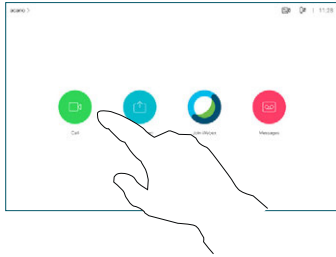# Cisco Webex Room Series Touch Controller Quick Reference Guide RoomOS 10.3
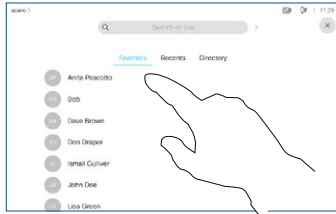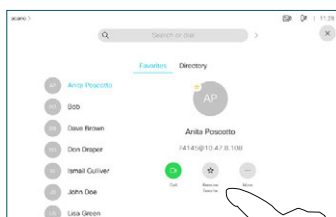
Place Call From Contact List
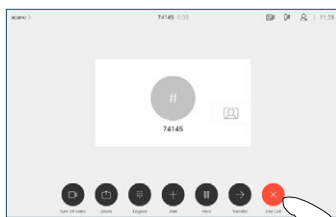
1   Tap the green **Call** button.

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

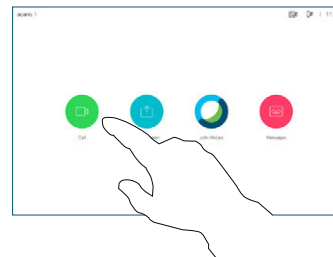3   Tap that entry to produce the green **Call** button. Then tap the green **Call** button, as shown.

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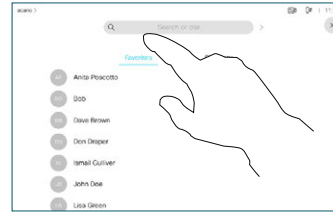
To end the call, tap the red **End Call** icon.
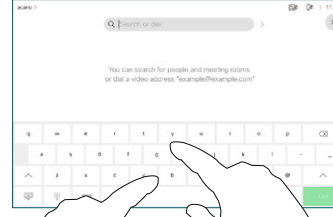

Place Call Using Name, Number or Address
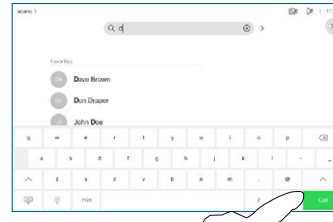
1   Tap the green **Call** button.

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.
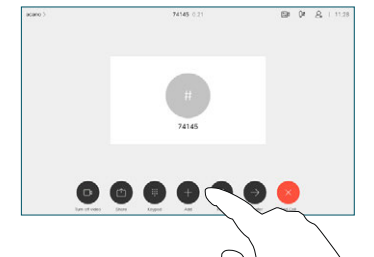

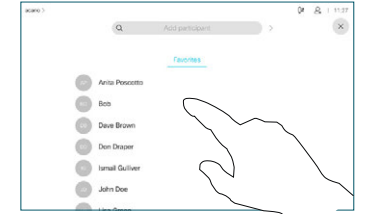4   When you have typed or located whom to call, tap the green **Call** button to place the call.
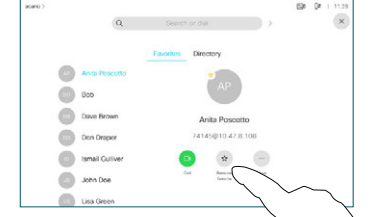

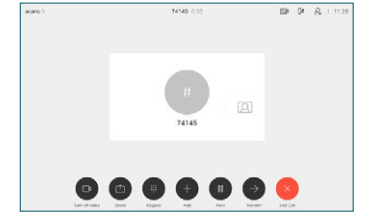## Initiate Video Conference

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.
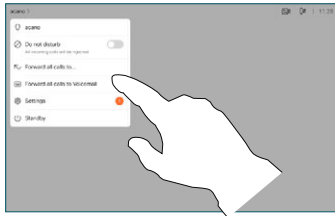
Repeat to add more people.

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Cisco Webex Room Series Touch Controller Quick Reference Guide RoomOS 10.3

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.
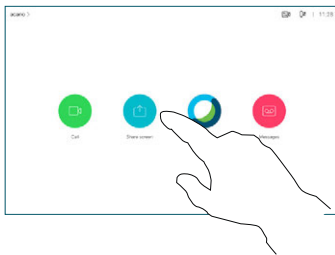
Using Proximity to Share Content

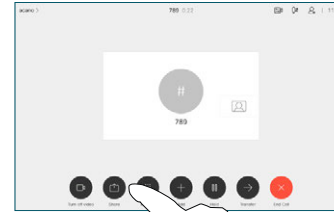On your PC set Proximity to **On** to share content wirelessly with others.

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.
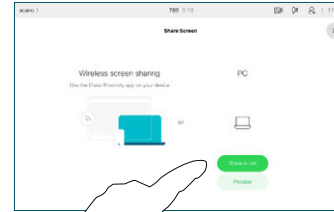
Share Content in a Call

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.
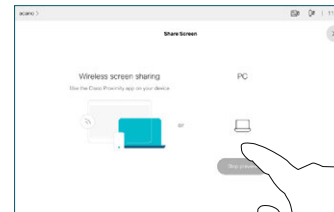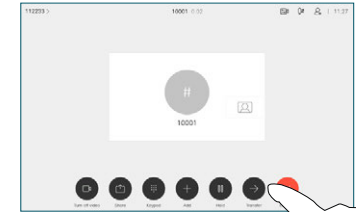
3 To discontinue the preview, tap **Stop preview**.

To share content with the remote participants, tap **Share in call**.
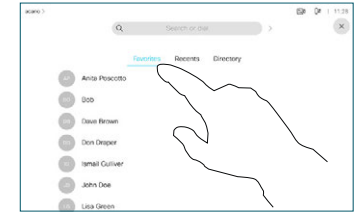
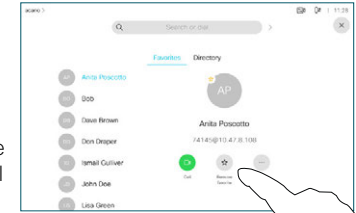4 To stop sharing content, tap **Stop Sharing**, as shown.

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**.