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Webex room devices

Using Webex in Rooms equipped with Webex JOIN Capabilities

Introduction

When using Webex with a Webex Room Device, it is important to pre-schedule the meeting via Outlook, adding the physical room in the **Location**: field of the Outlook invite.

Include the online meeting information in the body of the calendar invite.

Changing Source

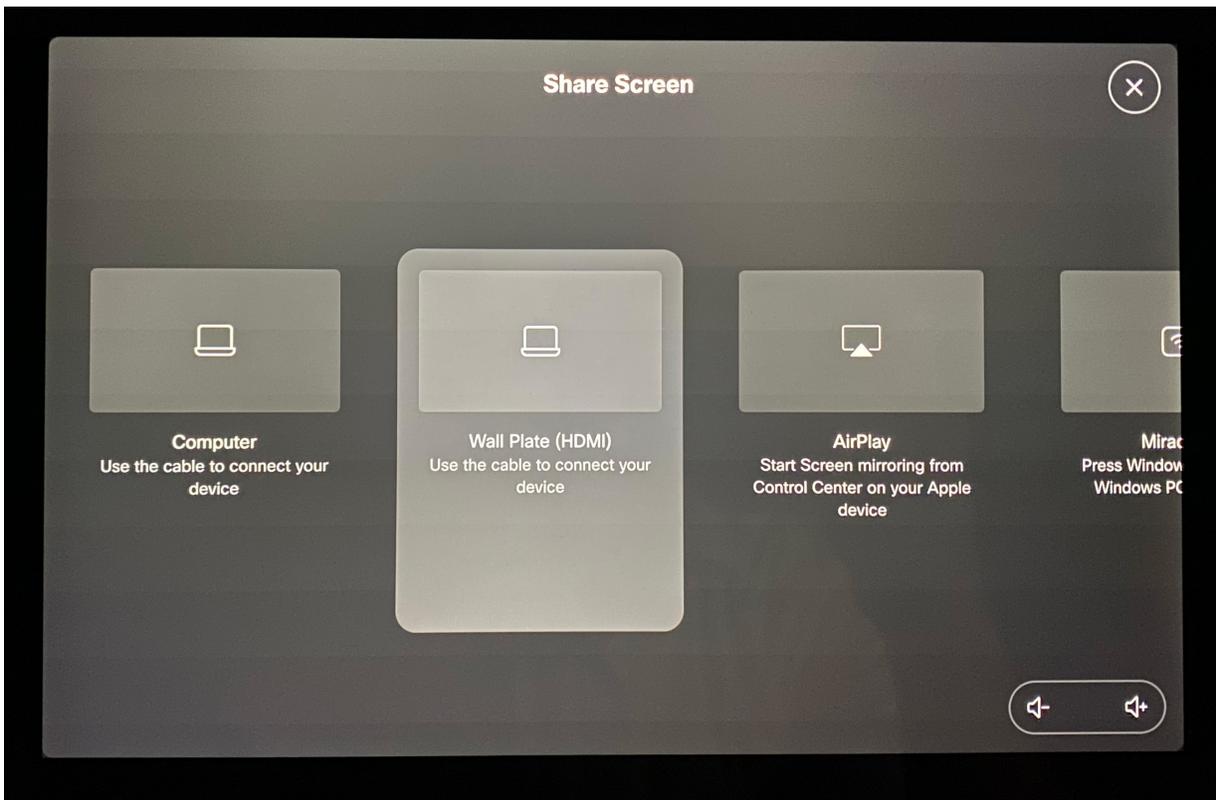
To change the source to display, click **Share Screen**



You will be presented with the following sources:

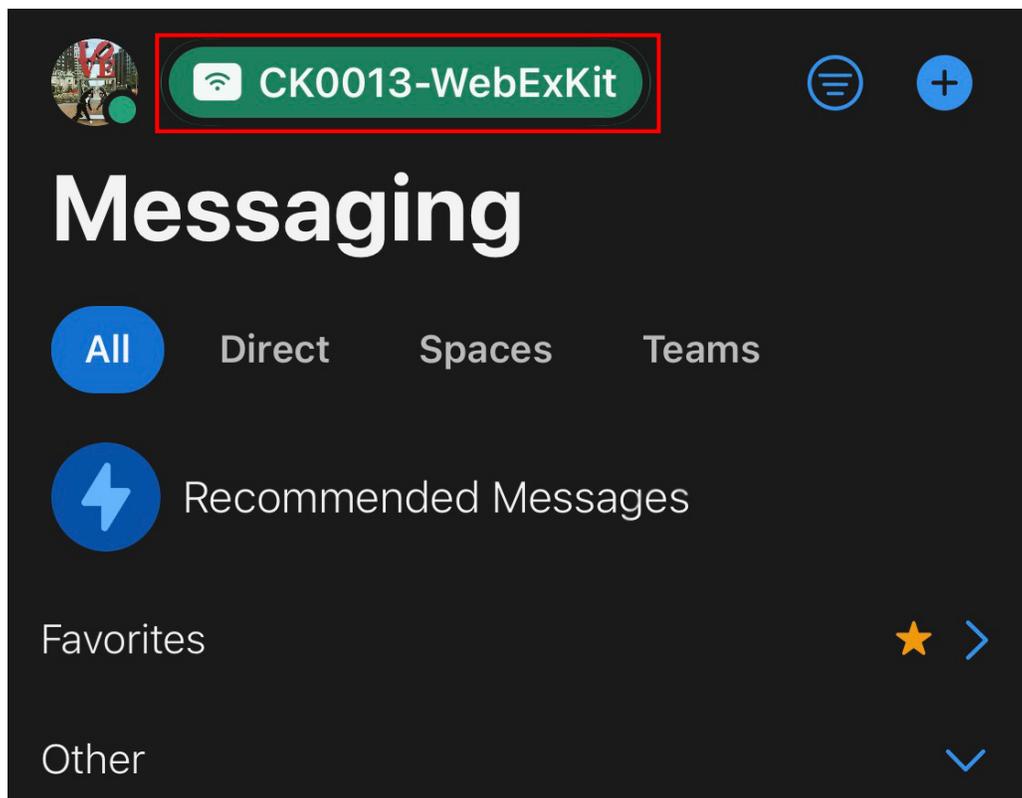
- Computer
- Wall Plate (HDMI) (If applicable)
- AirPlay
- Miracast
- Webex Share

Swipe to the left to see the rest of the sources

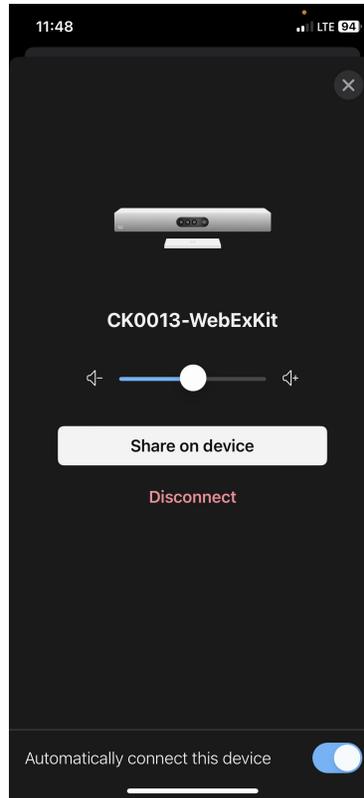


From a Mobile Device

1. Launch the Webex app on your mobile device. You should automatically connect to the system and you should see the WebEx kit next to your profile picture.



1. Click on the name of the system and choose **Share on device** to start sharing wirelessly to the display or alternatively, visit <https://share.webex.com> if you do not have the WebEx app.

