



Getting started with the Small Room Kit

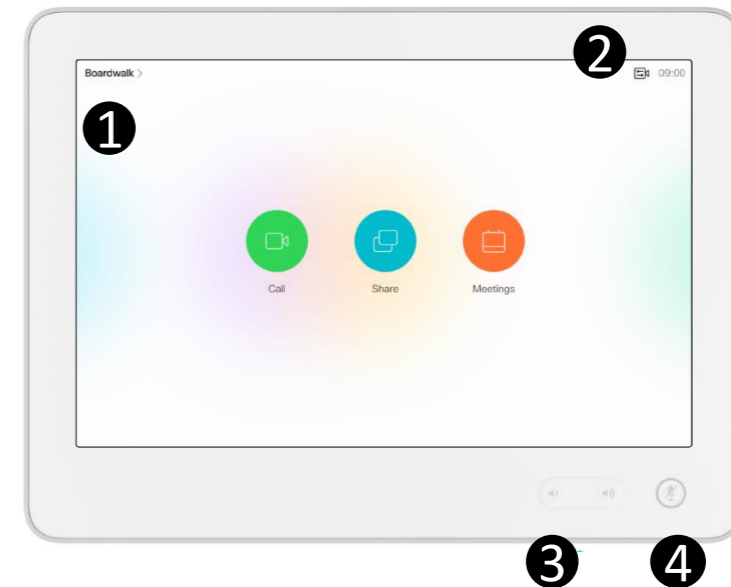


CAMERA TIPS

There is no need to use camera controls. The camera will automatically zoom to the best fit for the room.

When people speak the camera will move to focus on that person. This is called active speaker tracking. The camera doesn't zoom right up close to that person, it moves to capture the person either side of the speaker as well.

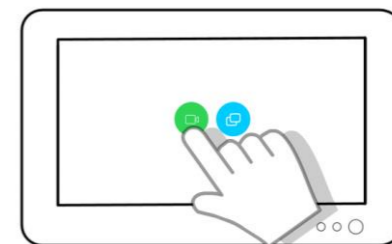
ROOM CONTROLLER



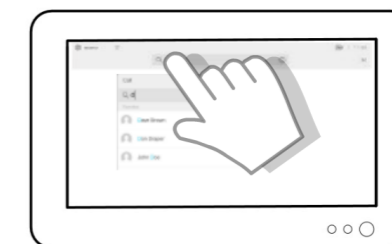
- 1 Settings
- 2 Camera Settings
- 3 Volume
- 4 Mute

Make a call

1 Tap the **Call** button.



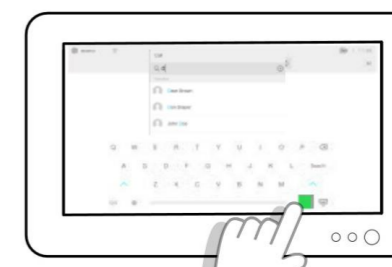
2 Tap the Search or Dial field. This will bring up the keyboard.



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 the call recipient, tap the green Call button to place the call.

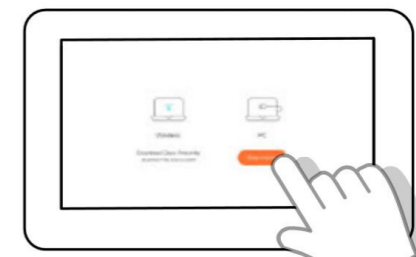
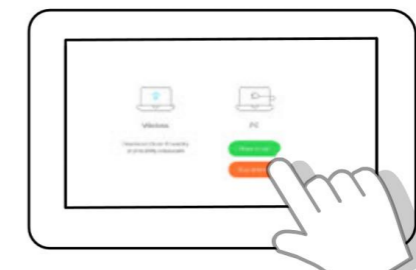
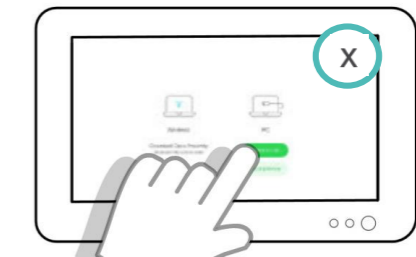
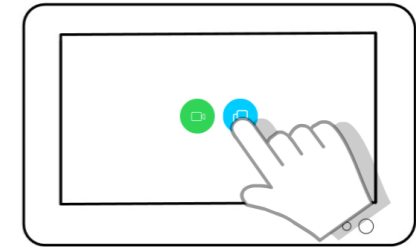


Hot Tip: when contacting other schools, just type in the school name - it will be similar to their website name.

