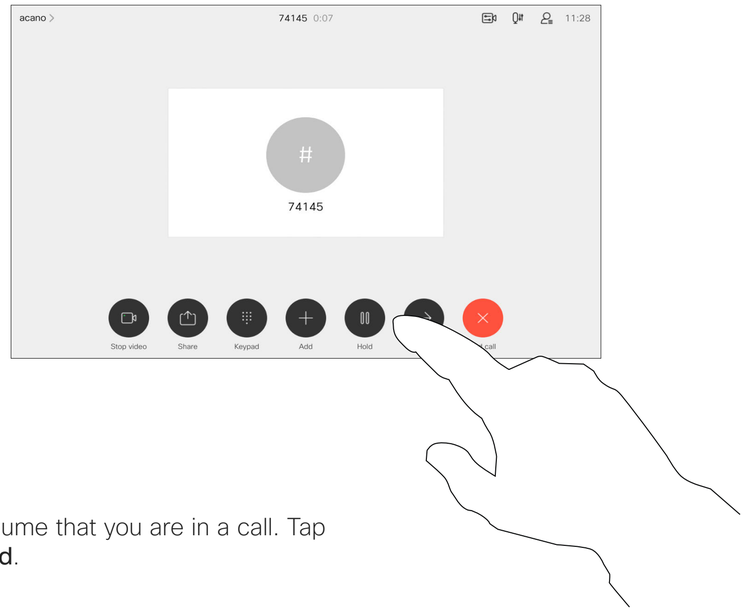
Video calls: touch controller

Put a call on hold and resume a call on hold

About putting on hold

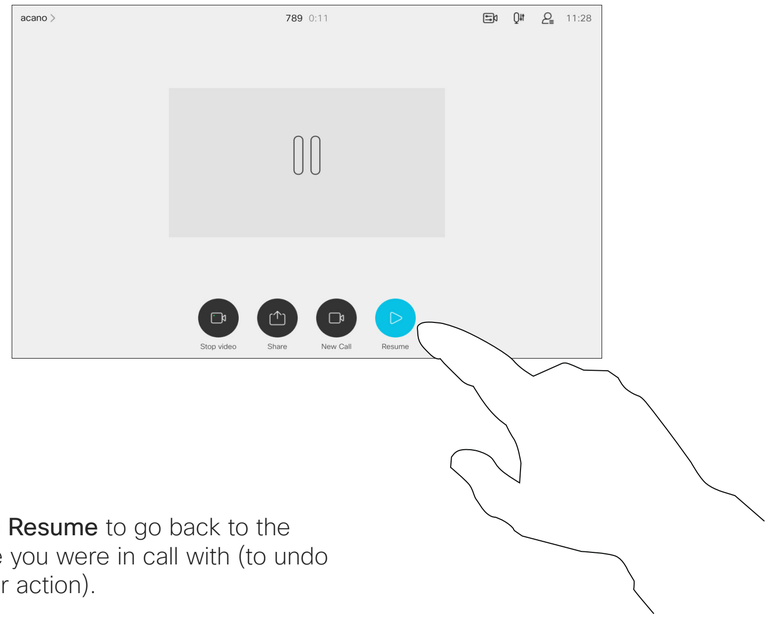
Putting someone on hold is typically something you do as an initial step when transferring someone to another person. You can also use it when you need to consult a person, or as an alternative to muting when you also want to stop the video transmission.

1



Assume that you are in a call. Tap **Hold**.

2



Tap **Resume** to go back to the one you were in call with (to undo your action).

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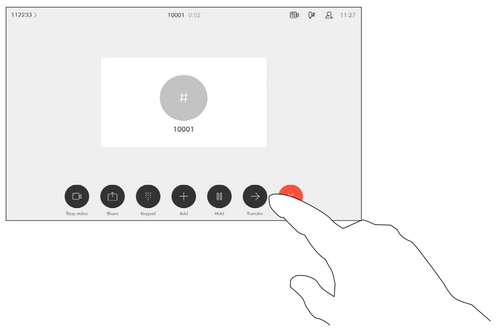
Transfer an ongoing call

About transfer

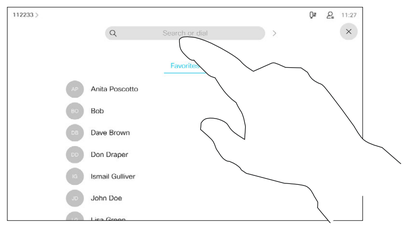
You may transfer an ongoing call to another person. Transfer is always consultative and you are able to talk to the person you are going to transfer a call to, before you actually transfer the call.

1



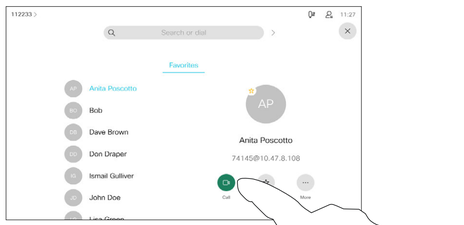
Tap the **Transfer** button. The current call is put on hold.

2



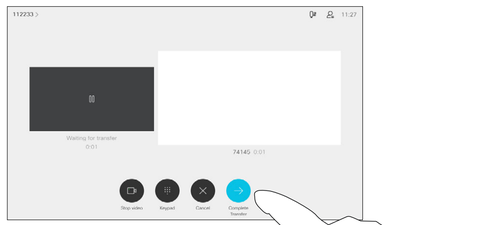
Search for whom to call in the usual way.

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**.

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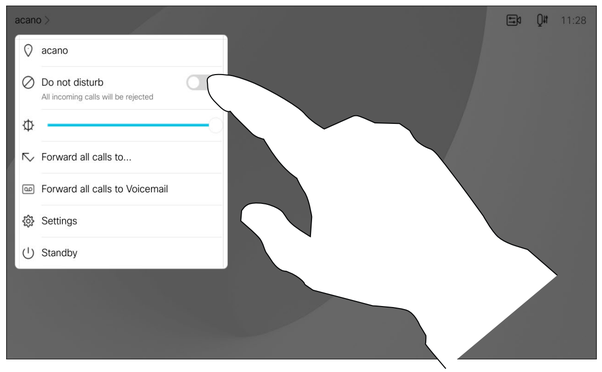
Activate do not disturb

1

Tap in the upper left corner, as shown.

2



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

About do not disturb

Your device can be set to not responding to incoming calls. You can still use it to call others.

Your video support team may have set a time-out on this feature, after which the device returns 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.

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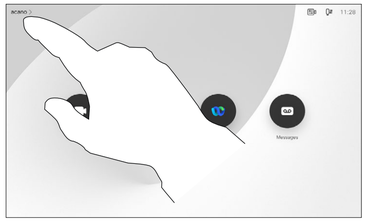
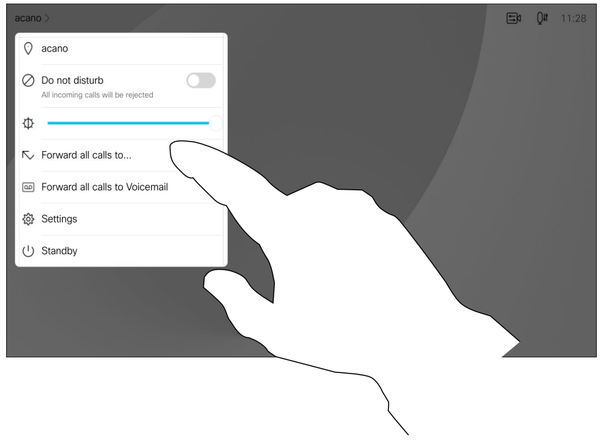
Automated forwarding of all calls

1



Tap in the upper left corner, as shown.

2



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

About forwarding calls

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 appears and you can specify whom to receive your calls.

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

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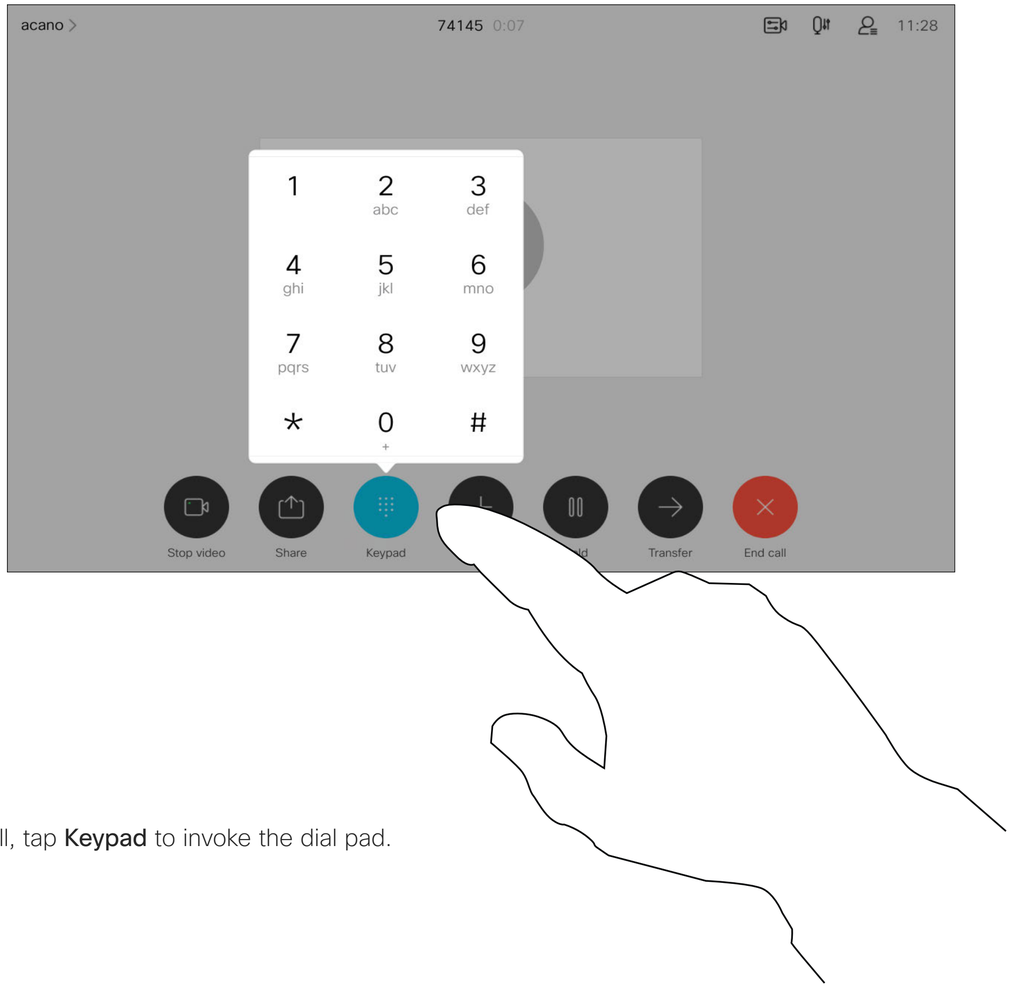
Video calls: touch controller

View keypad while in a call



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

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 entering a PIN-code).

