



# TELECONFERENCING WITH VIDEO ENABLED CISCO WEBEX ROOM SYSTEMS

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For assistance, please contact the Help Desk at  
262-472-HELP (4357) if you encounter any issues.

## Join a Scheduled Webex Meeting With Video & Audio

(follow A or B and C)

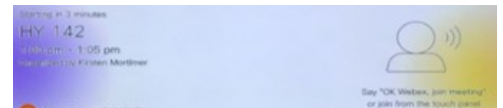
A

### Meeting room was included in the Webex Meeting invitation.\*

1. Tap the green **JOIN** button on the Cisco touch panel.



See the meeting listed on the wall screen?  
Join by saying “Ok, Webex, join the meeting.”



2. Follow [Share screen with Wireless Connection in Webex Meeting/Call](#) directions to share content (page 6).

B

### Meeting room was not included in the meeting invitation.

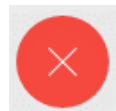
(You do not see the meeting listed on the touch panel or wall screen)

1. On Cisco Touch Panel, tap the Join Webex icon.
2. Using touch panel, enter the meeting number from the Webex Meeting email invitation calendar appointment, or from your [www.webex.com](http://www.webex.com) account.
3. Using touch panel, enter the password/PIN/Host Key as instructed.
4. Follow [Share screen with Wireless Connection in Webex Meeting/Call](#) directions to share content (page 6).

#### Meeting Information

Meeting link:	<a href="https://www.webex.com/ujw/fj.php?MTID=m9d31e1fd496f10353655bb05">https://www.webex.com/ujw/fj.php?MTID=m9d31e1fd496f10353655bb05</a>
Meeting number:	809 107 067
Password:	3hJqxmC9
Host key:	392489

### C When meeting has ended, tap End Call on the touch panel.



#### Note:

\*See instructions on page 8 to include the room system in an Outlook invitation that includes a Webex Meeting. You must have scheduling permissions to follow this procedure.



## Touch Panel and Meeting Controls



Camera controls at the top right of the panel allows you to adjust the room camera. Access the camera controls at any time, prior to or while in a video meeting.

Tap the “Camera” icon to adjust the video feed.

- To see your self-view, make sure the **"box"** in front of Self view is checked. To maximize the self view to better see and make more accurate adjustments, tap **"Maximize"**.

The camera is set to ‘Speaker Track,’ which means it will automatically snap to focus on the active speaker. To turn this off/on toggle the control. To manually adjust the camera's pan, tilt, and zoom (either before starting a Webex Meeting or during it), deselect the “Speaker Track” and using the circle at the center, tap the “left, right, up, and down arrows” to pan the camera. Use the “plus and

After starting a Webex Meeting, the Cisco Touch Panel will display meeting controls.



See a list of remote participants—depending on the number of participants, you may not be able to see all their video tiles on the wall screens.



Lock meeting

Lock meeting so no new so no new attendees can join.



Turn off video

Mute room camera to stop the video feed out to remote participants.



Record

Recording will be found in the scheduler’s Webex account.



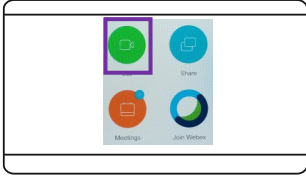
End Call

End the Webex Meeting or call.



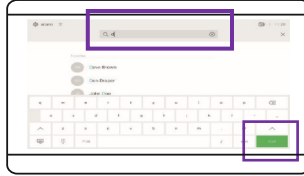
## Start a Direct Dial Audio/Video Call

1



On the home screen, tap the **Call** icon.

2

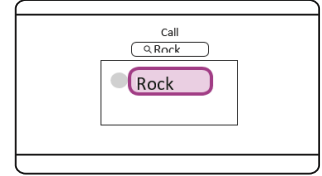


**UW-W user:** Enter name, email address, or 4 digit extension.

**Off-campus user:** Tap number keypad. Dial phone number starting with 9-1.

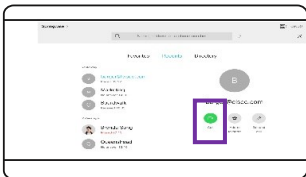
Tap green **Call** button.

3



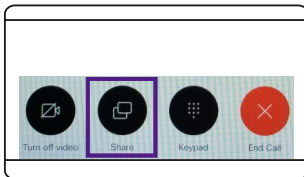
**UW-W user:** Tap contact from the drop-down list.

4



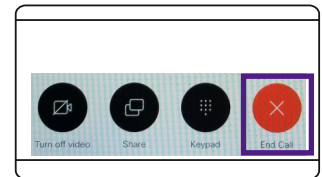
If prompted, tap green **Call** button.

5



To share content, follow directions using room computer, cable connection or wirelessly (pg. 5 or 6).

