



# CISCO Webex Room Series Touch Controller User Guide

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*CISCO Webex Room Series Touch Controller  
User Guide*

Cisco Webex Room Series Touch Controller Quick Reference Guide CE9.15

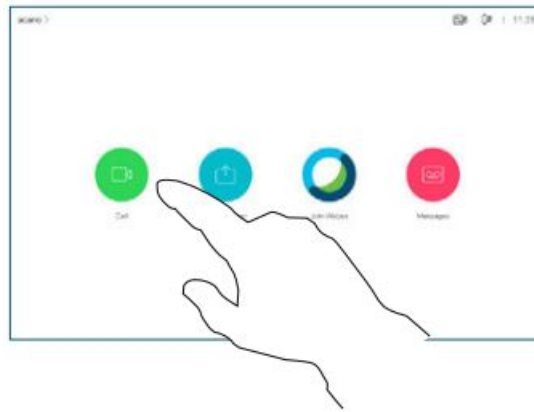
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## Contents

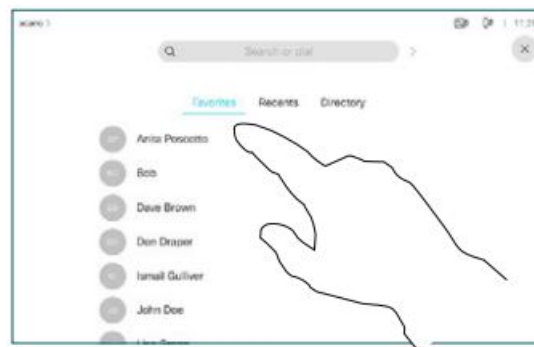
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## Place Call From Contact List

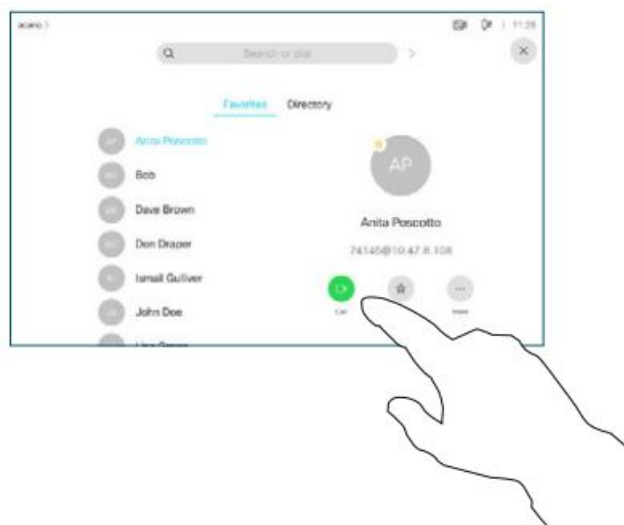
1. Tap the green Call button.



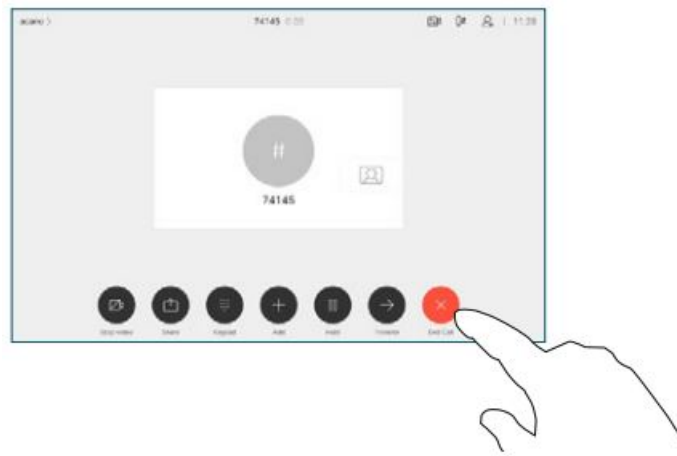
2. To search for someone in a specific list (Favourites, Directory or Recants), tap that list and then scroll down to locate the entry to be called.



