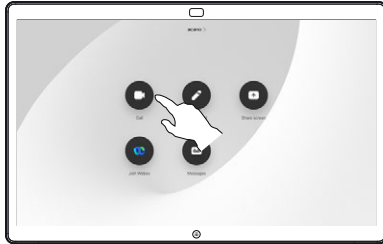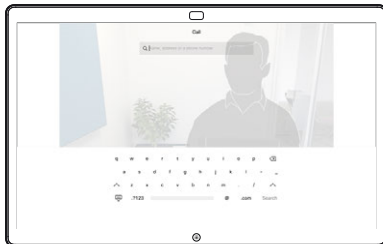# Cisco Webex Board Quick reference guide

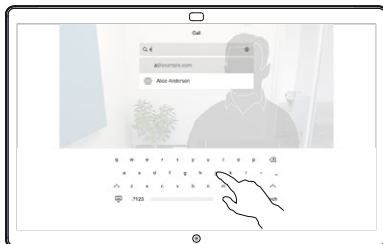## Place calls using name, number, or address

1 Tap the green **Call** button.

2 A cursor will appear in the text input field and the virtual keyboard will be invoked.

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 name and then tap the green **Call** button to place the call.
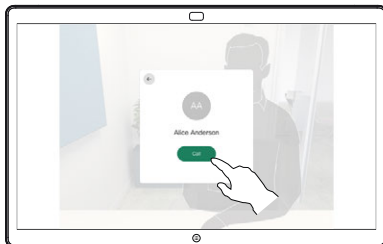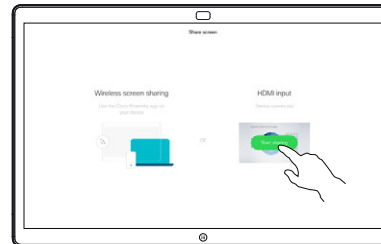
Share content outside calls

1 Outside a call, tap **Share screen**.

2 Connect your presentation source via cable or Proximity. You will now be able to share the selected content of your presentation source. Tap **Start sharing**.

If you choose not to share content, press the **Home** button to return to Home screen.

3 Tap **Stop sharing** to halt your presentation.

For information on how to use the Webex Board with the Touch10, see the Quick Reference Guide for Touch10 RoomOS 10.11 and the Webex Board User Guide for RoomOS 10.11.
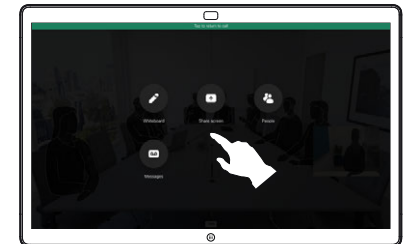
Share content when in a call

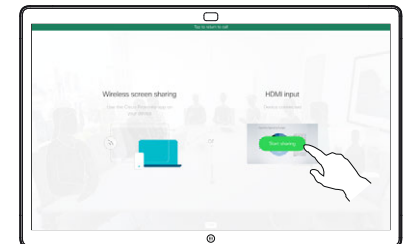1 In a call tap the **Home** button to produce the buttons on the display.

2 Tap the blue **Share screen** button.

To return to call now, tap the green field (Tap to return to call) along the top of the screen.

3 Connect your presentation source via cable or Proximity and tap **Start sharing**. You will now share the selected content of your presentation source.

4 Tap **Stop sharing** to halt your presentation.

Webex Board used as a digital whiteboard

- All whiteboards
- New whiteboard
- Duplicate whiteboard
- Delete whiteboard
- White or black canvas
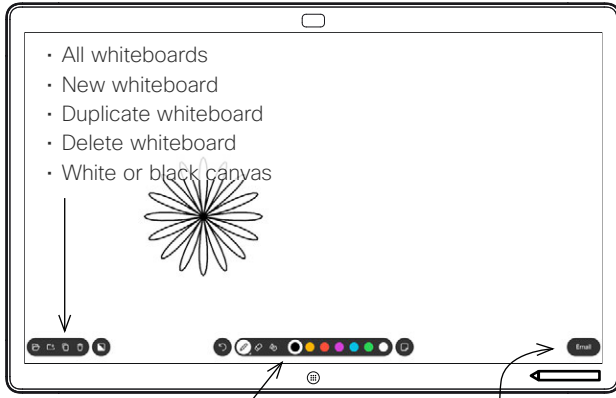
- Undo and redo
- Pen tool: long press to change line thickness
- Eraser: long press to clear all
- Shapes: Clean up shapes while drawing
- Select color
- Add sticky note

Email the whiteboard as a PDF attachment.

Your Webex Board is a digital whiteboard with video call capabilities.

To access the whiteboard function go to the Home screen (tap the Home button) and then tap **Whiteboard**.

You can use the pen or your finger to draw or write on the whiteboard.

The size of a whiteboard page is as large as you want. We call this infinite pages.

To save your whiteboard drawings you may send them as emails to the recipient of your choice. To be able to do this, your video support team must have configured your Webex Board to make use of a mail server.

Tap and hold the **Home** button for a few seconds to clean all whiteboard pages for the next user. You will be prompted to confirm.

Annotate shared content on the Webex Board

1 Outside calls, share a presentation make sure you display the image you want to annotate.
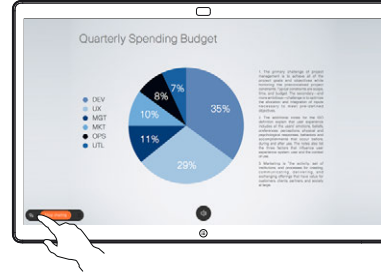
Tap the screen, if needed, to produce the **Annotation** icon and then tap the **Annotation** icon.

2 Make your annotations using the tools available and tap **Done** when finished.

3 You will now be offered to resume the presentation or to stop it completely.

Your annotated image will exist as a whiteboard page. Tap as shown to produce thumbnails of all your whiteboard pages.
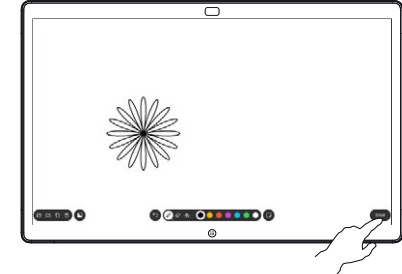
4 You may now add another whiteboard page or delete any of the whiteboard pages.

Please note that the whiteboard pages will be erased when your session is over, unless you e-mail them, see at right for details.
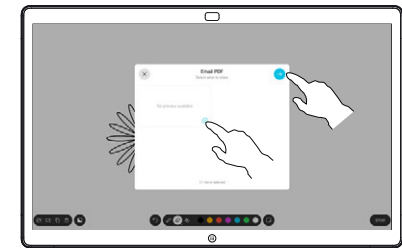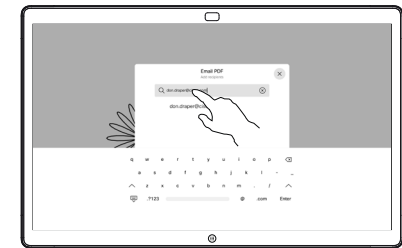
Send annotations or drawings by email

1 Tap the **Email** icon.

2 If you have more than one whiteboard page, select the one to send by email. Then tap the **Next** arrow.

3 Type on the recipient's email address(es).

4 Once you have entered the recipients, tap as shown to send the email.

The format used is PDF.

CISCO