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

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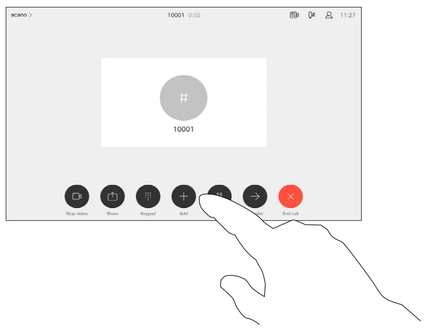
Video calls: touch controller

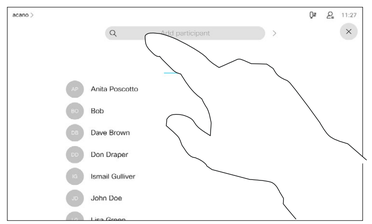
Add additional participants to an existing call

1



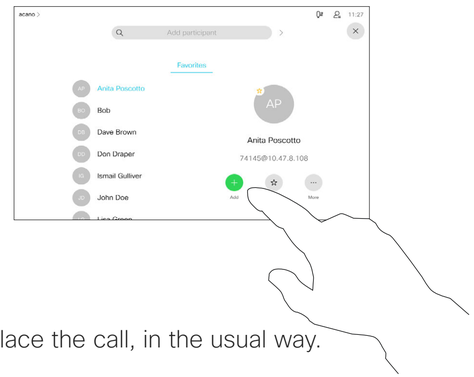
Assume that you already are in a call. This call may have been initiated by you or by someone else (someone called you). Tap **Add**.

2



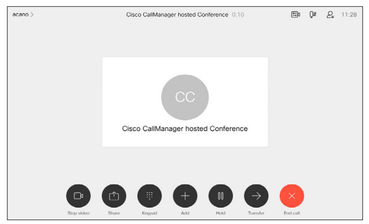
Locate whom to call, in the usual way.

3



Place the call, in the usual way.

4



The new call is added to the existing and you have now established a conference.

Repeat this procedure to the extent permitted by your video infrastructure to add more participants.

About video conferences

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

The maximum number of participants supported by your device depends on configurations 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.

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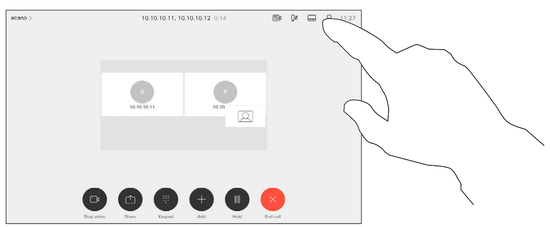
Video calls: touch controller

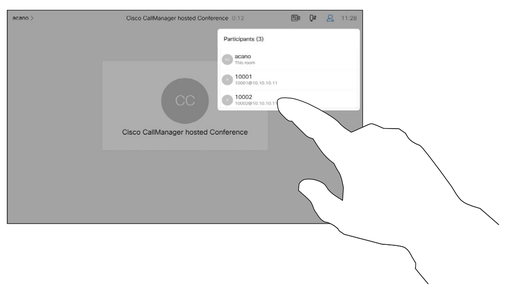
Disconnect a participant from a conference

1



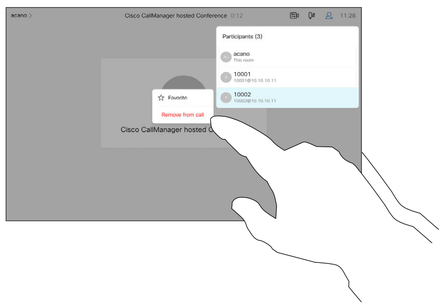
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.

2



Tap the one you want to disconnect from the conference.

3



Tap **Remove from call**.

About video conferences

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

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

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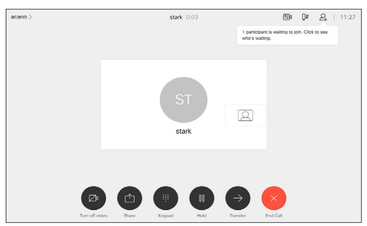
Video calls: touch controller

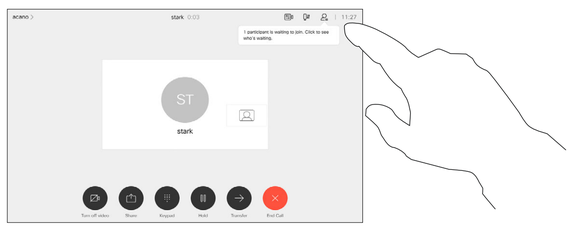
Admit a participant to a meeting

1



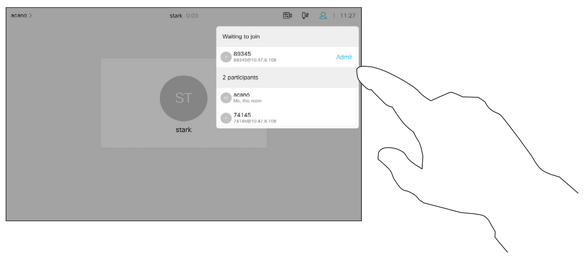
When someone is waiting in the lobby, you see an on-screen message.

2



Tap the **Participant list** icon to open it.

3



Tap **Admit** to let the participant in the meeting.

About admit participant

In a CMS meeting that is locked, you can let a participant join the meeting from the participant list.

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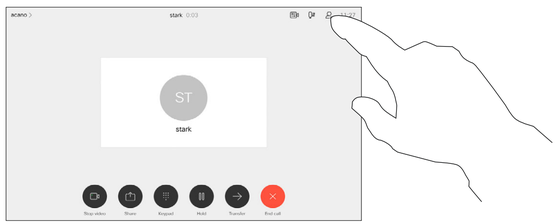
Video calls: touch controller

Pin a speaker in a meeting

1

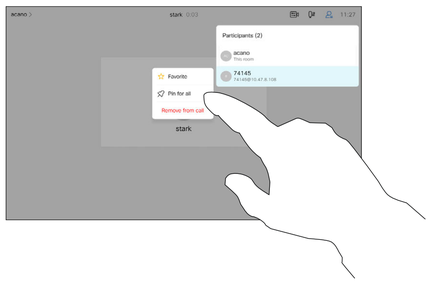


In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.

2

Tap the participant you want to pin.

3



Tap **Pin for all**.

About pin a speaker

In a CMS meeting you can pin a meeting participant to show up as important for all the meeting participants. This way that participant or meeting room shows up on everyones screens even when they are not the active speaker.

When you pin a speaker, a notification that they have been pinned shows up on their screen. Similarly, when you unpin them, they see a notification that they have been unpinned.

If you pin an audio-only participant, this will not affect the layout.

By default only the host can pin for all, but the meeting organizer can change this in the meeting settings.

You can pin a speaker for the whole meeting only in CMS meetings.

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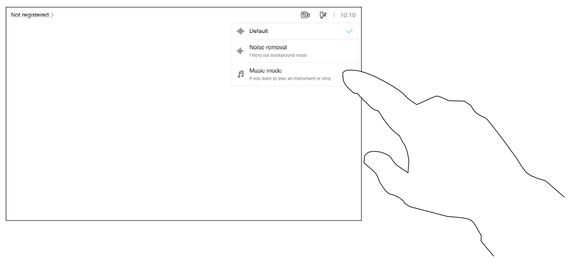
Video calls: touch controller

Use Music mode

1



Tap the microphone icon of the home screen and select **Music mode**.

To turn off Music mode, select **Default** button again.

About Music mode

Using Music mode allows the dynamic range of music go through in a call. This creates a better experience in settings where it's important to hear the nuances in music.

Music mode is useful for remote music lessons, testing musical instruments, and other situations where it's important to hear the full range of music. The device still uses its echo cancellation and environmental background noise reduction capabilities to avoid the need for external equipment, without detracting from the performance.

When Music mode isn't in use, the device filters out additional noises and reduces sound level variations. This caters for meeting settings and helps reduce distracting noise. The additional filtering also works well when you play recorded music through the device.

To use Music mode, you need to enable it on your device first. Select the device name in the upper left corner of the home screen and go to *Settings > Music mode* and toggle it on.

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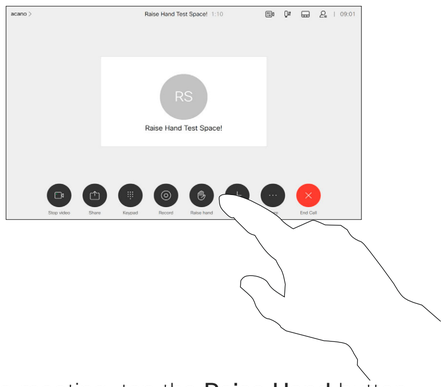
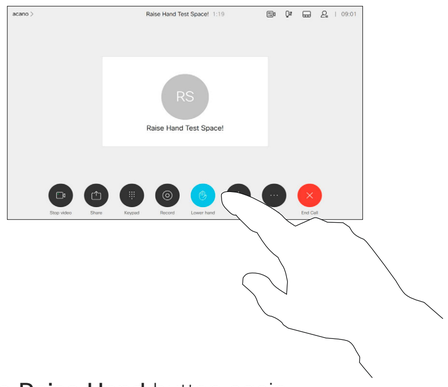
Raise hand in a meeting

1



In a meeting, tap the **Raise Hand** button.

2



Select the **Raise Hand** button again to lower your hand. This also removes the icon from the participant list next to your name.

About raise hand

Use the Raise Hand button to let others know you have a question or a comment without interrupting the conversation.

Both the host and others in the meeting see an on-screen notification that someone has raised their hand. The notification with a full name shows up for the first raised hand.

After that, the Raise Hand icon shows how many have raised their hands.

You can tap the Raise Hand icon to open the participant list to see who has raised their hand. Open the participant list to see which participants have raised their hand. They show up on at the top of the list in a chronological order, so that it's easy to see who raised their hand first.

Raise Hand is available in meetings with more than two participants.

Raise hand is available in CMS meetings.

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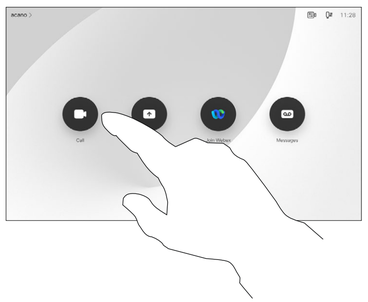
Video calls: touch controller

Find call details for recent calls

About call details

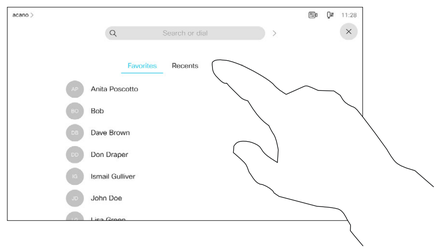
If you need to troubleshoot a recent call, you can find the call details from the recent calls list.

1



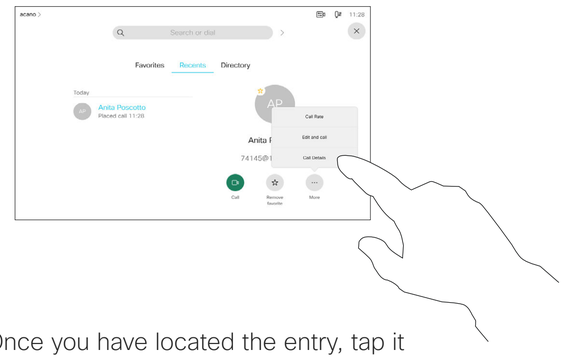
Tap the **Call** button.