Sharing a computer screen during a call



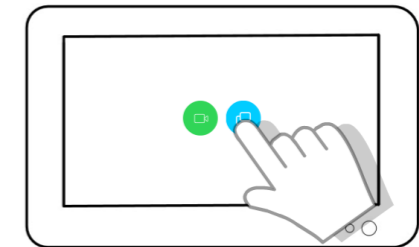
- 1 Connect the source to the video system with a suitable cable, make sure it has been switched on and tap **Share**.
- 2 Tap **Local Preview** to view the content without sharing it. Tap the **X** in the upper right corner, to return to the previous display.
- 3 To discontinue the preview, tap **Stop Preview**. To share content with the remote participants, tap **Share in call**.
- 4 To stop sharing content, tap **Stop Sharing**.



Sharing a computer screen



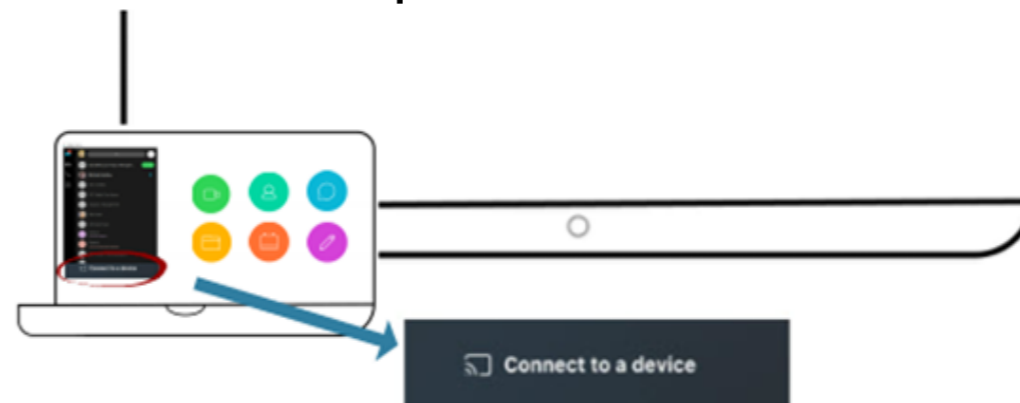
- 1 To share content outside calls, connect the source, make sure it is switched on and tap Share. The content function will then be available.



Sharing a computer screen using Webex Teams

WIRELESSLY

- 1 Open the **Webex Teams App** on your device or computer.
- 2 Click **Connect to a device**.
- 3 Click **Share**.