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

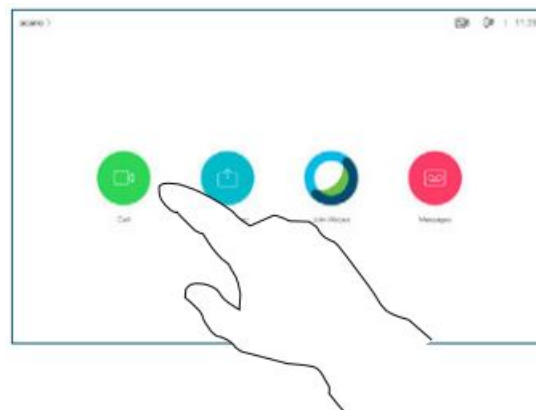


4. The call will now be placed.  
To end the call, tap the red End Call icon.

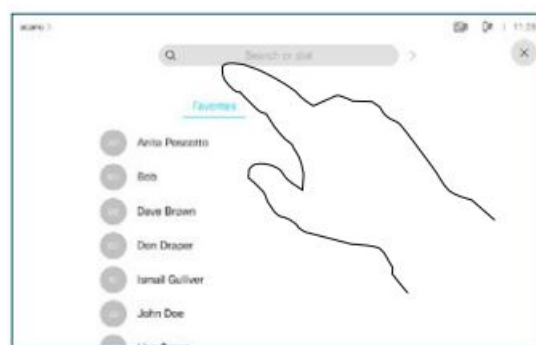


## Place Call Using Name, Number or Address

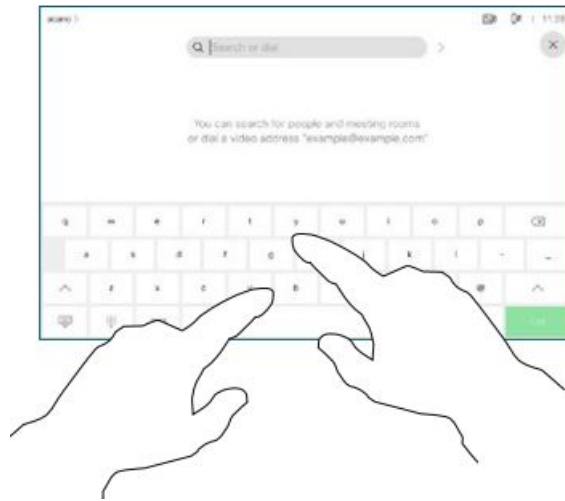
1. Tap the green Call button.



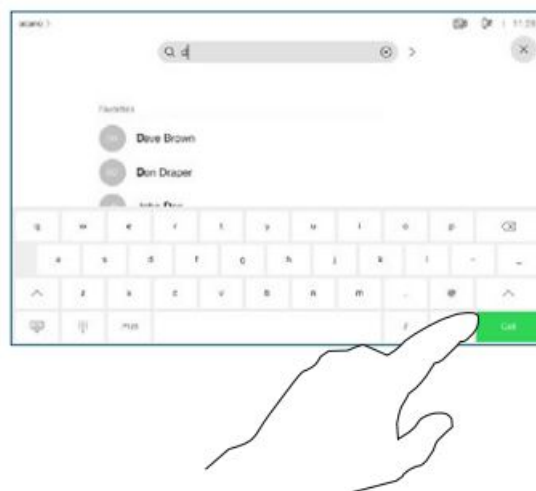
2. Tap the Search or Dial field. This will invoke the keyboard