2



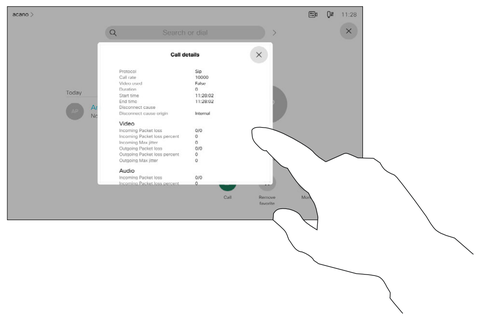
Tap **Recents** and scroll through to find the call you want the information on.

3



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

4



Scroll through the call information pane to find the required information.

Tap × to close the pane.

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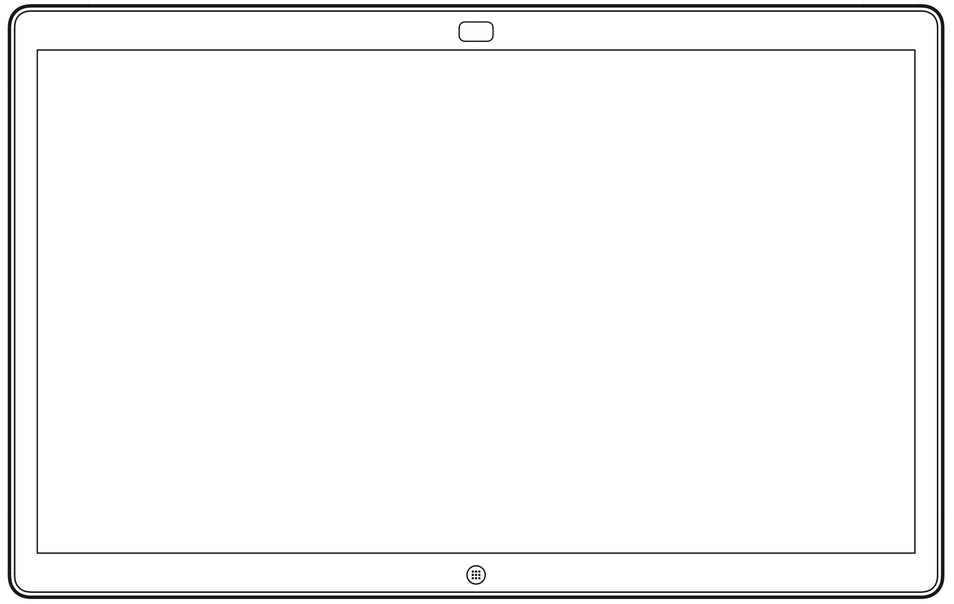

Webex Board

Video calls using a Webex Board

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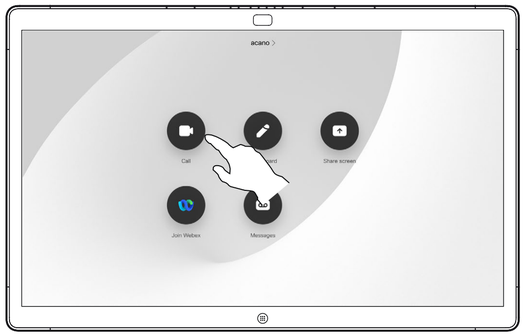
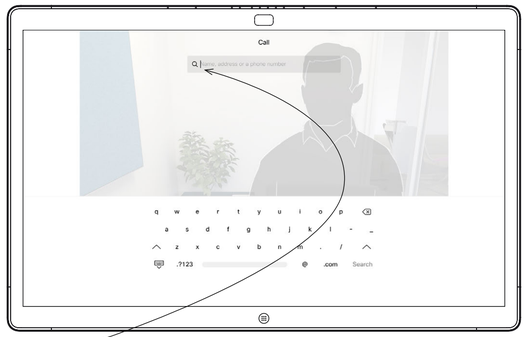
Place a call

1



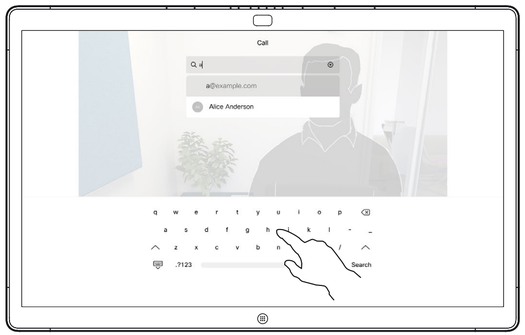
Tap the **Call** button.

2



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

3



Key in a name, number, or address. Possible matches and/or suggestions 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.

About placing calls

Anyone listed in your phonebook, or that you have previously called, or who has called you, show up in the suggested list of possible matches, which appears as you type. The Webex Board treats Recents, Favorites, or Phonebook entries all in the same way.

Recents/Favorites/Phonebook functionality requires a Touch 10 connected to the Webex Board.

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

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

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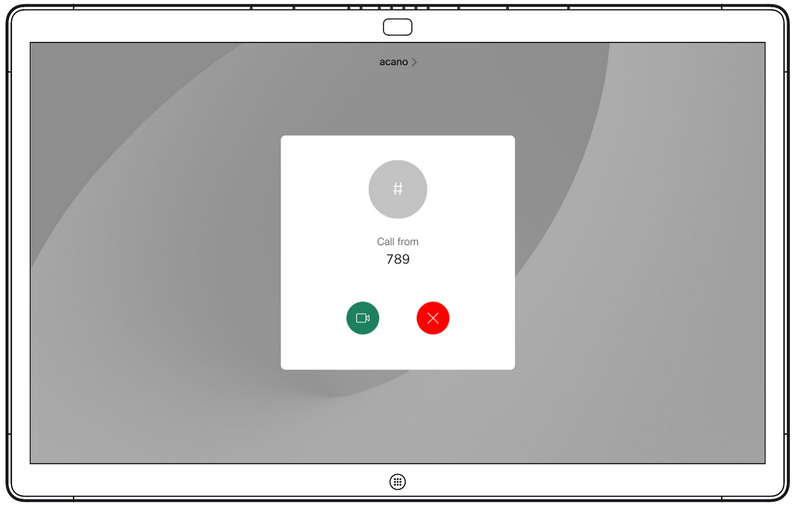
Receive calls



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

- If someone calls you, you can accept, decline, or ignore the call.
- If you decline the call, busy information is sent to the caller.
- If you ignore the call, the caller perceives 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.

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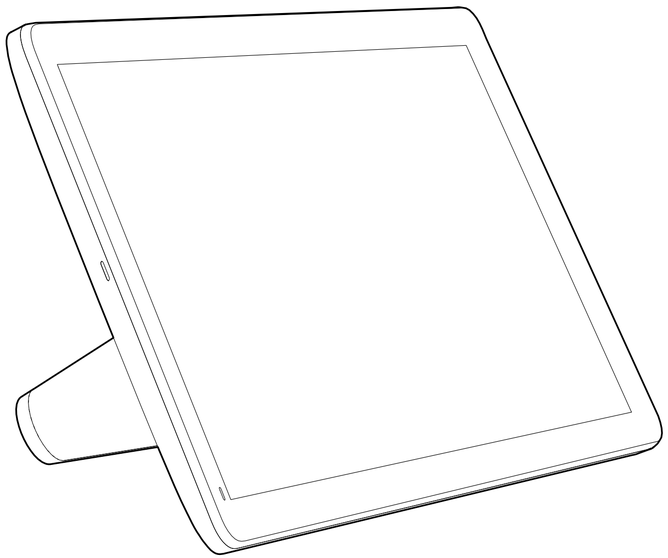

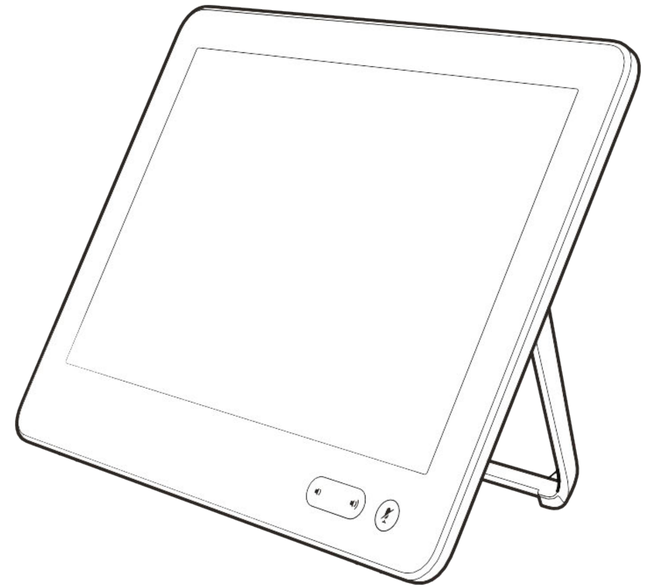

Intelligent Proximity

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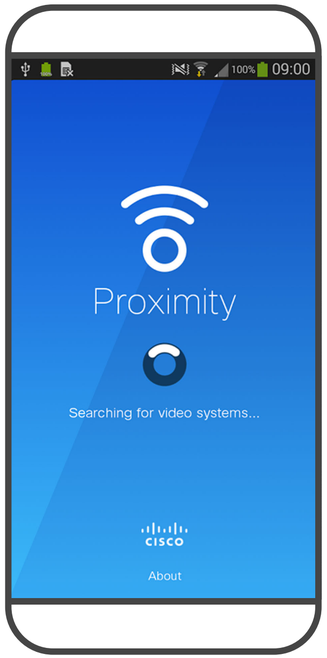
Cisco Proximity ultrasound signal

Cisco video devices 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.



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 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 continously 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 device.

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

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.