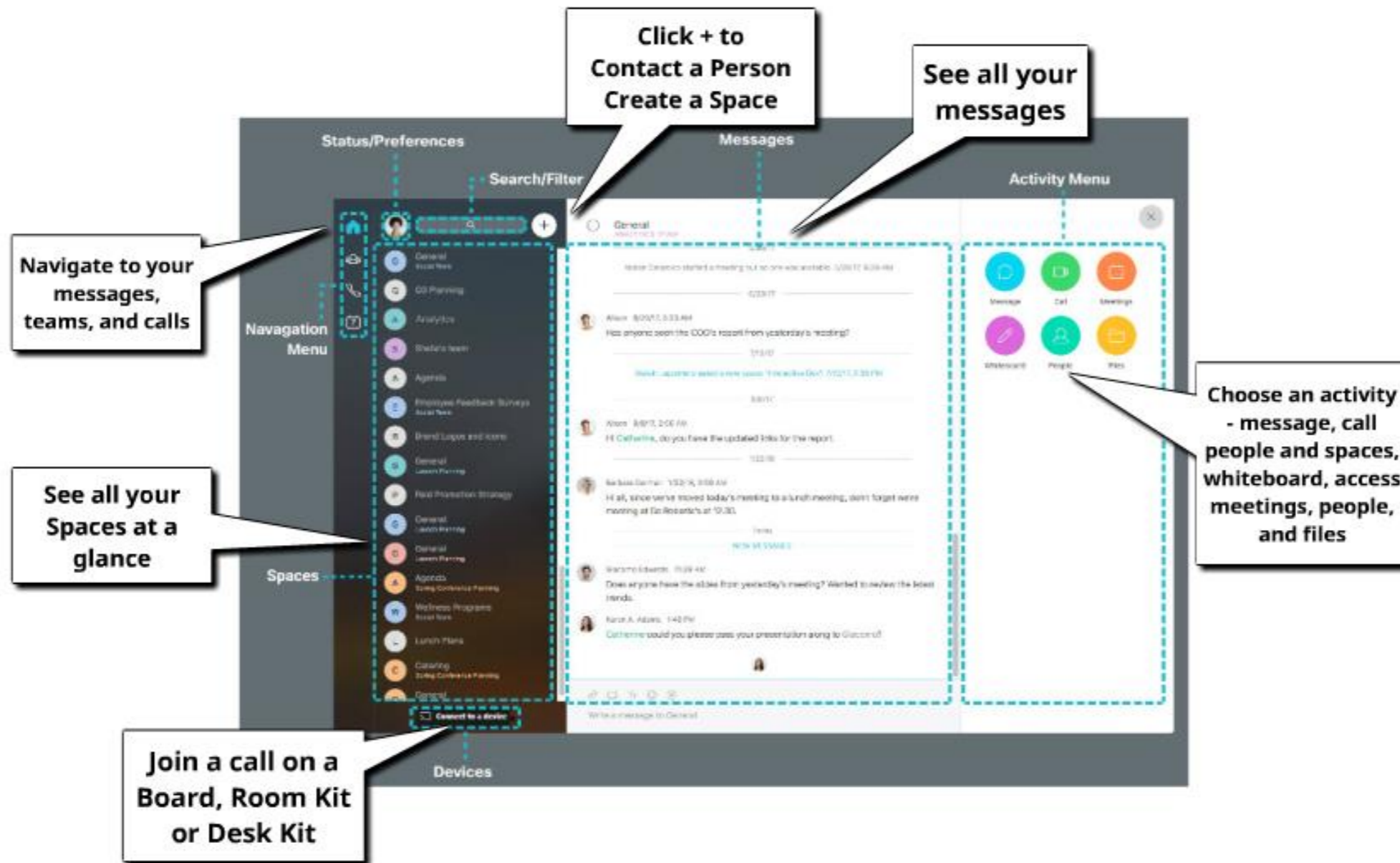
USING THE CABLE

- 1 Connect the HDMI cable to the computer: Note some computers require an adaptor.



Hot Tip: You must have your **SOUND ON** to share wirelessly – connection to the board is sonic (not Bluetooth)

Webex Teams App



- **Webex Teams** is an app for continuous communication with video meetings, group messaging, file sharing and whiteboarding.
- You can download the app on any device - computer, mobile or tablet. Download it now to get started: <http://www.webex.com/downloads>



Webex Teams App



Meetings

Sometimes the best way to share information or have discussions is during a meeting.

Schedule

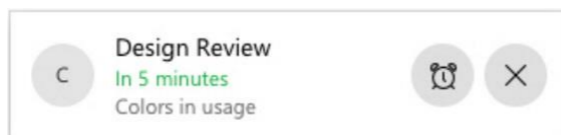
Webex Teams gives you several options for hosting meetings, but, at its simplest, you can either schedule a meeting for later or start a meeting right away.

To schedule a meeting, go to the activity menu  choose **Meetings**  and then select **Create Meeting**



To start a meeting right away, go to the activity menu  choose **Call** 

Join

When it's time for your scheduled meeting or call to start, just anywhere in the meeting notification.



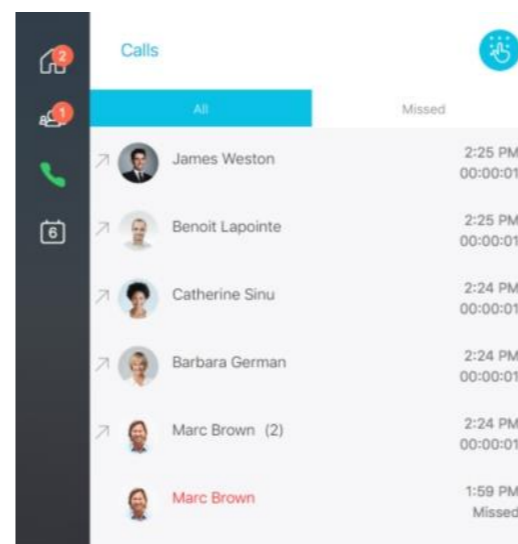
Turn off Video and Audio



Your video will be on when your meeting starts, but click  to turn it off. You can tell video is turned off when the icon is blue. To mute your audio, just select Mute . If you're hearing too much background noise from others, you can mute them or other devices connected to the meeting too.