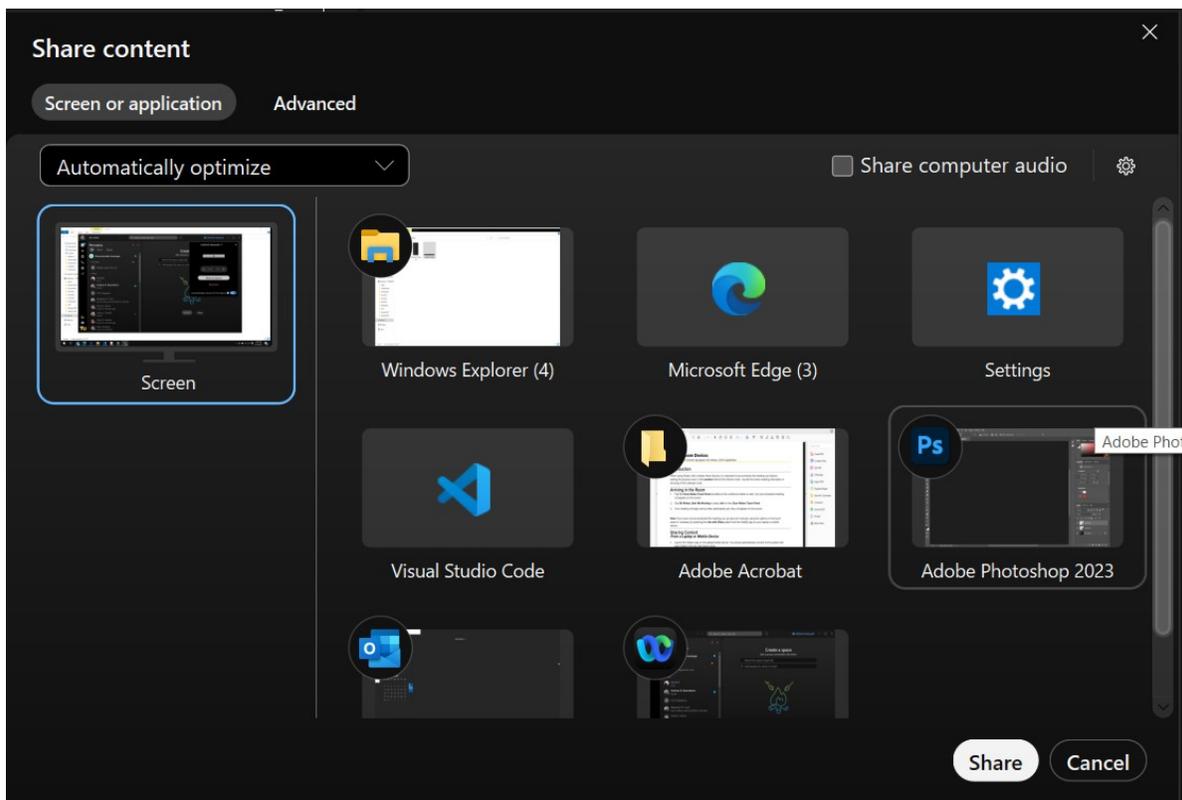


From a Laptop

1. Launch the WebEx app on your laptop. You should automatically connect to the system and you should see the name of the WebEx Kit on the right hand side of the application's title bar.

If you wish to use the WebEx app in the browser to share your screen, visit <https://web.webex.com/spaces>.

2. Click on the name of the system and choose **Share Screen** to wirelessly share the display or visit <https://share.webex.com> if you do not have the WebEx app
3. You can choose a specific window to share, or you can mirror the entire screen.



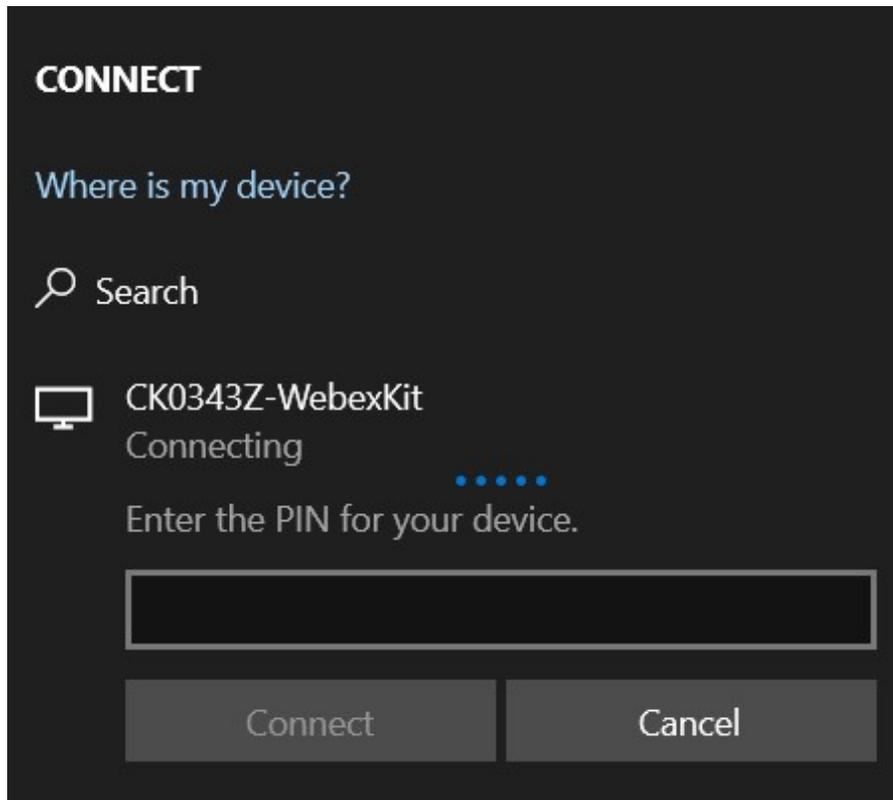
Mirroring screen through Miracast (Windows)