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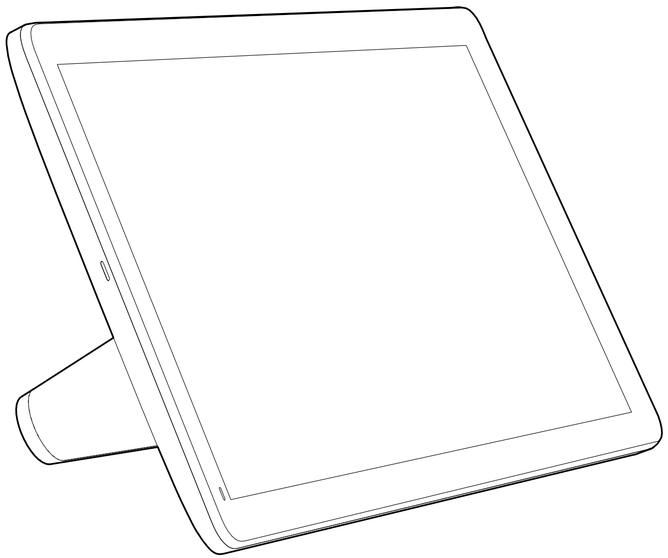

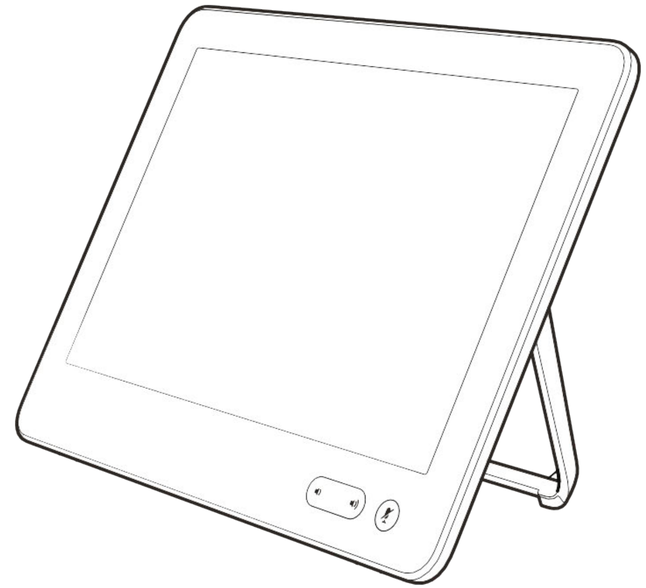

Content sharing using a touch controller

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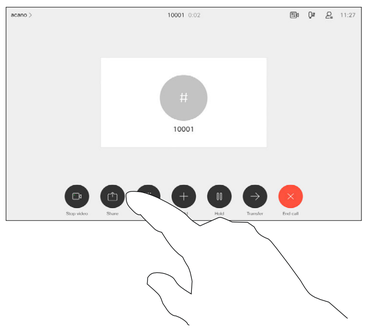
Content sharing: touch controller

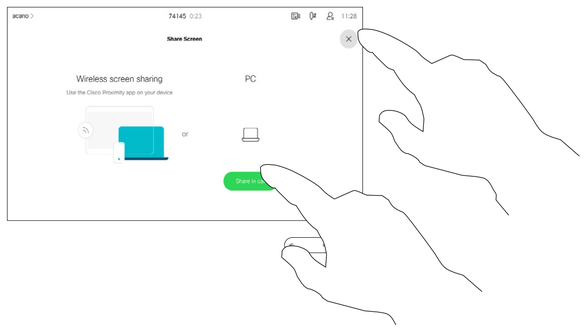
Share content in a call

1



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

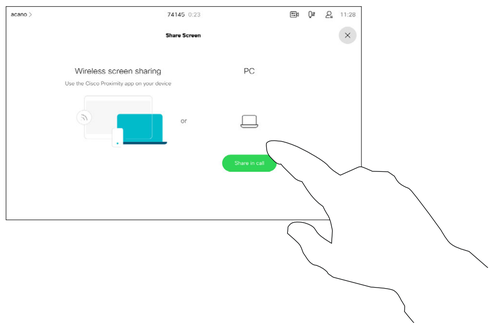
2



Tap **Local preview** to view the content on your own video device only. The content is not shared with the remote participants.

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

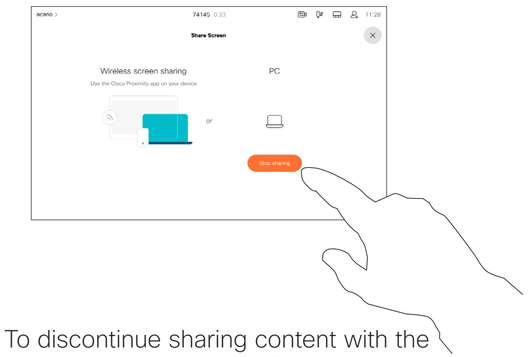
3



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**.

About content sharing

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

If your laptop has Intelligent Proximity enabled, let your device pair with the video device and you can share content wirelessly.

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

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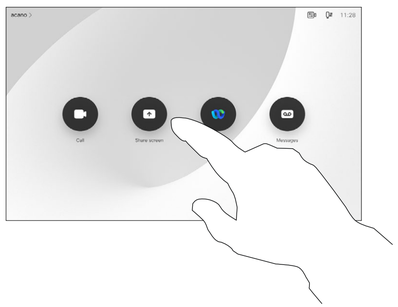
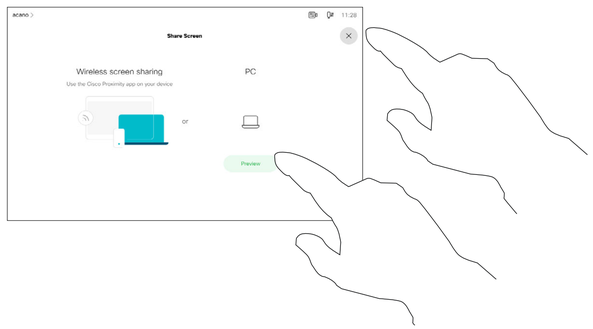
Share content outside a call

1



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

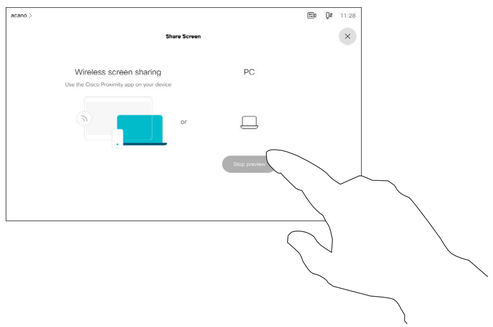
2



Tap **Share** to show the content on your device'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 use your video device in local meetings to present and share content outside calls.

If your laptop has Intelligent Proximity enabled, let your device pair with the video device and you can share content right away.

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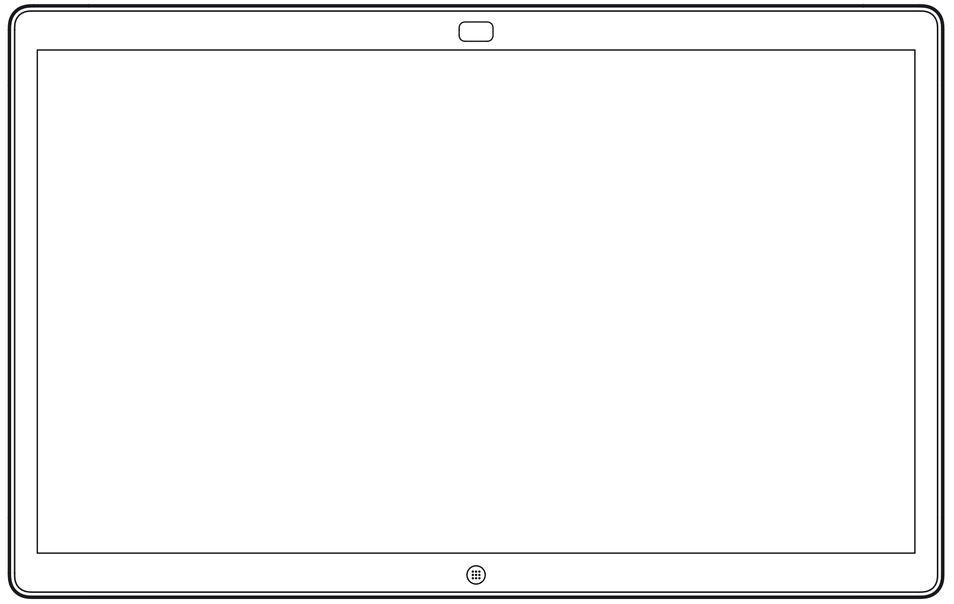

Webex Board

Content sharing on Webex Board

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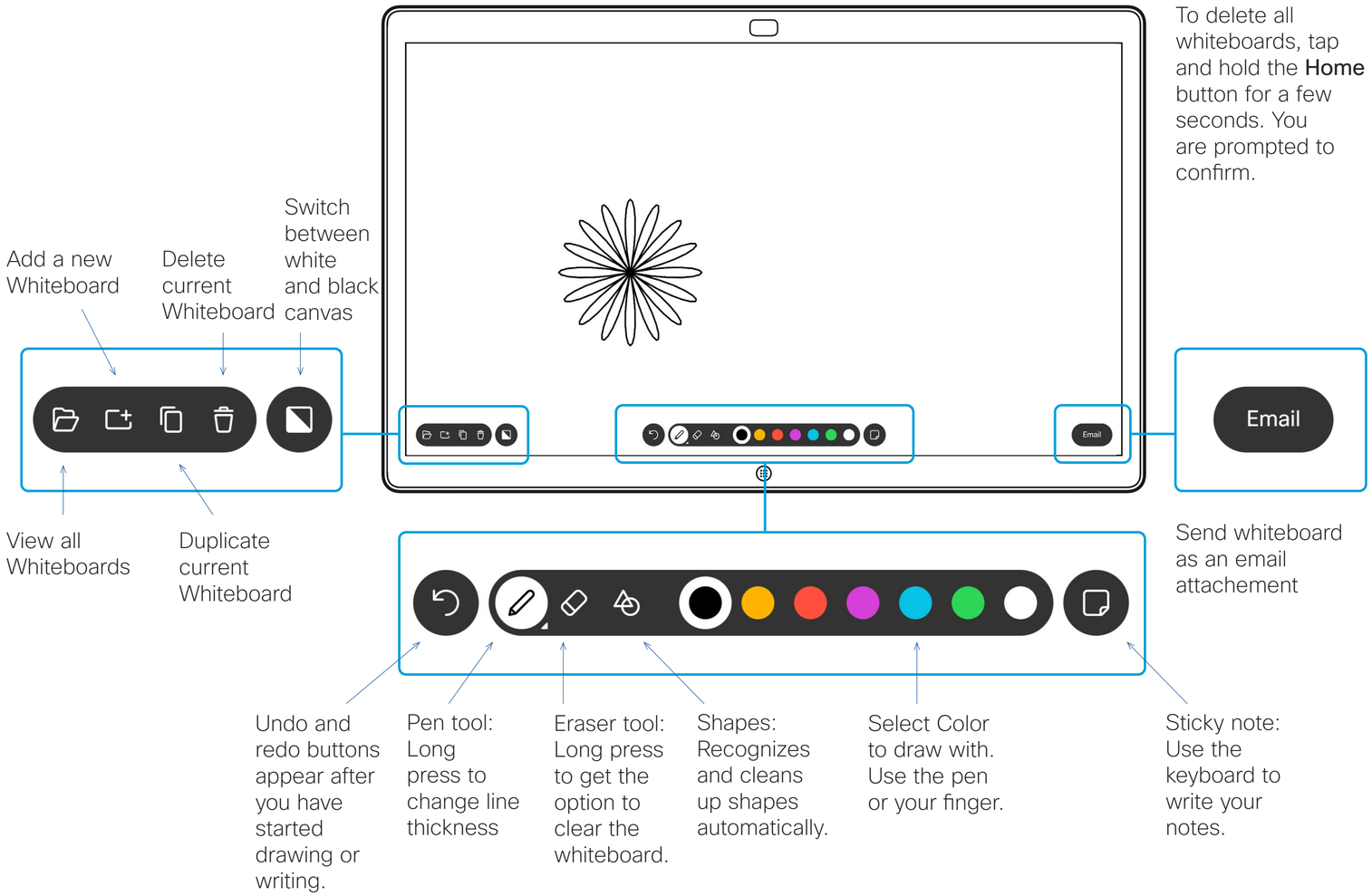
Webex Board used as a digital whiteboard



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**.

Use the stylus or your finger to write and draw.

The size of a whiteboard page is as large as you want. Use two fingers to drag the whiteboard and pinch to zoom.

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

The whiteboards are shared in PDF format.

