



CISCO Desk Series Desktop User Guide

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CISCO Desk Series Desktop



Product Information

The Cisco Desk Pro, Desk, and Desk Mini are communication devices designed for making calls, joining meetings, and sharing content. These devices are equipped with various features and apps to enhance productivity and collaboration.

Specifications

- Model: Cisco Desk Pro, Desk, Desk Mini
- Software Version: RoomOS 11.9
- Language: English
- Release Date: October 2023

Product Usage Instructions

Placing a Call

1. Tap the Call button on the device.

Joining Scheduled Meetings

If you have a scheduled meeting, the Join button will appear on your screen. Follow these steps to participate:

1. Tap the Join button.
2. If your device is connected to a management system that supports it, the scheduled meetings will appear on your screen.

Sharing Content in a Call

1. In a call, tap the screen to access the call controls.
2. Tap the Share button.

3. Select Favorites, Recents, or Directory to locate a contact.
4. Select the desired contact and tap the green Call button.

Joining Webex Meetings

1. Tap the Webex button on your screen.
2. Enter the meeting number from your invite and tap Join.
3. Select a source to share content from. If connected by cable, tap View to preview and then tap Share when ready. Tap Share in call to start sharing immediately.
4. To stop sharing content, tap Stop sharing.
5. To end the call, tap the red End call button.

Wireless Content Sharing

You can share content wirelessly between your computer and the Desk device using Cisco Proximity, Webex App, and Webex Meetings. Follow these steps:

1. Ensure the sound is turned on on your computer.
2. On Proximity, Webex, or Meetings apps, look for the option to connect to a device.
3. Select Share on device.

Whiteboarding

The Desk device offers whiteboarding functionality for visualizing ideas. Follow these steps:

1. Go to the home screen and tap Whiteboard.
2. Use your finger or stylus to draw on the whiteboard. Pinch to zoom and use two fingers to move the whiteboard.
3. Various tools are available, such as undo/redo, selection tool, pen (color, line thickness, eraser), and shapes adjuster.
4. To send or share your whiteboard, ensure the option is 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 or deactivate forwarding calls or do not disturb functions.
3. Tap anywhere outside the menu to save changes.

Adding Participants to a Call

1. In a call, tap Add.
2. Search or dial the person you want to join the call.
3. The new call is added to the current one, creating a conference. Repeat to add more people.

Transferring an Ongoing Call

1. Tap the Transfer button (you may need to tap More first).
2. The current call is put on hold.
3. Search for a contact and select the desired person.
4. Tap the green Transfer call button.
5. Talk to the person to confirm the transfer.
6. Tap Complete Transfer.

Using as an External Screen

You can use the Desk device as an external screen for your computer. Follow these steps:

1. Connect your computer to the Desk device using an HDMI or USB-C cable.
2. Your computer screen will be mirrored on the Desk device.
3. To switch between PC Input and other sources, tap PC Input, select your source, and tap View or Hide.
4. To select a source without a cable, tap Wireless Sharing.
5. Incoming calls will appear as usual, unless you activate Do Not Disturb.

FAQ

Q: Can I share whiteboards in calls?

A: Yes, you can share whiteboards in calls and annotate on them. Ensure the whiteboard sharing option is enabled by your support team.

Q: How do I join Webex Meetings?

A: To join Webex Meetings, tap the Webex button on your screen, enter the meeting number, and tap Join. Select a source to share from and start sharing content.

Q: How do I stop sharing content in a call?

A: To stop sharing content in a call, tap Stop sharing.

Q: Can I use the Desk device as an external screen?

A: Yes, you can connect your computer to the Desk device using an HDMI or USB-C cable to use it as an external screen.

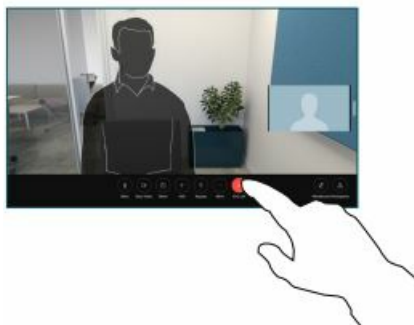
Q: How do I add participants to a call?

A: In a call, tap Add and search or dial the person you want to join the call. The new call will be added to the current one, creating a conference.

Cisco Desk Pro, Desk, and Desk Mini Quick reference guide

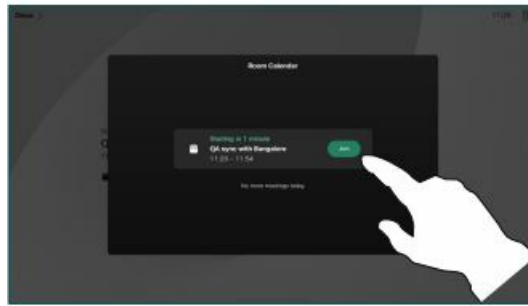
Place a call

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.



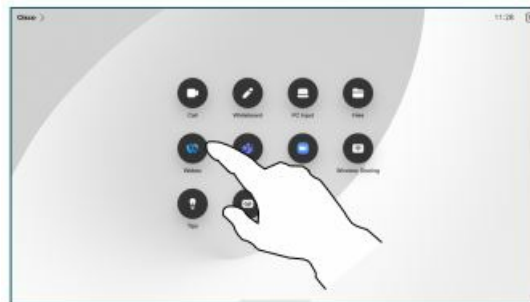
Join scheduled meetings

- 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.