1. Press **Share** on the touch panel and scroll to the right and select Miracast



2. Press `Windows + k` to open up the projection side bar and select the appropriate WebEx kit, which is prefixed by the room that you're currently in. (e.g. CK0343Z-WebexKit)

3. You will be prompted to enter a code in your device that will appear on the top right of screen.



4. If you're having problems getting the screen mirroring option to appear, see [this](#) official article from Microsoft.

From the In-Room Computer

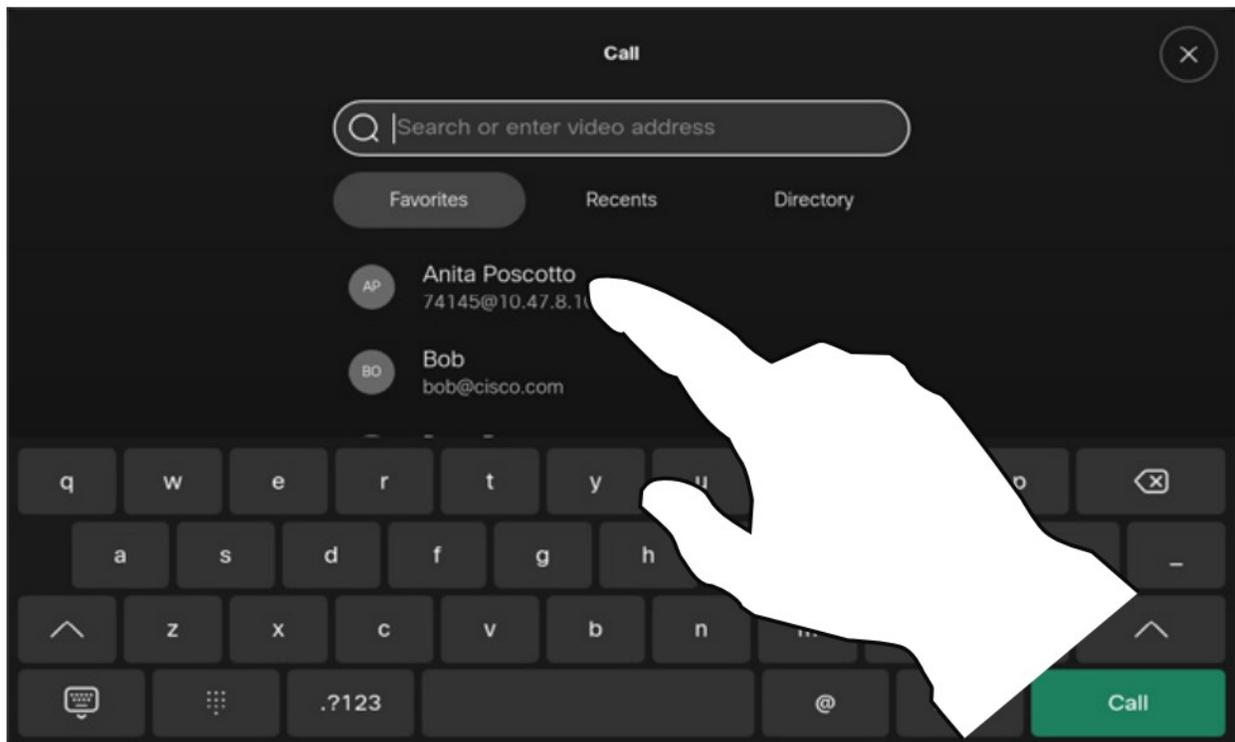
(with the keyboard and mouse, if provided)

Click the **Share** button on the **WebEx Touch Panel** and select Computer.