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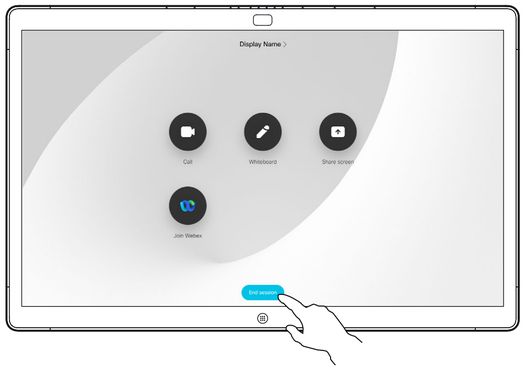
Content sharing

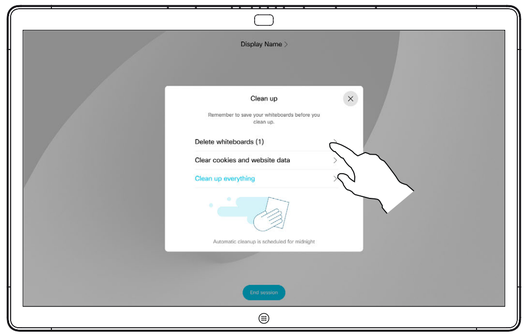
End your session to clear your Webex Board

1



When you’re ready to end your session, tap **End session** at the bottom of the home screen.

2



You can decide if you want to clear all whiteboards, all website data, or both. Note that deleting website data appears only if the web engine has been enabled by your system administrator.

About sessions

During a session your whiteboards, annotations, and web activity is stored on your device. You can take a break or switch between activities and then go back to your files and continue your work.

You can end your session at any time from your device, clearing up all whiteboards and browsing data for the next user.

By default, your whiteboards and web data are deleted automatically every day at midnight. See with your system administrator if the automatic cleanup is disabled or set to occur at a different time.

You can also end your session by pressing the home button for a few seconds.

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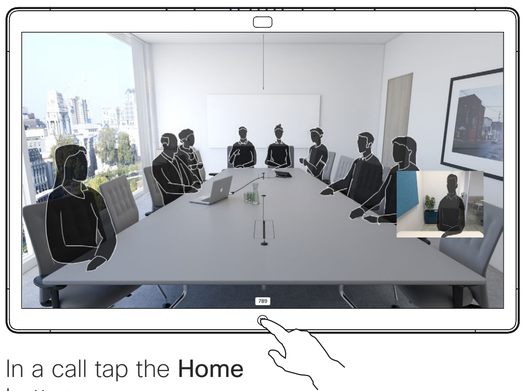
Content sharing: Webex Board

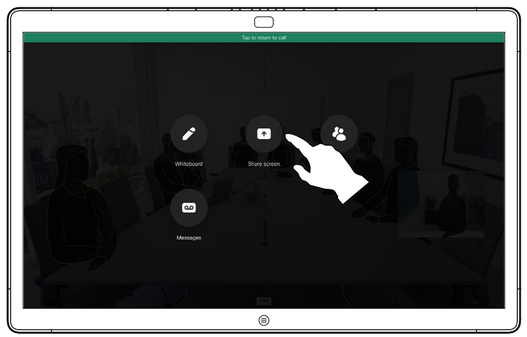
Share content in a call

1



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

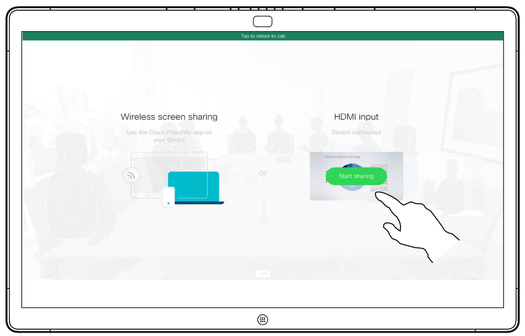
2



Tap the blue **Share** screen button.

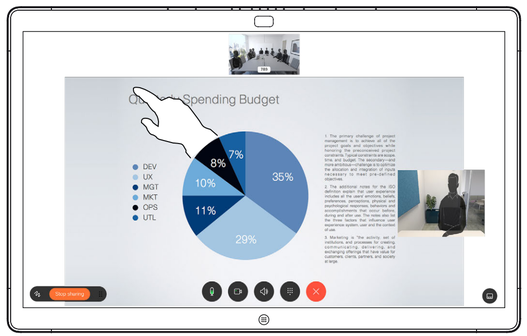
To return to call now, tap the green field (**Tap to return to call**) along the top of the screen.

3



Connect your presentation source with a cable or Proximity and tap **Start sharing**. You can now share the selected content from your presentation source.

4



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

About content sharing

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

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

You can change the layout of the screen during presentations. See the following pages for more on this.

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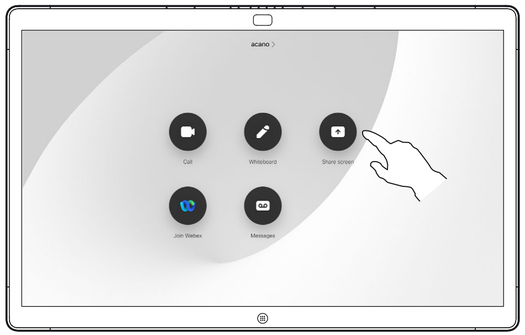
Content sharing: Webex Board

Share content outside a call

1



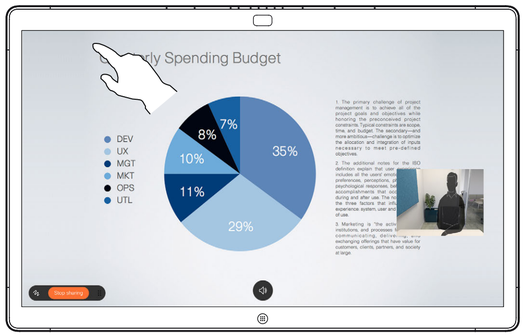
Tap **Share screen**.

2

Connect your presentation source with a cable or Proximity. You can now 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.

About content sharing

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

If your laptop has Intelligent Proximity enabled, let your device pair with the Webex Board and you can share content wirelessly.

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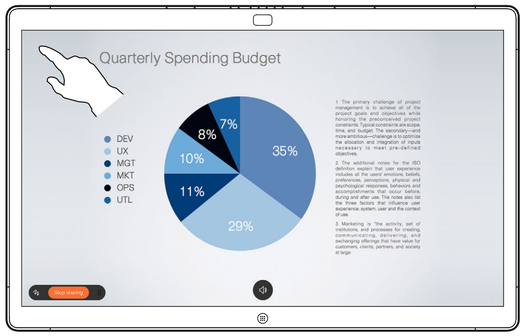
Annotate shared content

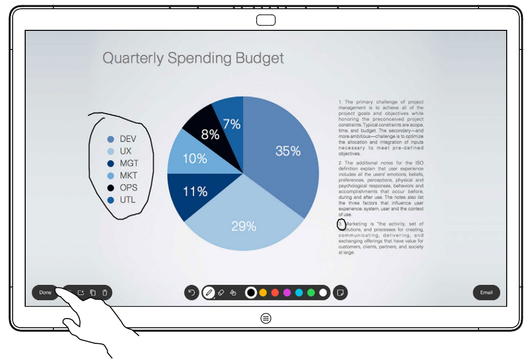
1



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

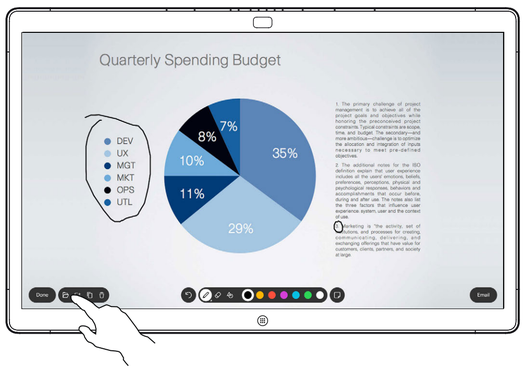
Tap the screen, if needed, to produce the Annotation icon and then tap the Annotation icon.

2



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

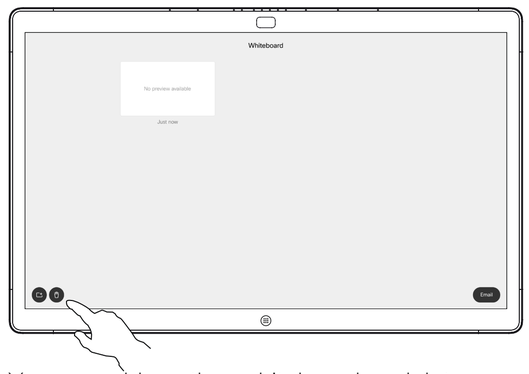
3



You can resume the presentation or stop it completely.

Your annotated image is saved as a whiteboard page. Tap as shown to produce thumbnails of all your whiteboards.

4



You can add another whiteboard or delete any of the existing whiteboards.

Note that the whiteboards are deleted when your session is over, unless you email them, see the next page for details.

About annotation

Your Webex Board supports the ability to annotate a presentation outside video calls.

When you choose to annotate an image, a snapshot of that image is generated, so that the annotation doesn't impact the presentation.

When you annotation is done, the annotated image exists as a whiteboard. Note that the whiteboards are deleted from the device after a while for privacy reasons.

If you want to retain your annotations, you can send them by email, provided that your video team has configured you Webex Board to make use of a mail server.

The annotations are shared in PDF format.

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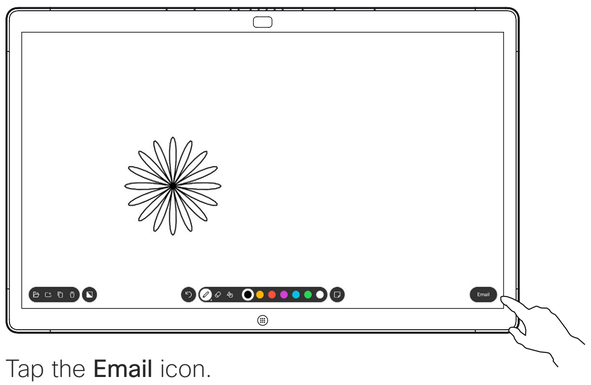
Content sharing: Webex Board

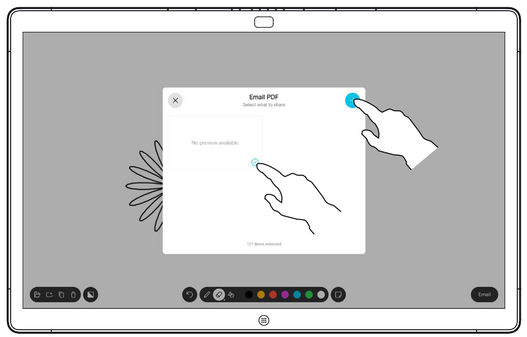
Send annotations or drawings by email

1



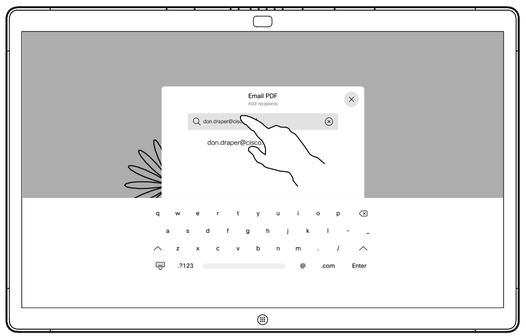
Tap the **Email** icon.

