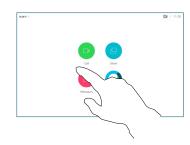
# Cisco Webex Room Series Touch10 Quick Reference Guide CE9.12



#### Place Call From Contact List

Tap the green Call button.



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.

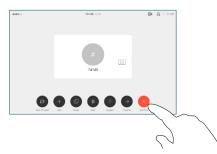


Tap that entry to produce the green Call button. Then tap the green Call button, as shown.



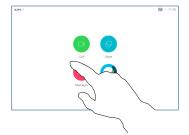
The call will now be placed.

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

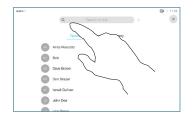


Place Call Using Name, Number or Address

Tap the green Call button.



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



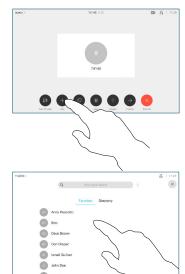
Key in a name, number or address. Possible matches and/ or suggestions will appear as you type. If the correct match appears in the list tap that match, otherwise keep typing.



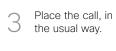


Initiate Video Conference

1 In a call tap Add.



Locate whom to call, in the usual way





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

Repeat to add more people.





# Cisco Webex Room Series Touch10 Quick Reference Guide CE9.12



### Forwarding Calls & Do not Disturb

Tap the > icon in the upper left corner.



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

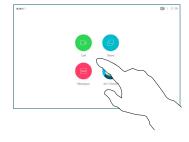


## Using Proximity to Share Content

On your PC set Proximity to  $\mathbf{On}$  to share content wirelessly with others.

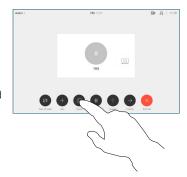
## Share Content Outside Calls

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

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



- Tap Local preview to view the content without sharing it. Tap the X in the upper right corner, to return to the previous display.
  - To discontinue the preview, tap Stop preview.

    To share content with the remote participants, tap

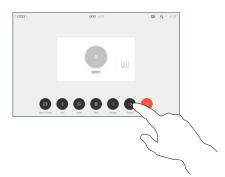
To stop sharing content, tap Stop Sharing, as shown.

Share in call.

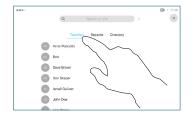


## Transfer an Ongoing Call

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.



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.