6



To finish your call, tap the red **End Call** icon.

### Note:

Call will be with only one other user. For a group call, set up a Webex Meeting or meet in your Personal Meeting Room. Audio-only callers can join by using dial-in number.

To have video, other user must answer using one of the following devices:

- UW-W office phone with video.
- Webex Meetings or the Webex App on computer/laptop with video camera, speakers and mic.
- Room device with video/audio enabled.
- Mobile device using Webex Meetings or the Webex App.



## Share screen with room computer or cable connection

1

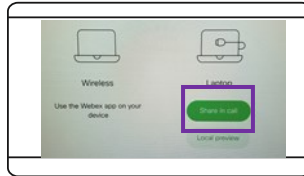


**Log in** to room computer or connect personal laptop using cables and adapter (as needed). **Open** content you wish to share during the call.

**Join** a meeting or make a call using the **Touch Panel** (instructions on page 2 or 4.) or share without being in a virtual meeting or call.

Tap black **Share** icon on touch panel.

2



To share screen, tap green **Share in Call**.

Note: To view the content before sharing to virtual participants tap **Local Preview**.

To discontinue preview, tap **Stop Preview**.

3



To stop sharing, tap the **Share** icon and **Stop Sharing** on the Touch Panel.

If in a call or Webex, when finished, select **End Call**.

Sign out of room computer or disconnect personal laptop.

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### Notes:

While sharing on a call, one screen will show participants in the call and the other will show content.

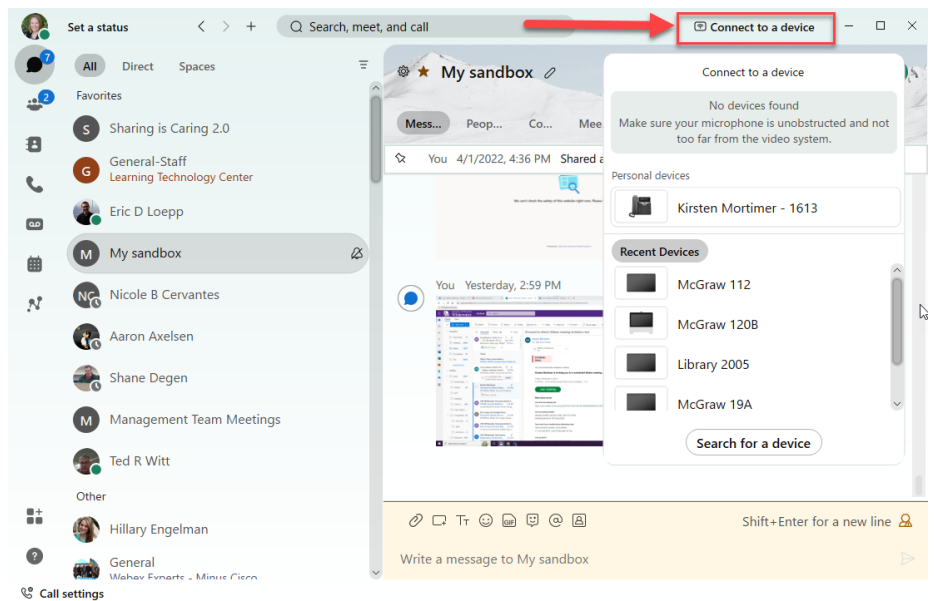


## Share Screen with Wireless Connection

- 1 Follow directions to **Join a Scheduled Webex Call**, page 2 or **Start a Direct Dial Audio/Video Call**, page 4. You may also share using this connection without being in a virtual meeting.
- 2 Open content you wish to share on your laptop or device.
- 3 Open the Webex App (formerly Webex Teams) desktop app on laptop or device, making sure you are logged in.
- 4 Select the room system (generally named after the room, e.g. **Hyer 142**) located at the upper right corner of the app screen. When entering a room with a Webex system, automatic pairing starts but may take a few moments.

If you do not see the room listed, select **Connect to a Device** found in the same location and then **Search for a Device**. Type in the building name and select the name to pair.

If prompted for a code, enter the pairing code from the upper right corner of the **wall screen**.



- 5 Select Share Screen.

If you had to **Search for a Device** you may need to select the device (room name a second time for the Share Screen option to display).

- 6 Choose the screen or application (content) to share. An orange **Sharing Toolbar** will appear at the top of your screen. Switch windows by using the toolbar.



- 7 Click **Stop** on the orange toolbar to stop sharing. Device pairing will end when you leave proximity.

### Note:

More than one participant can share a screen but only one at a time. The newest to share takes precedence.

