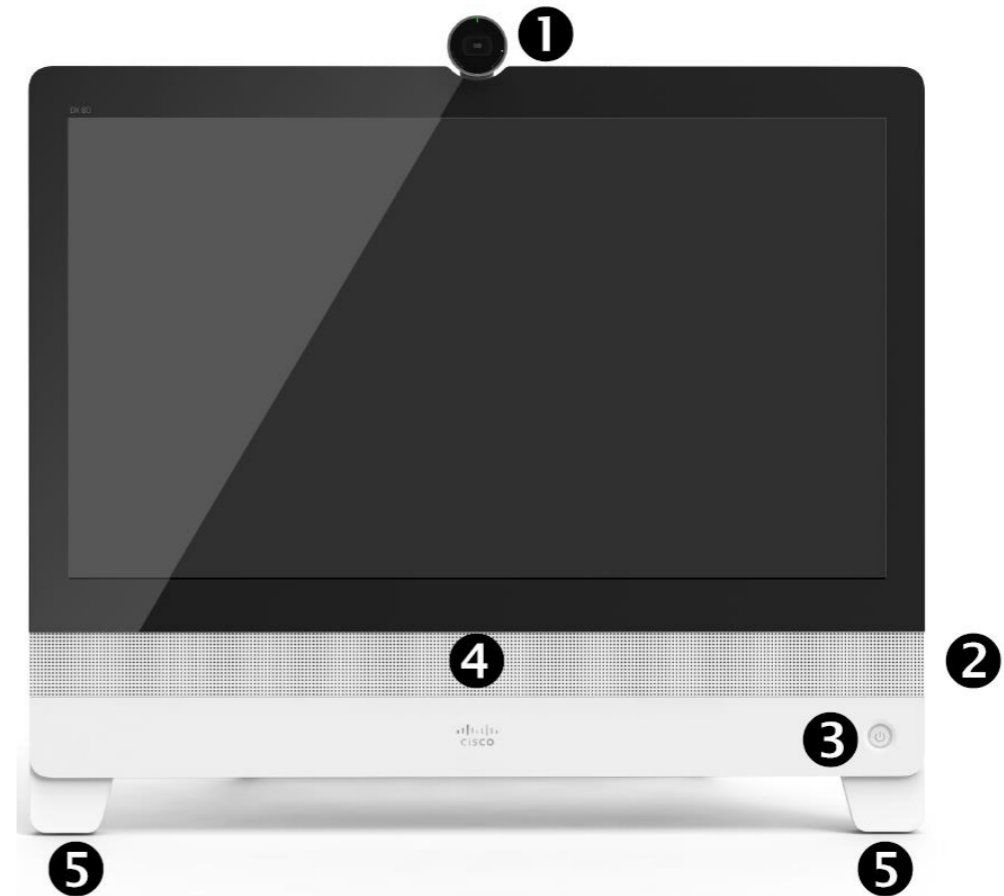


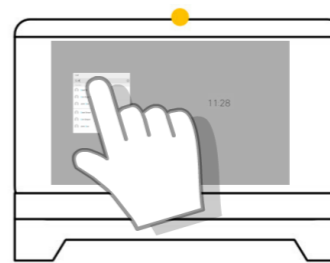
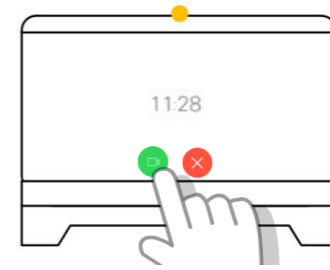
Getting started with the Desk Kit

- 1 Camera with privacy shutter, turn counter clockwise to shut and clockwise to open
- 2 Microphone mute button, loudspeaker volume control and USB socket on the right side of the unit
- 3 Power on/off
- 4 Loudspeaker
- 5 Microphone in each leg