2



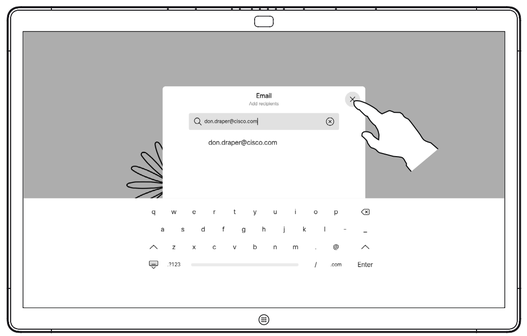
If you have more than one whiteboard page, select the one to send by email. Then tap the **Next** arrow.

3



Tap to add recipient(s).

4



Once you have entered the recipients, tap as shown to send the email.

About annotation

You may send one or more whiteboards as an email 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.

You need to manually type in the email addresses of the recepients as directory search is not available.

The whiteboards are shared in PDF format.

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

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Wired touch redirect

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 available if you're sharing locally or sharing in a call.

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

Limitations:

- 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 or Room Navigator 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: go to **chrome://flags/#touch-events** and set to **Enabled**.
- Firefox: go to **about:config** and set **Dom.w3c_touch_events.legacy_apis.enabled = true**.
- Edge: go to **about:flags** and set **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.

NOTE: This feature is available on S-series Webex Boards only.

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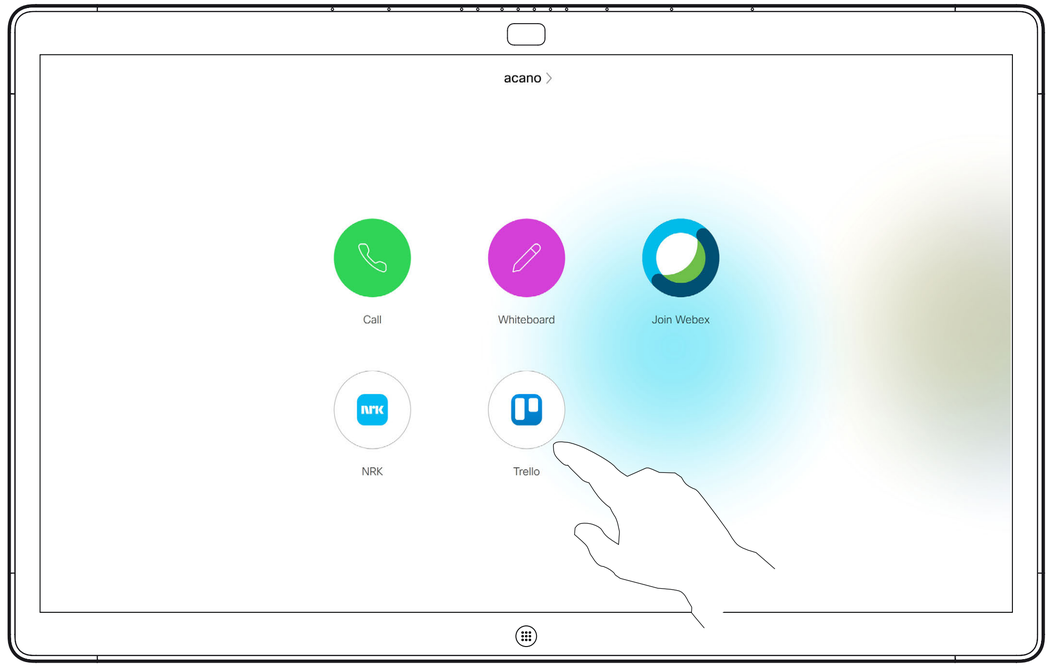
Content sharing

Web apps



About web apps

A web app is a web page or application that you can access from the home screen of the device. You can share and work on a web app locally or in a call.

A web app launches in full screen, and times out after 15 minutes if not being used. The web app may be interactive.

When you open a web app in a call, it will be automatically shared. It's not possible to preview the web app while in call.

When presenting a web app that plays audio but doesn't allow volume control, you can't adjust the audio that's shared to the participants.

Data, such as cache, cookies, and local storage, is automatically cleared when the session ends.

You can add, delete, and edit web apps directly from the settings menu on your device.

Tap on the device's name on the left and select Settings. Go to Manage Web Apps. You can add a web app, but also edit or delete them.

The web apps configured in the UI extension editor are visible in the web apps list under Externally Managed Web Apps, but it is not possible to edit or delete them from the device.

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Scheduled meetings

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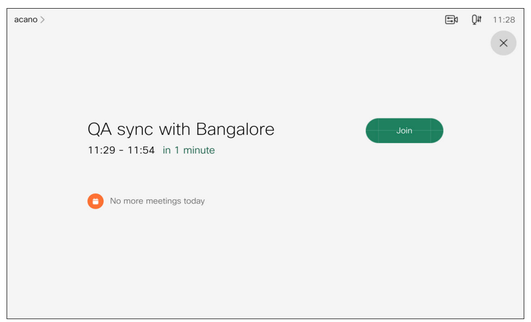
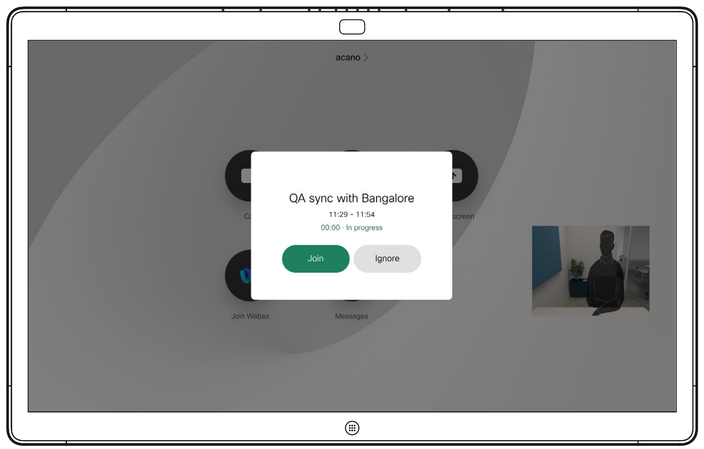
Join a scheduled meeting

Use Touch 10/Room Navigator (below left) or Webex Board (below right)





When the meeting is about to start, you are prompted to join the meeting. Tap **Join**.

Your video device may be connected to a management system capable of scheduling video meetings. Any meetings scheduled appear on your device.

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

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

When a scheduled meeting appears on the device screen, the device wakes up from stand-by.

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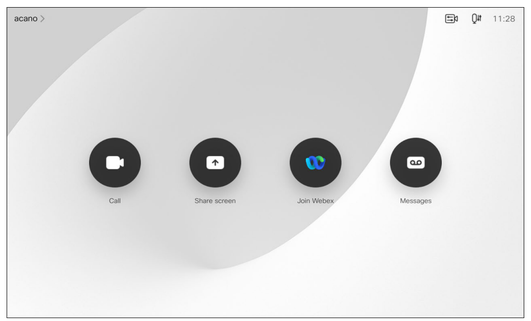
Scheduled meetings

Join a Webex meeting

Use Touch 10/Room Navigator (below left) or Webex Board (below right)



Joining a meeting

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

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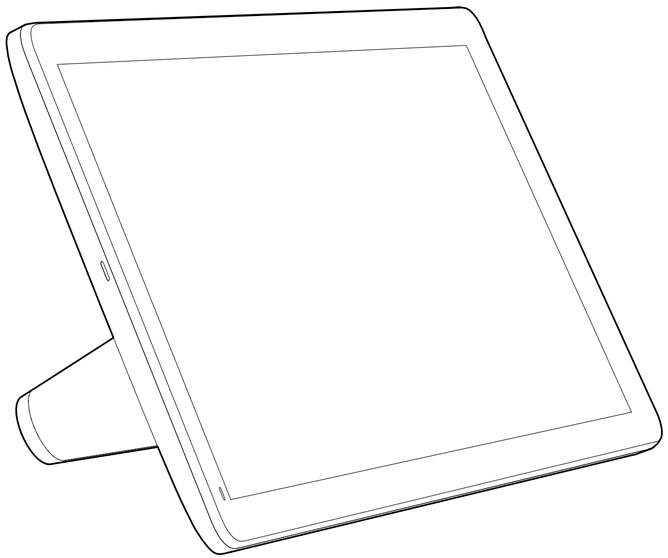

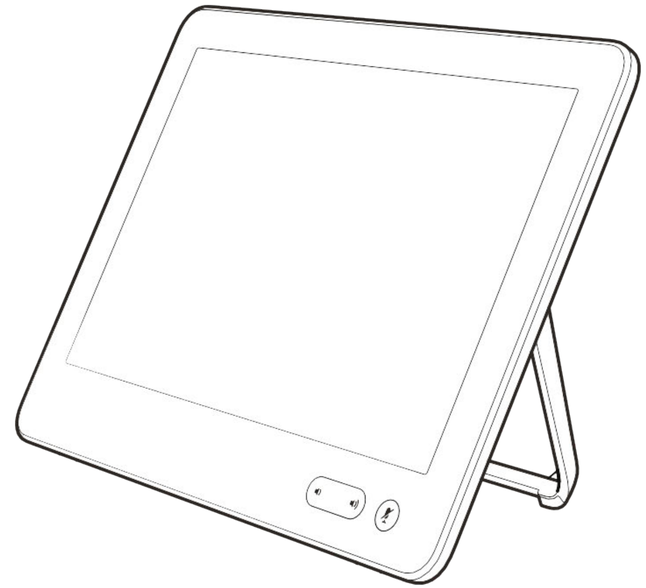

Contacts on touch controller

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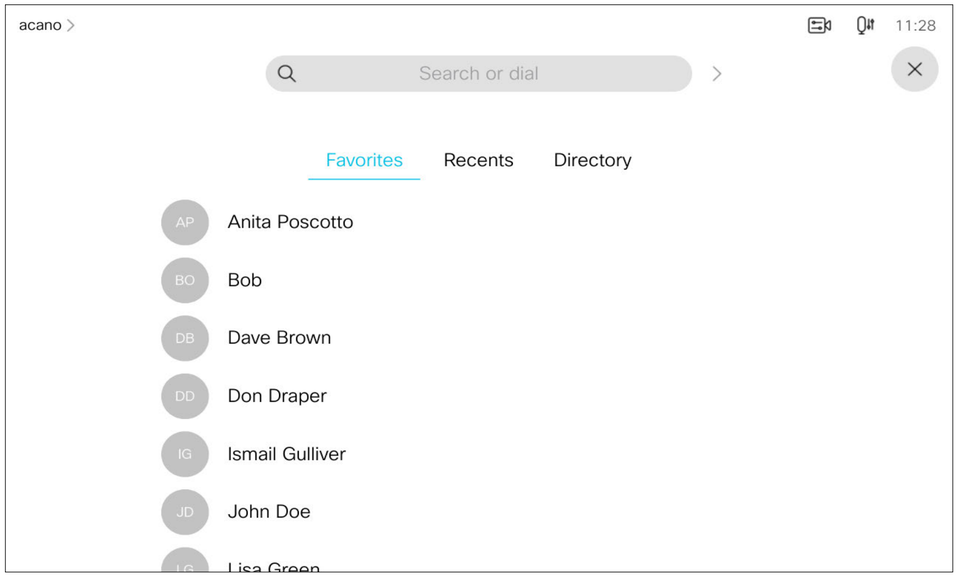
Favorites, Recents, and Directory



About the contacts lists

Your lists of Contacts consist of three parts:

Favorites. These contacts are put there by you. These entries are those you call frequently or otherwise need to access in a swift and convenient manner from time to time.