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

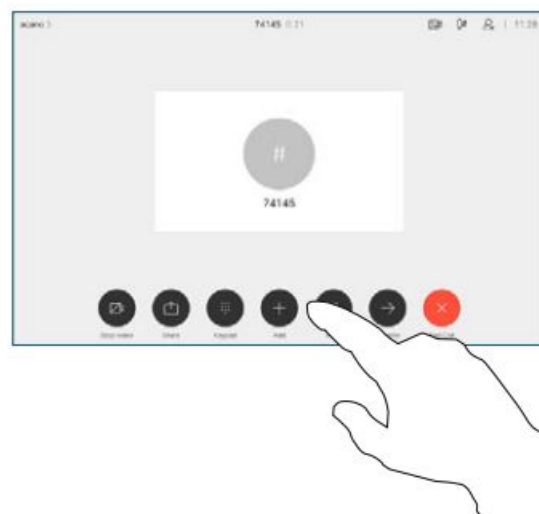


4. When you have typed or located whom to call, tap the green Call button to place the call.

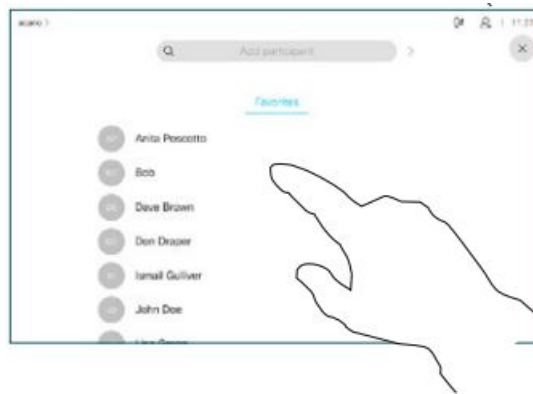


## Initiate Video Conference

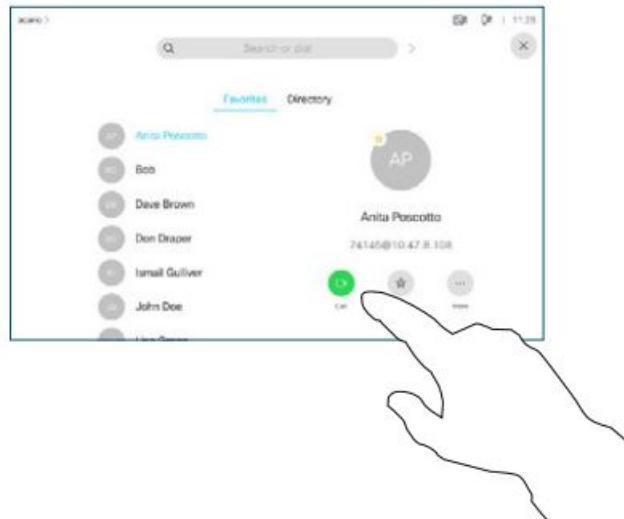
1. In a call tap Add.