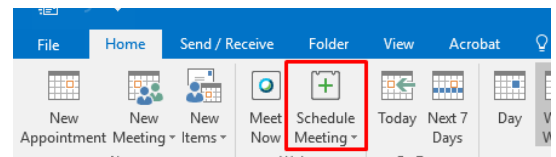
## Invite the Room to a Webex Meeting

To have the one touch **Join** button appear on the room Touch Panel, you must invite the room when setting up the Webex Meeting. You must have scheduling permissions in Outlook the room to follow this method.

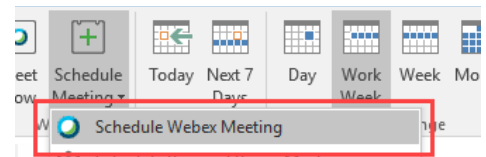
1 Have either the Webex Meetings Productivity Tools (Windows) or Webex Scheduler (Mac) added to your Outlook desktop app. If you do not, contact the Help Desk.

2 Open your Outlook calendar from the desktop app.

3 From the Calendar menu, select Schedule Meeting at top left.

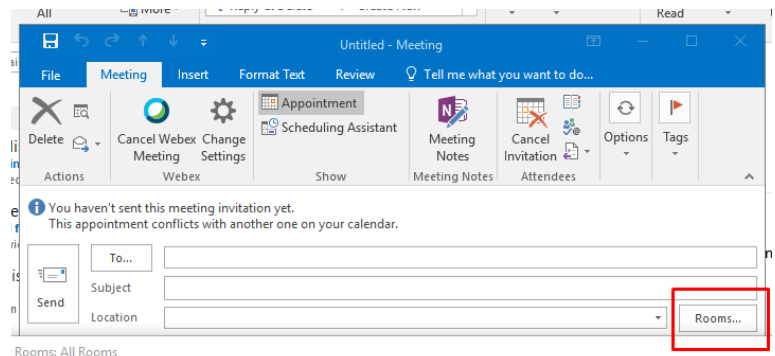


4 Select Schedule Webex Meeting. Webex information will auto-populate within the body of the appointment upon sending.



5 Fill in the meeting details for all the relevant Outlook appointment fields, including attendees.

Select **Rooms** and type in the name of the room with the Cisco system. Select the room. This will add the room system to both the To line and the Location line. Click **OK**.



6 Hit Send. The meeting will be automatically added to your Outlook calendar and invites will be sent to everyone included in the invitation.



## Join a Zoom Meeting

- 1 Well in advance of the scheduled meeting, obtain the **Zoom SIP dial-in address**, **Meeting ID**, and **Passcode** from the Host. If you are the host, you may also need the Host Key from your Zoom account.

+1 719 359 4580 US

Meeting ID: 969 4077 9440

Passcode: 094932

Find your local number: <https://wisconsin-e>

Join by SIP

[96940779440@zoomcrc.com](mailto:96940779440@zoomcrc.com)

- 2 When ready to join the meeting, on the Cisco Touch Panel in the meeting room, tap the **Call** icon.
- 3 In the “**Search or dial**” text box, type in the **SIP dial-in address**. You may need to touch on the number key pad at lower left.
- 4 After the number is entered, tap on **Call** to initiate the meeting.
- 5 It will prompt you to enter the Zoom Meeting ID, passcode and/or host key numbers—include the # at the end of each number. Use the keypad icon on the touch panel menu at bottom screen.
- 6 You are connected to the Zoom meeting.





## Best Practices

### Prior to a meeting:

- When using equipment or locations not regularly used, test in advance. In Webex Meetings, to test audio, video, and sharing functions, open a test meeting using Instant Video Call instructions.
- Establish video conferencing connections several minutes before the start time.
- Open content to share on room computer or connected laptop several minutes before the start time.
- Create backup communication plan in case you or participants encounter connection troubles.
- Know the meeting connection details as found in the meeting invitation.

### During a meeting:

#### Audio/Video

- Have all participants share their audio and video as able.
- Have participants mute their mics until they wish to speak. In Webex Meetings, this is one click.

#### Chat Limitations

- In-person attendees will not be able to see Chat messages, so be mindful of this limitation. Consider having a participant either in the room or remotely monitoring the Chat and have a plan for how to address this.

#### Be Inclusive

- Consider enabling [Webex Assistant](#) on your Webex account to offer voice activated commands during a meeting as well as synchronous closed captions and transcripts. This can assist remote participants who may have a harder time hearing certain individuals in the room.
- If recording, alert all participants. Hit record before meeting introductions begin.
- Greet online participants as you would in-person attendees and be sure to include them when gathering feedback or during a discussion.
- Hold pauses longer to allow for unmuting and remote participation.
- Use the “Raise Hand” feature to make it easy to see who would like to speak.
- [Move participants to the stage](#) and [sync your stage](#) to keep focus.
- Understand the limitations of using Breakouts with hybrid meetings. View our [instructions on how to run breakouts in a video enabled room](#).