Directory is typically a corporate directory installed on your device 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.

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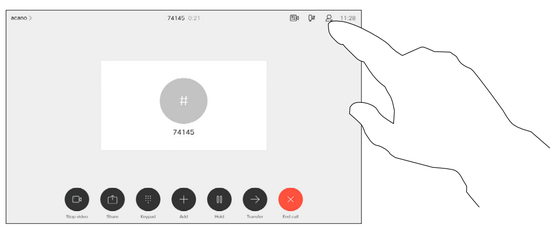
Contacts: touch controller

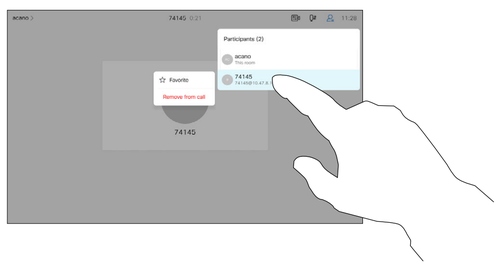
Add someone to Favorites, while in a call

1



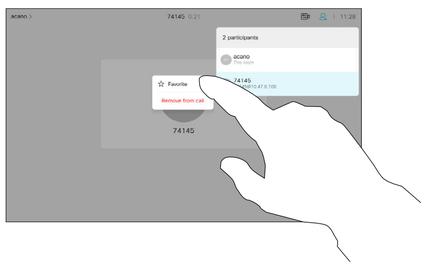
In a call, tap the **Participants** icon in the upper right corner, as shown, to invoke the list of participants.

2



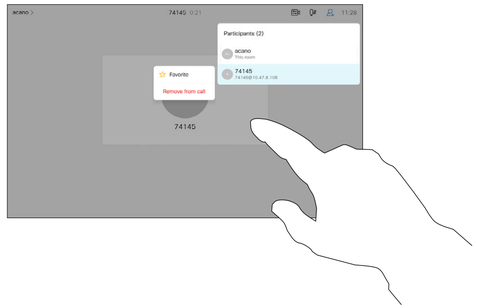
In the list of participants tap the one to become a Favorite.

3



Tap **Favorite**.

4



The participant is now added to the Favorites list (the star has turned golden).

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

Tap anywhere outside the menu when you're done.

About Favorites

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.

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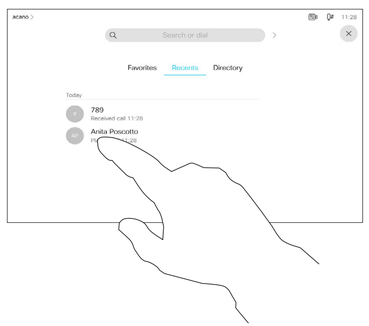
Contacts: touch controller

Add someone to Favorites, outside a call

1

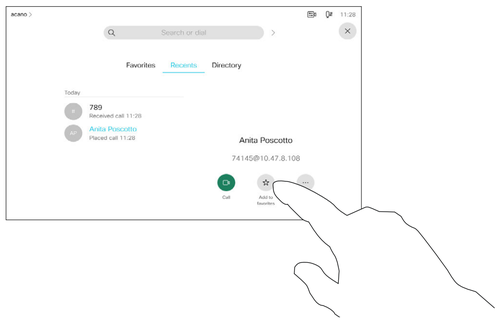
Tap **Call** (not shown) to open the Contacts list, as shown. Tap **Recents** or **Directory** and search for the entry to become a Favorite.

2



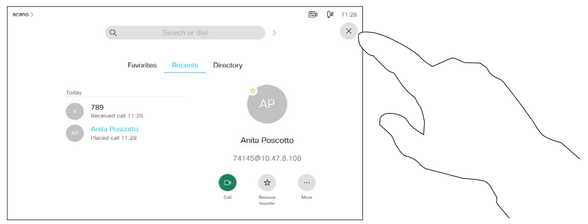
Tap the entry to be turned into a Favorite. This opes the above screen.

3



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

4



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.

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.

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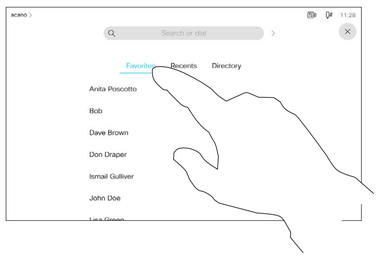
Contacts: touch controller

Edit an existing Favorite

About this feature

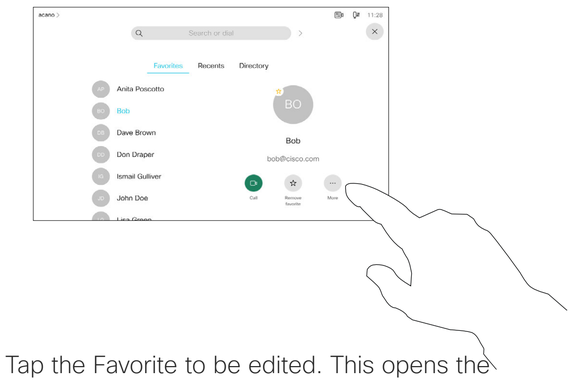
This feature allows you to update a Favorite at all times.

1



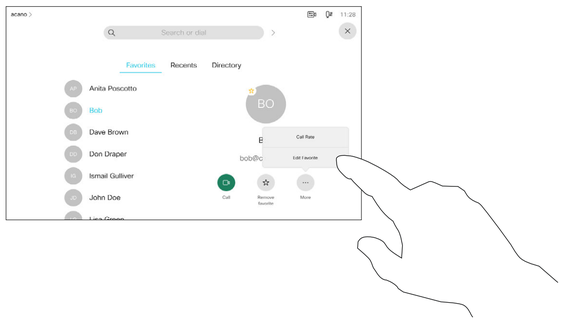
Tap **Call** (not shown) to invoke the Contacts list, as shown. Then tap **Favorites** to gain access to the list of Favorites.

2



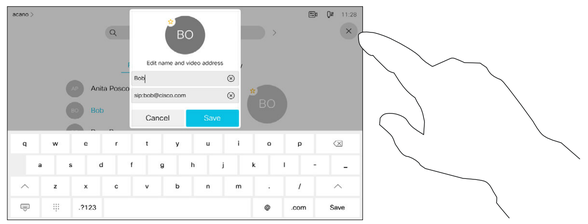
Tap the Favorite to be edited. This opens the options shown. Now tap **More**.

3



Tap **Edit Favorite**.

4



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

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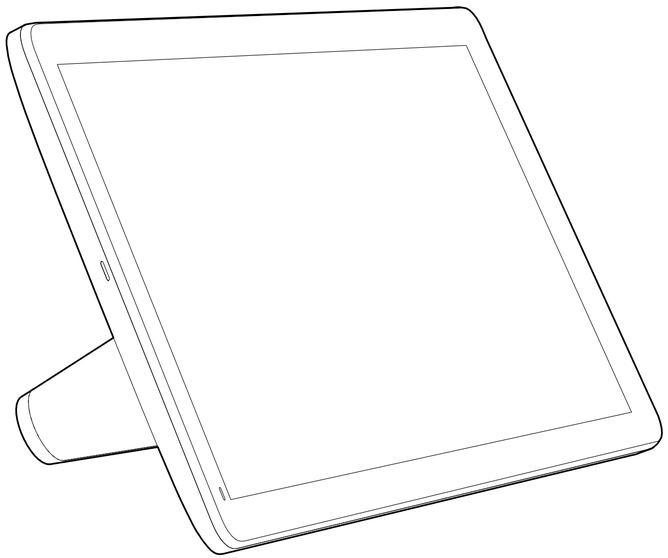

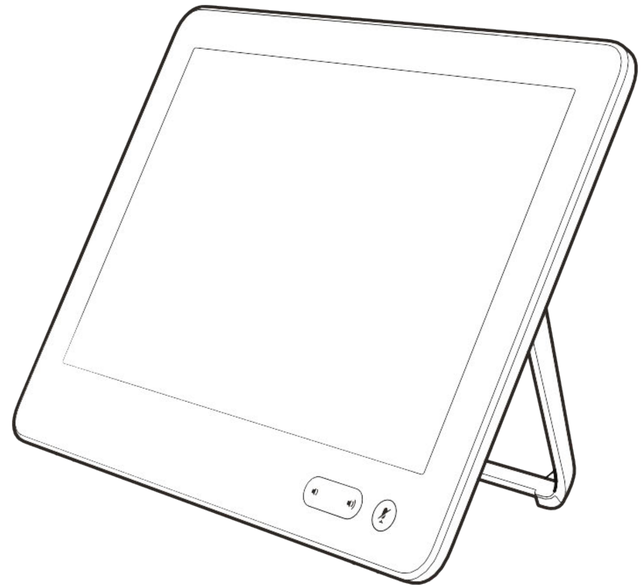

Camera

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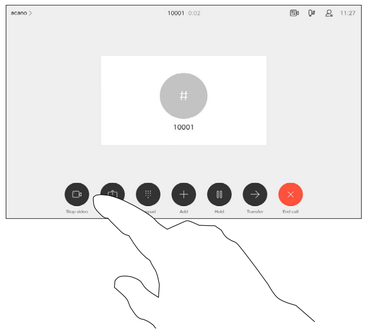
Camera: touch controller

Turn the camera on or off (Touch 10/Room navigator)

About video off

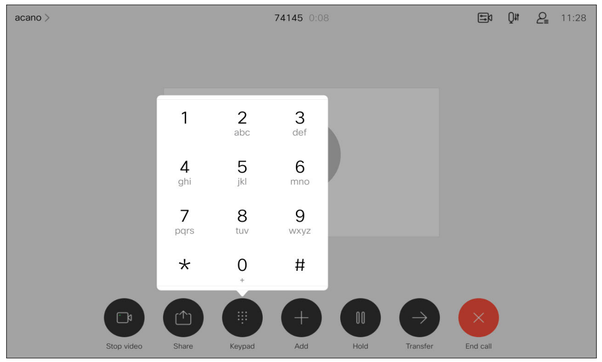
The video turn off feature has been designed to let you control the video transmission from your camera on devices that do not have the option of mechanically blocking the camera.