The in-room computer is the default output

Calling from your contact list

1. Tap the **Call** button
2. Tap Recents, Favorites, or Contacts to scroll for the desired entry. You may also search the entry you would like to call
3. Tap the person you want to call and then tap the **green** call button



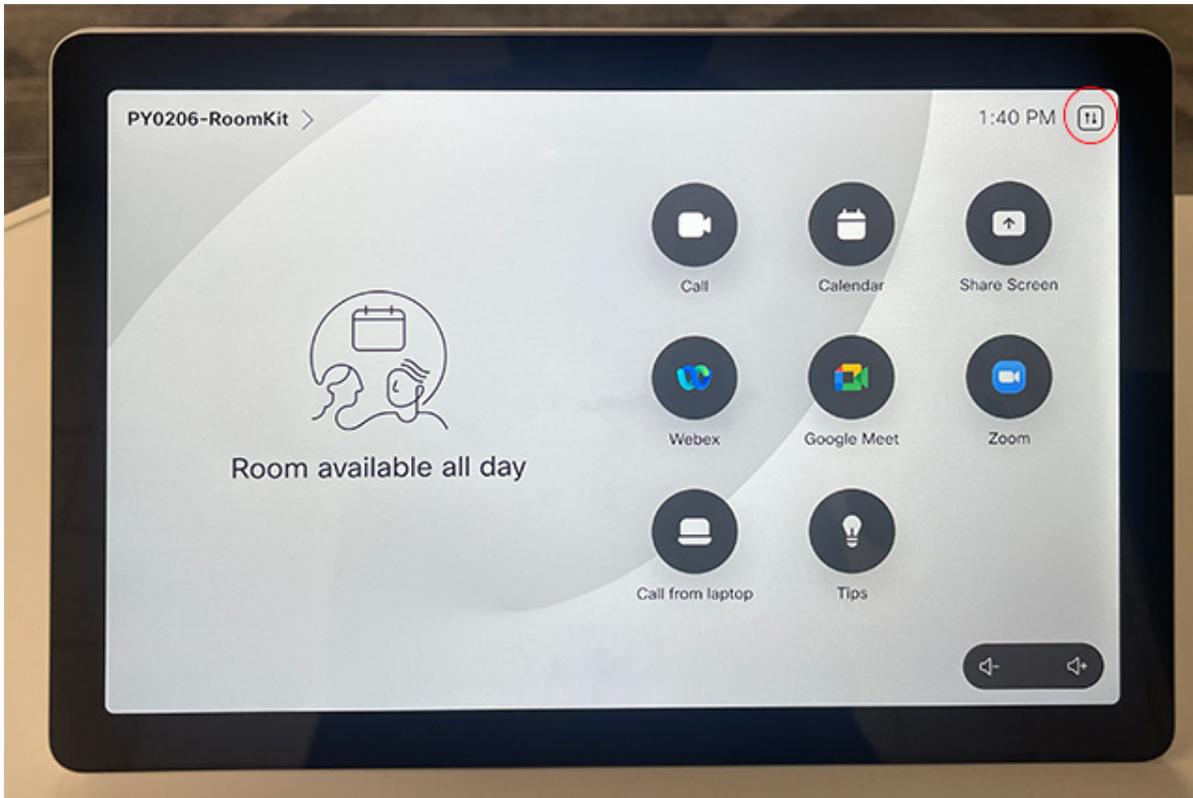
See Cisco's [documentation](#) to learn more