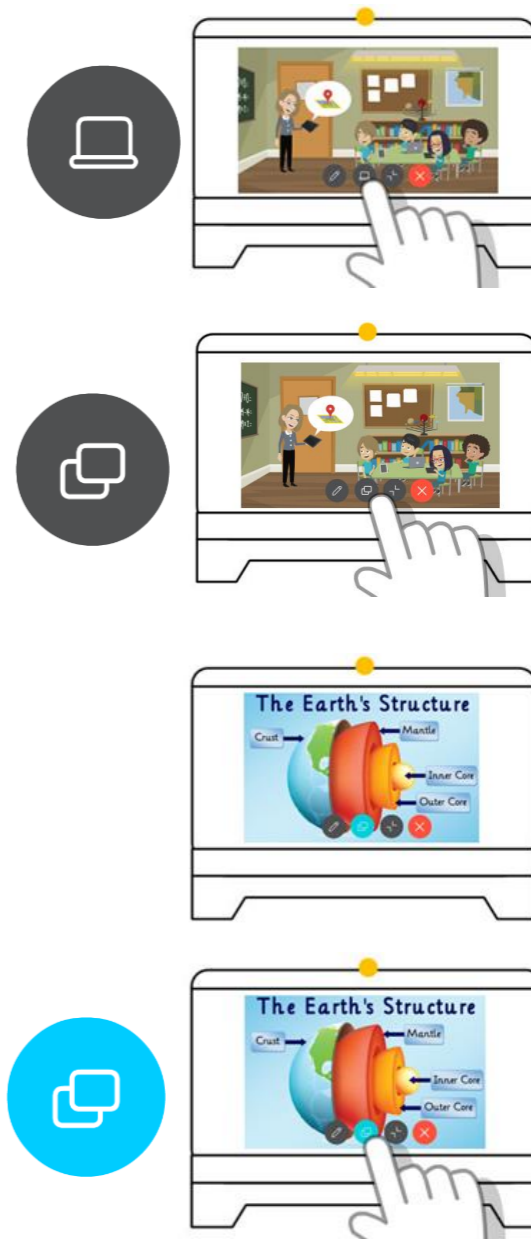
Make a call

- 1 Tap the green 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 whom to call, tap the green Call button to place the call.




Sharing a computer screen during a call

- 1 In a call, connect your computer and make sure it is switched on. Tap Show PC to display the screen of your PC locally on your Desk Kit. You have not yet shared your screen with the other participants.
- 2 Tap Share, as shown to proceed to sharing content.
- 3 The content of your PC screen will now be shared with the other participants.
- 4 To stop sharing content, tap Stop sharing, as shown.






Whiteboard

- 1 Tap Whiteboard. 
- 2 A notification appears to remind you that you can only save your work on whiteboards on calls that are initiated from a Cisco Webex Teams space. For school staff, a space could be 'Year 9 Camp' or '2018 Graduation'.
- 3 Use a stylus or your fingers to draw on the whiteboard. Choose from different colours and remove lines using the eraser.
- 4 Tap Done when you want to leave the whiteboard.
- 5 When you open a whiteboard on your Desk Kit, it is automatically shared with others on the call. The other participants can then edit the whiteboard, and draw on it at the same time as you.

Annotate

- 1 Share your laptop screen either wirelessly from the Cisco Webex Teams app, or through an HDMI cable.
- 2 Tap the annotate icon  that appears in the top left corner of the Cisco Webex Board screen to start annotation. If it is not visible, tap the screen once.

Note: Opening the drawing function may take a couple of seconds.