Calling


Want to talk to someone face to face? You can jump on a call with someone in Cisco Webex Teams.

Make a Call



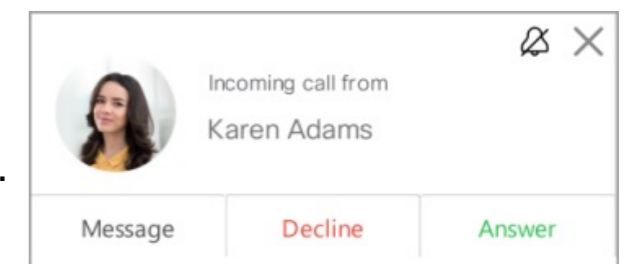
If you just know someone's phone number, the simplest way to call them is to go to , enter the number in the keypad, and select Call . After you call someone, they'll show up on your Calls list.

After you've talked to someone, you can then just select their name from the Calls list and select Call .

You can also call someone from the activity menu  in a direct message.

Answer a Call

When someone calls you, you can answer or decline the call from the notification pop-up that appears. If you're on your desktop app and you're busy but want to send a message to the caller, you can do that too.





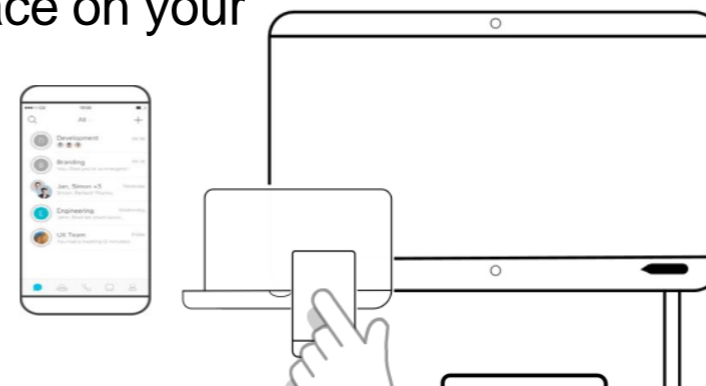
What is a **team**? What is a **space**?

- A **team** is a virtual place intended for long term use. A **team** can be useful for managing large numbers of people, e.g. all staff at a school, all students at a school and then each Year Level. You could also potentially have a **team** for the whole school community - all staff, students and parents.
- People from a **team** can be put into a **space** to work on a project, event or a group assignment.
- So a **team** could be all Erinsborough High students... and a **space** can be created for 'Year 7A English 2018' or 'School Band'.
- For school staff, a **space** could be 'Year 9 Camp' or '2018 Graduation'.
- A '**space**' enables ongoing collaboration with one or more people – you can send messages, make calls, video conference, share files, and whiteboard.
- Open a **space** to access files, make a call, start or resume a whiteboard.

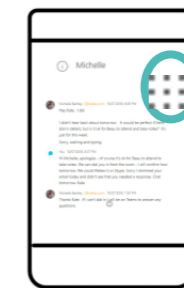
Open a space

Open a Space to access files, make a call, start or resume a whiteboard.

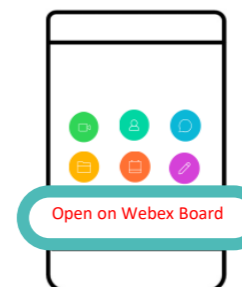
- 1 When you are in proximity to a **Webex Board**, open the space on your device (mobile phone, computer or tablet).



- 2 Click on the **Activity menu** in the top right corner of the screen.



- 3 Click on **Open on board**, to open the space on the board.



- 4 The space is now open on the Webex Board. You may save whiteboards to the space as well as retrieve whiteboards, images and files previously stores.

GET HELP:

Webex Teams Help - <https://collaborationhelp.cisco.com/article/en-us/ghmde9>

eduSTAR – www.edustar.vic.edu.au/vc