



Get started with your Cisco room device

Join a scheduled meeting

Choose how you want to join:

- Tap the Webex Meetings icon and dial the meeting number
- Press the **Join** button on your calendar invite

Make a call

- Tap **Call** on the touchpad
- Tap the **Search** or **Dial** field. A keyboard will appear
- Type a person's name, meeting room address, or video device name
- Tap the green **Call** button

Start a meeting from your laptop

- Start or join the meeting from your calendar invitation
- Click **Use video system**

- Select the video system or click on **Enter a video address**
- Click Join or **Start Meeting**
- Tap **Accept** when the call comes through

Share your laptop screen

- Start or join the meeting from your calendar invitation
- Hover your mouse over the meeting control panel and select **Share options**
- Select a specific application or share the whole screen
- To stop sharing, hover your mouse over the title bar at the top of the screen and select **Stop sharing**

If the share option is not available, connect the HDMI cable to your laptop and tap the Share button on the Touch 10 device.