Arriving in the Room

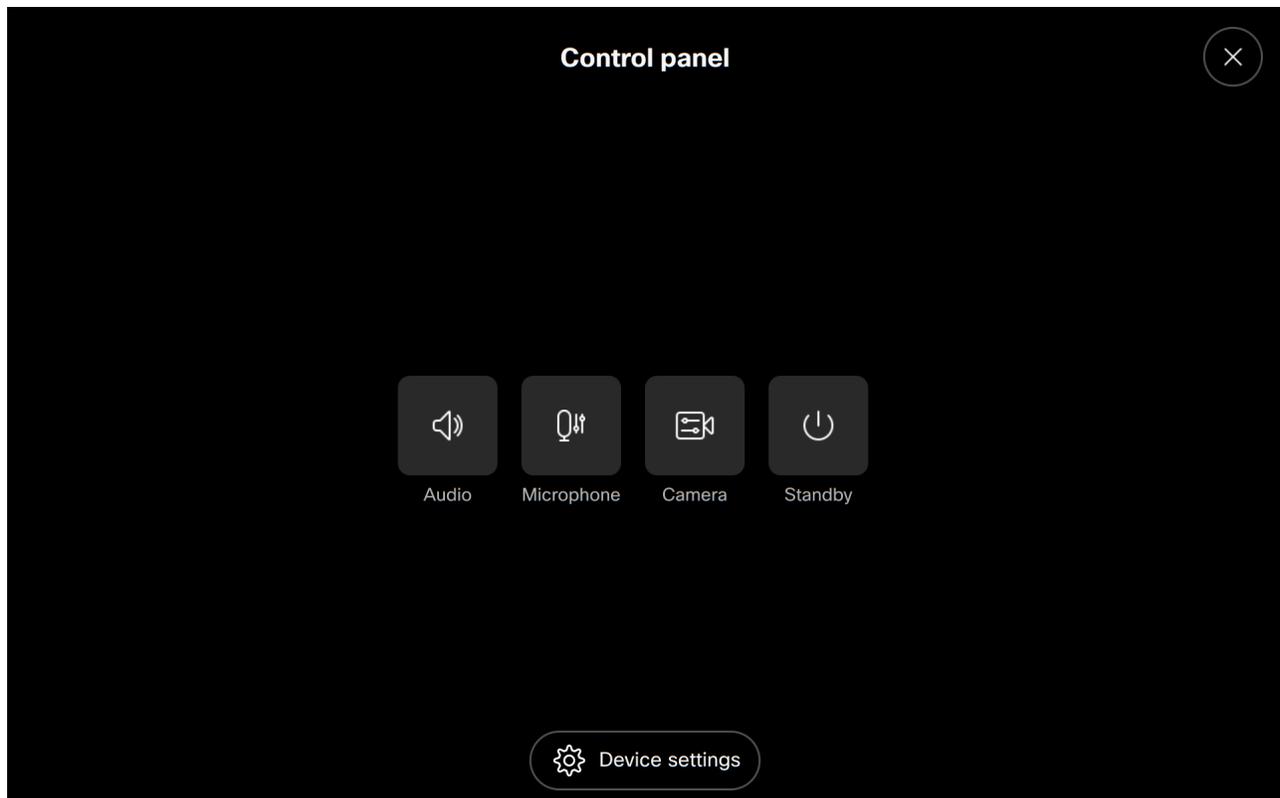
1. Tap the Cisco Webex Touch Panel (located on the conference table or wall). Your pre-scheduled meeting will appear on the screen.
2. Say "OK Webex", Start My Meeting or press **Join** on the Cisco Webex Touch Panel
3. Your meeting will begin and as other participants join, they will appear on the screen.

If you have not pre-scheduled the meeting you can also join manually using the options on the touch panel or wirelessly by selecting the **Join with Video** option from the WebEx app on your laptop or mobile device.

Putting the system on standby



1. Press the button on the right side of the time to open the control panel (circled in red)



2. You should see the control panel with a rightmost button to put the system on stanby.

Voice Commands

Use the phrase **"Ok Webex"** followed by one of these commands.

Meetings

Start the meeting

Record the meeting

End the meeting

Calls

Call John Smith

Answer the call

End the call

Personal Rooms

Join my Personal Room

Join Mary's Personal Room

Devices

Turn up the volume

Lower the volume to 50%

Mute me

Other

Is this room available now?

Is this room available at 4pm?