1



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

2



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

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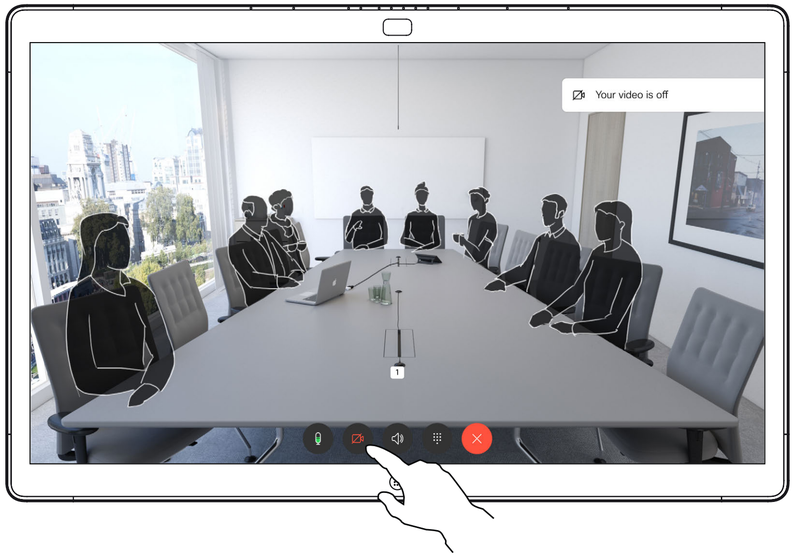
Turn the camera on or off (Webex Board)

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.

About video off

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

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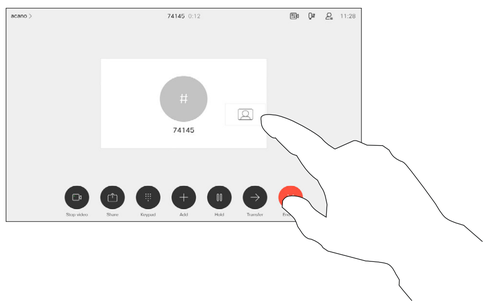
Camera: touch controller

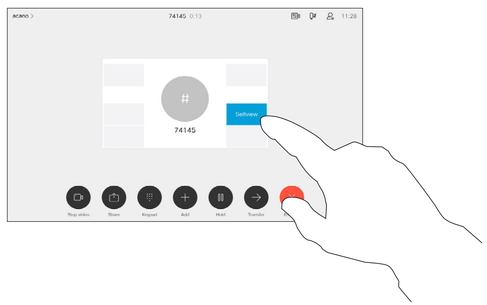
Move the selfview PiP (Touch 10/Room Navigator)

1



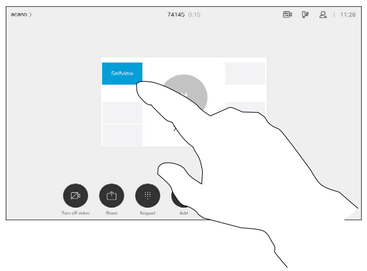
Tap and hold the selfview image.

2



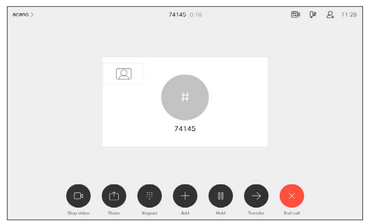
The selfview image turns blue. You can see the alternate positions available for the selfview image. Keep holding the image.

3



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

4



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

Why move the selfview?

Selfview shows what others see from your video device. You can 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 want to move it.

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Camera: Webex Board

Move the selfview PiP (Webex Board)

1

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.

2

Start dragging it to the new position.

3

Once there, remove your finger from the screen.

4

The selfview image now assumes its new position.

Why move the selfview?

Selfview shows what others see from your video device. You can 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 want to move it.

Making the Selfview Sticky

Tap the screen to produce the selfview image.

Tap the selfview image itself. Then tap **Pin Selfview**.

To unpin, tap the selfview image and tap **Unpin Selfview**.

You can’t make the selfivew sticky if a Touch 10 is connected to the Board.

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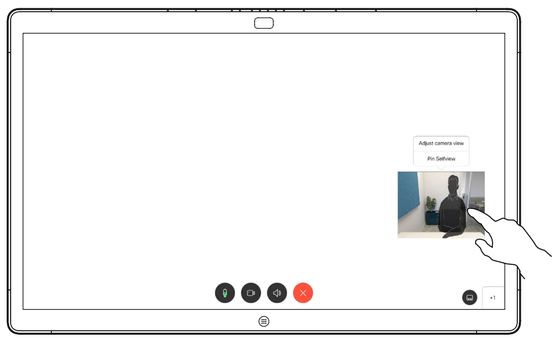
Camera: Webex Board

Manual camera control

1

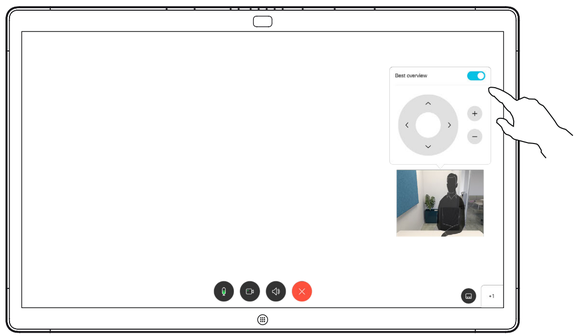
When you are in a call, tap the screen to see the selfview image.

2



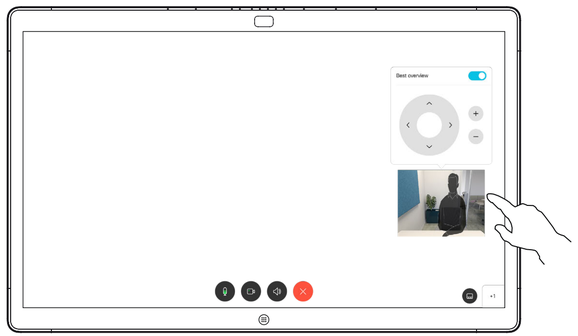
Tap the self-view image and **Adjust camera view** to open the camera options.

3



Toggle off **Best Overview**.

4



Use the camera controls to adjust pan, tilt, and zoom.

Tap anywhere outside the menu to close it.

Why change the camera position?

Your Desk Pro automatically frames you with Best Overview. In some situations, however you may want to adjust the framing.

Digital zoom up to 5×.

NOTE: You can only change the camera position when you are in a call.

If you have a Touch 10 connected to your Webex Board, you can also use the Touch 10 to control the camera view.

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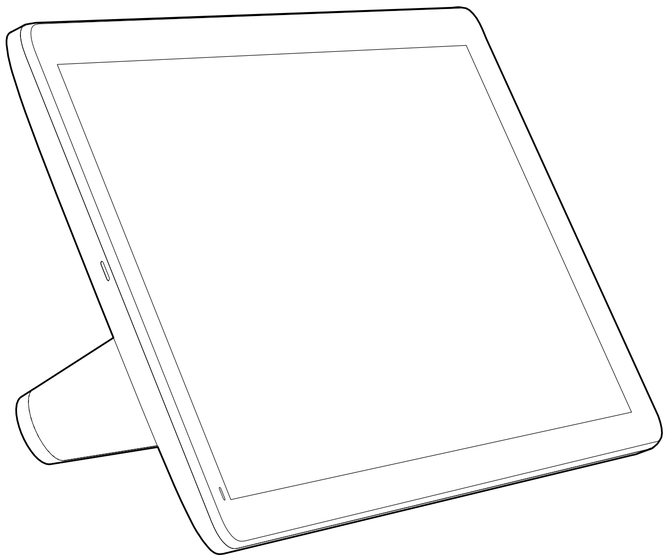

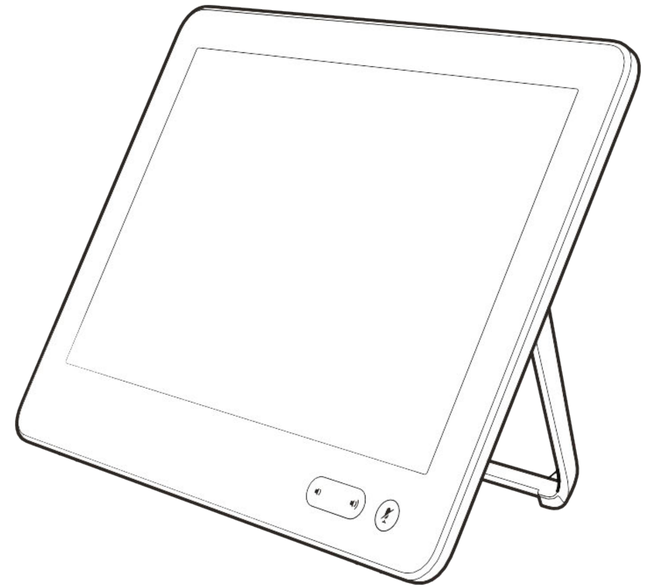

Settings

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Audio settings

Volume control

On a Touch 10, use the hard buttons to control the sound level. You can mute the microphone using the mute button.

On a Room Navigator, use the soft buttons to control the sound level.

On a Webex Board, swipe up at the bottom of the screen and use the slider to adjust the sound level.

Noise Removal

You can use noise removal to filter out distracting noises from your environment in a call. Noise removal is specially useful in a shared spaces or a home office.

On your touch controller, tap the microphone icon on the top right of the home screen. Tap **Noise Removal** to turn it on.

To turn off, tap **Default**.

Noise removal is available on the Room Series.

On your Webex Board, tap the device name on the home screen and tap **Settings**.

Go to **Noise Removal**, and toggle on.

To turn off Noise Removal, toggle it off.

Ringtone and volume

To change the ringtone and to adjust the ringtone volume, tap the device name on the home screen and select **Settings**. Go to **Ringtone and volume**. Select a ringtone from the list and use the slider to set the sound level.

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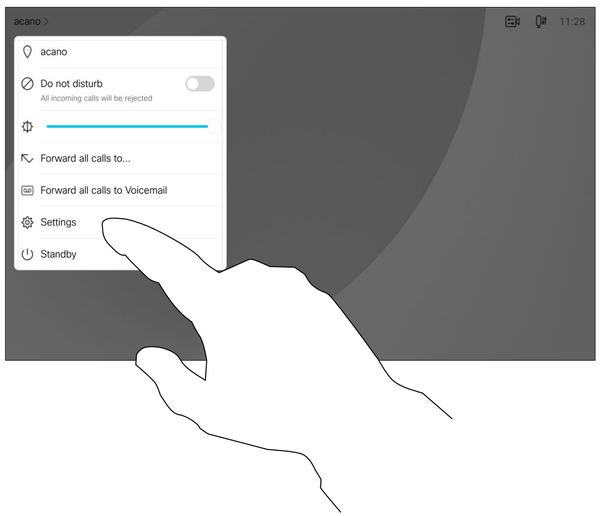
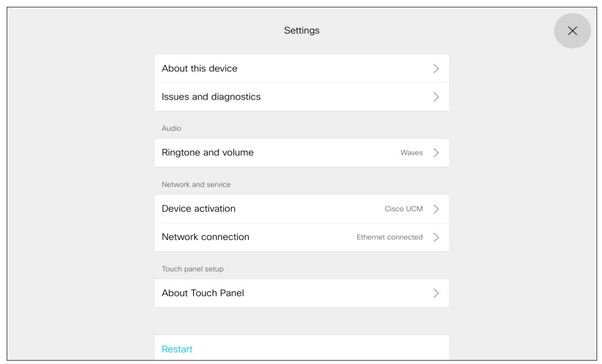
Access settings and regulatory information

1



2



About settings

From the **Settings** menu you can check device information and change several settings. Which settings are available may have been restricted by your administrator.

You can change the ringtone and volume, restart the device, and find device information among other things.

The available settings depend on which you product you have and what has been enabled by your administrator.

Room Navigator rating label information can be found in the **Settings** menu. To review these, go to **Settings > About the touch panel > Regulatory**.

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