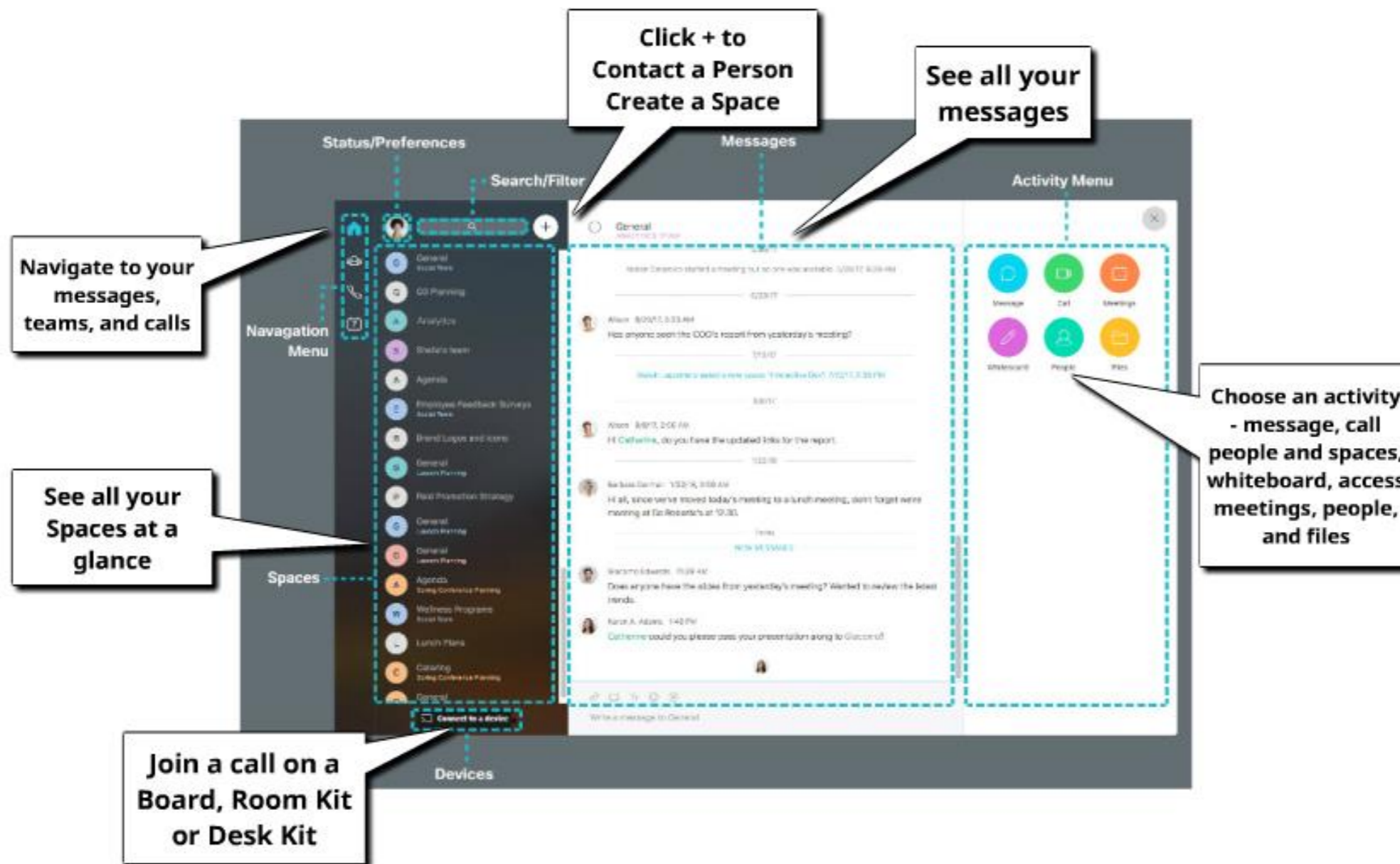
- 3 Draw on the shared screen with the four available colours. You can use the eraser to correct your drawing, or the undo button.



- 4 Others can follow the presentation with annotation from their paired Cisco Webex Teams app.
- 5 At any point while sharing, if you want to leave the annotation, tap Stop Sharing. You return to the original presentation, and the image you were drawing on gets stored into the Webex Teams space's Files menu.

You may go back and view the file, but you can't continue working on it.

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

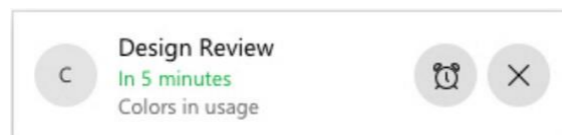
Webex Teams gives you several options for hosting meetings, but, at its simplest, you can either schedule a meeting for later or start a meeting right away.

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.



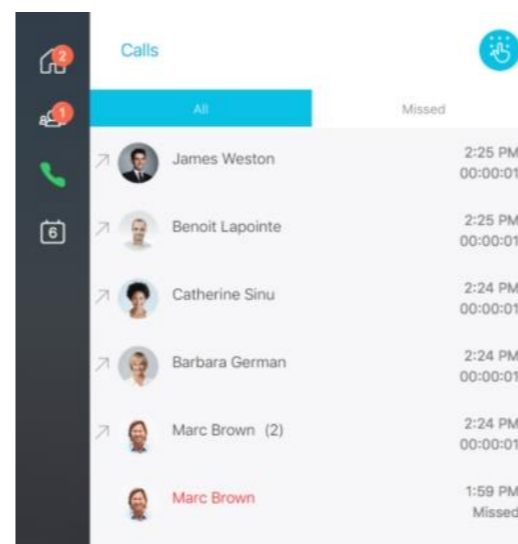
Turn off Video and Audio



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



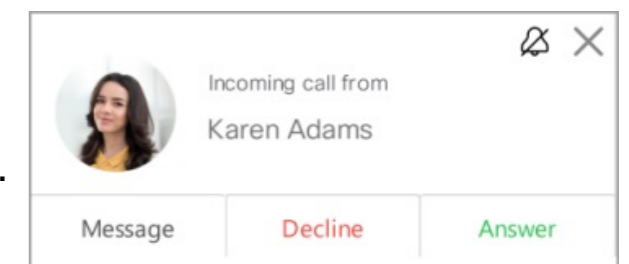
If you just know someone's phone number, the simplest way to call them is to go to , enter the number in the keypad, and select Call . After you call someone, they'll show up on your Calls list.

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

GET HELP:

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

eduSTAR – www.edustar.vic.edu.au/vc