Show me the schedule of this room

Instructions are based off [RoomOS 11.5](#)

From an Auxiliary HDMI Connection or Wall Plate

Some rooms are also equipped with USB connections to the in-room computer and/or wall plate. This allows the WebEx device to be used as a USB webcam as a backup calling method.

Click the Share button on the **WebEx Touch Panel** and select **Auxiliary HDMI**

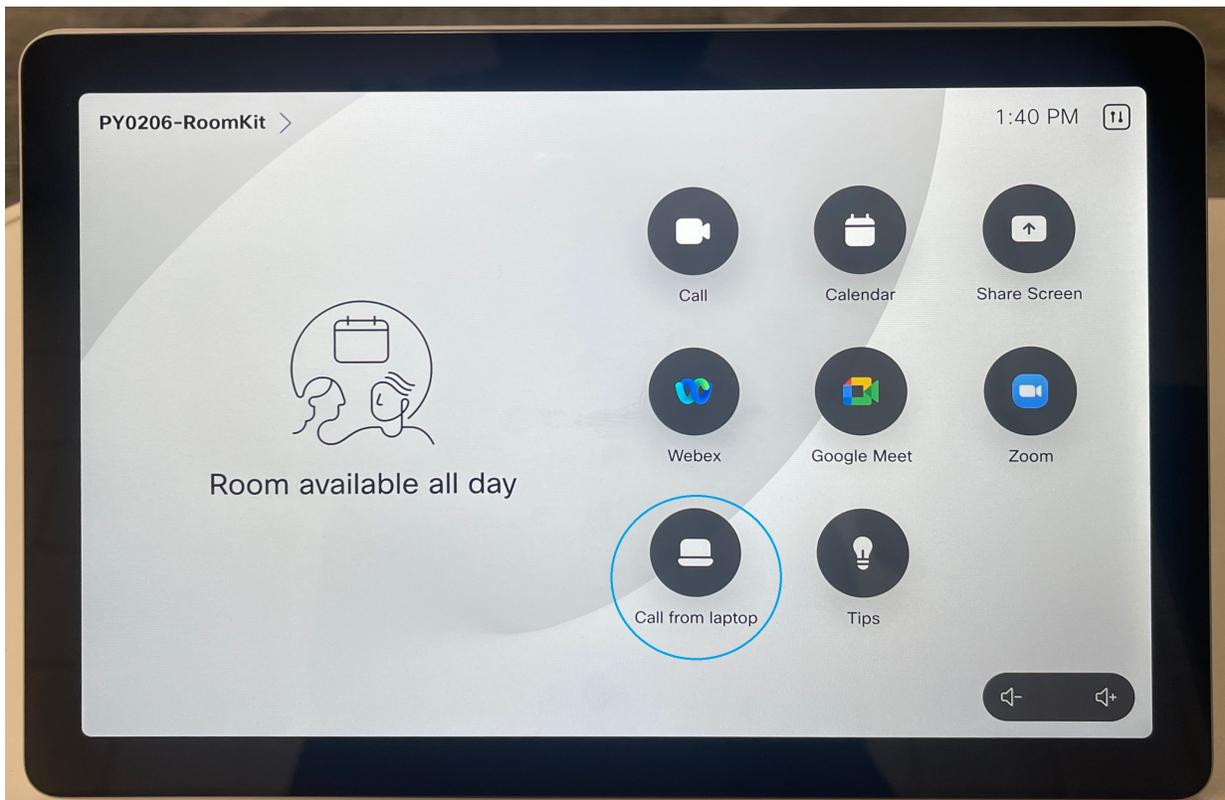


Look for these wallplates and connect the respective cables

Call from laptop

Allows you to use the device as an advanced web camera when making calls from your laptop meeting apps.

1. Connect your laptop to the USB socket to the wallplate with a cable that terminates to a USB-B cable



2. Tap **Call from laptop** on the touch panel. Cycled in **turquoise**

3. Your computer should recognize the Webex Camera as an external device, which should allow you to use it for other applications.

Technical support is available by phone or chat.

Report computer or audiovisual problems:

410-704-8324 (4-TECH)

Live Chat - <https://www.towson.edu/ccltchat>

For more information - <https://www.towson.edu/cclt>