Webex Teams Room Devices
Using Webex Teams in Rooms equipped with Webex JOIN Capabilities

Introduction
When using a Webex Teams with a Webex Room Device, it is important to pre-schedule the meeting via Outlook, adding both the physical room in the To: field as well as @meet in the Location field of the Outlook invite.

Arriving in the Room
1. Turn the wall mounted LCD Monitor On.
2. Tap the Cisco Webex Touch 10 Control Unit (located on the conference table). Your meeting will be scheduled and appear on the screen.
3. Say OK Webex, Start My Meeting or press Join on the Cisco Webex Touch 10 Control Unit
4. Your meeting will begin and as other participants join, they will appear on the screen.

Note: Tap the Video Settings icon on the Cisco Webex Touch 10 Control Unit and check Self View to see your view on the monitor.

Sharing Content

From a Laptop (Recommended)
1. Launch Webex Teams on the laptop. You should automatically connect to the board.
2. Click Join with Video to join the meeting.
3. Click Share Screen and choose which screen or app you would like to share.

Note: If you stop sharing, you will have to click on the kit name and choose Share Screen again.

From the Native Computer (Existing Keyboard and Mouse)
We do not recommend using a native computer when participating in a Webex Teams meeting. It is essential that you bring a laptop with you to a meeting room equipped with Webex Teams hardware. The only time you should ever use the native computer is when you are conducting a meeting that does not include Webex Teams.

Using 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”