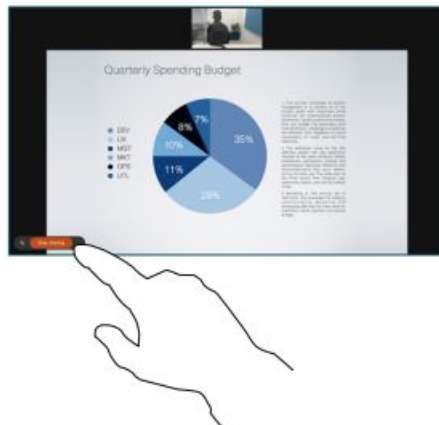
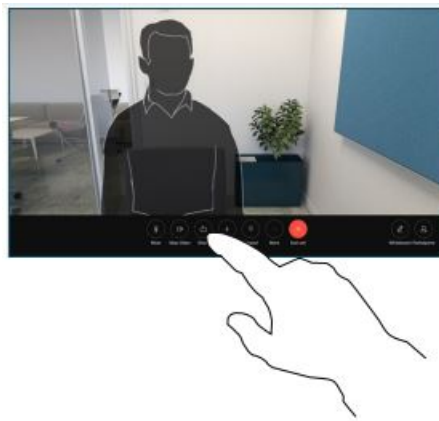
Share content wirelessly

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.\

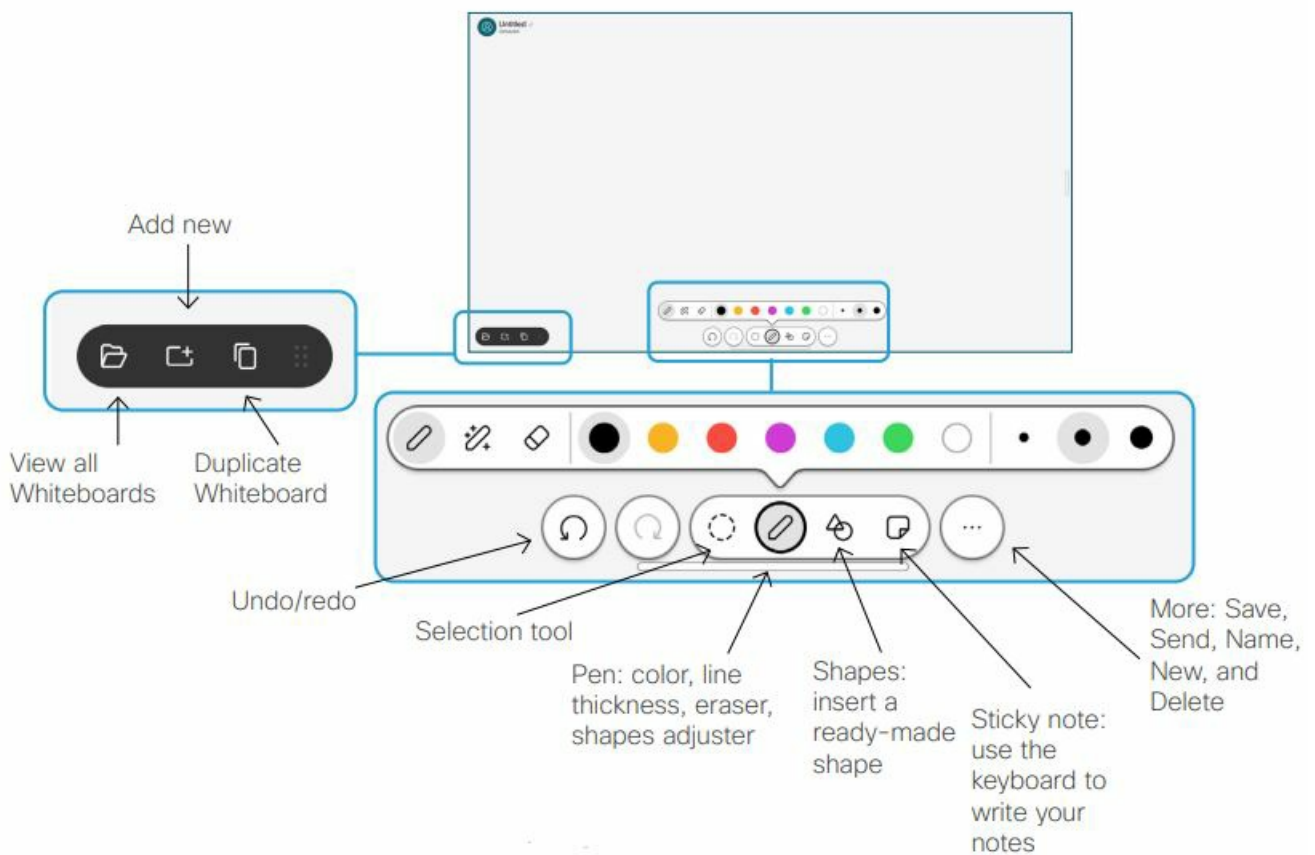
Share content in a call

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.



If Miracast® is enabled, you can share content wirelessly from your laptop to a Cisco device, without a client. If AirPlay® is enabled, you can connect your iPhone, iPad, or Mac to share your screen and playback audio or video content.

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.

Documents / Resources

	<p>CISCO Desk Series Desktop [pdf] User Guide Desk Pro, Desk Series Desktop, Desktop, Desk, Desk Mini</p>
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References

- [User Manual](#)

Manuals+.