2. Locate whom to call, in the usual way



3. Place the call, in the usual way.



4. This new call will now be added to the existing, creating a conference.  
Repeat to add more people.



## Forwarding Calls & Do not Disturb

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



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

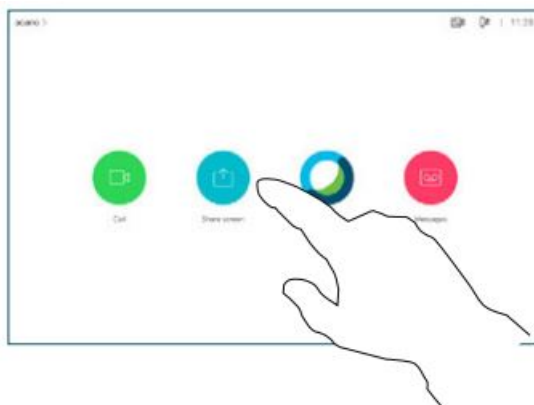


## Using Proximity to Share Content

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

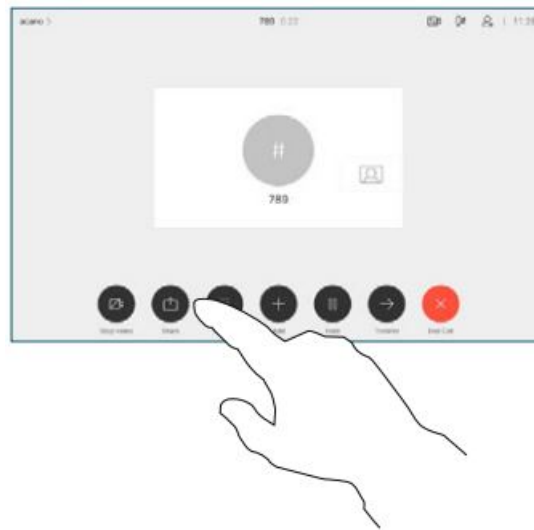
## Share Content Outside Calls

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

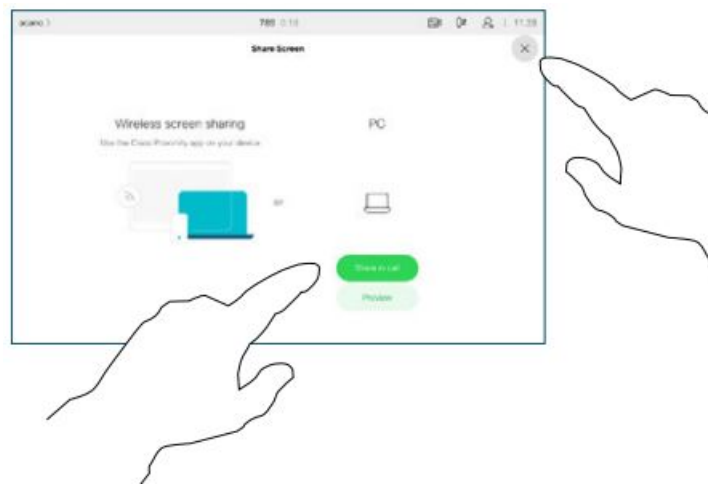


## Share Content in a Call

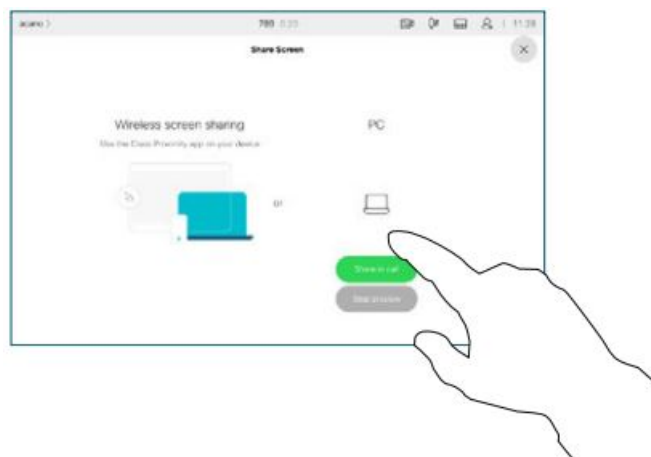
1. Connect the source to the video system with a suitable cable, make sure it has been switched on and tap Share.



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

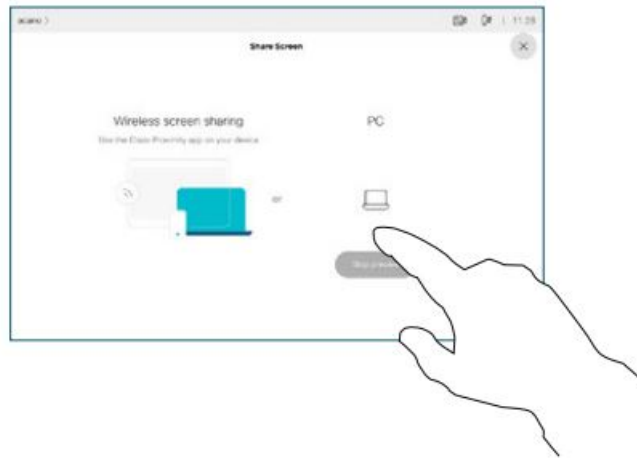


3. To discontinue the preview, tap Stop preview.



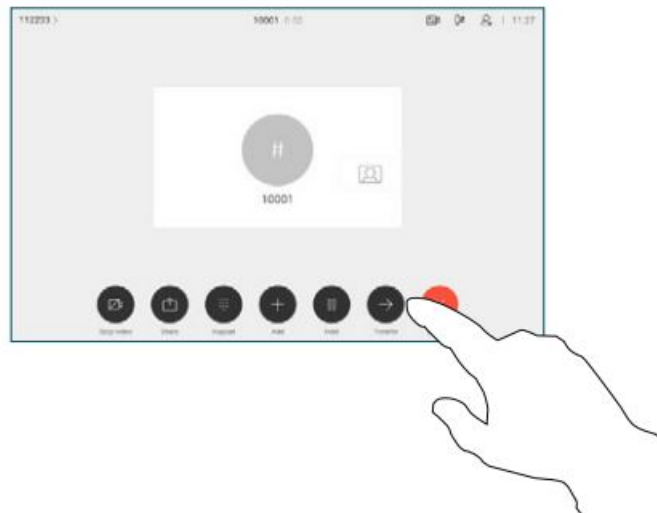
To share content with the remote participants, tap Share in call.

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

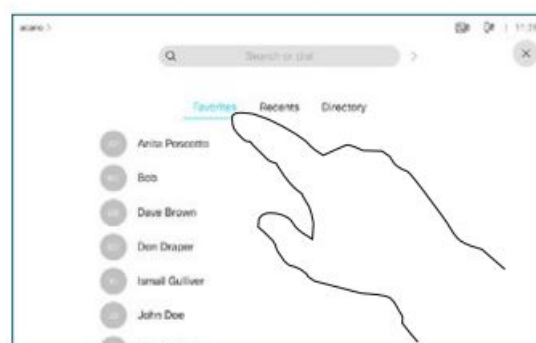


## Transfer an Ongoing Call

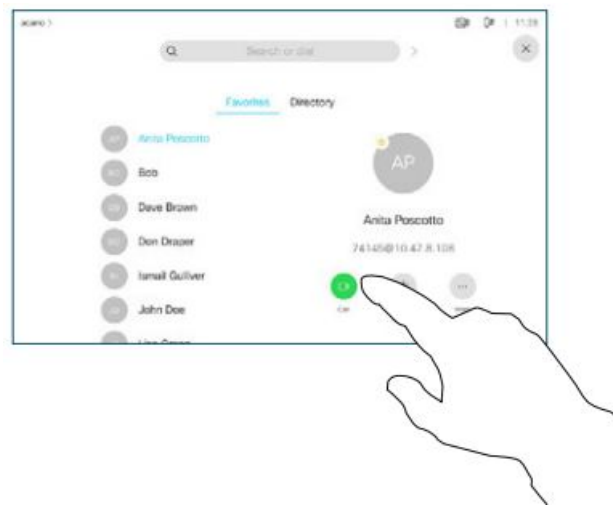
1. Tap the Transfer button. This will cause the current call to be put on hold.



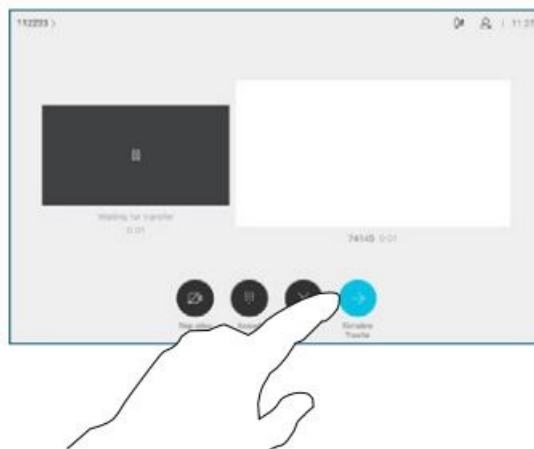
2. Search for whom to call in the usual way.



3. Tap the green Call button. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.



4. Tap Complete Transfer.



## Documents / Resources

	<p><a href="#">CISCO Webex Room Series Touch Controller</a> [pdf] User Guide Webex Room Series Touch Controller</p>
	<p><a href="#">CISCO Webex Room Series Touch Controller</a> [pdf] User Guide Webex Room Series, Touch Controller</p>