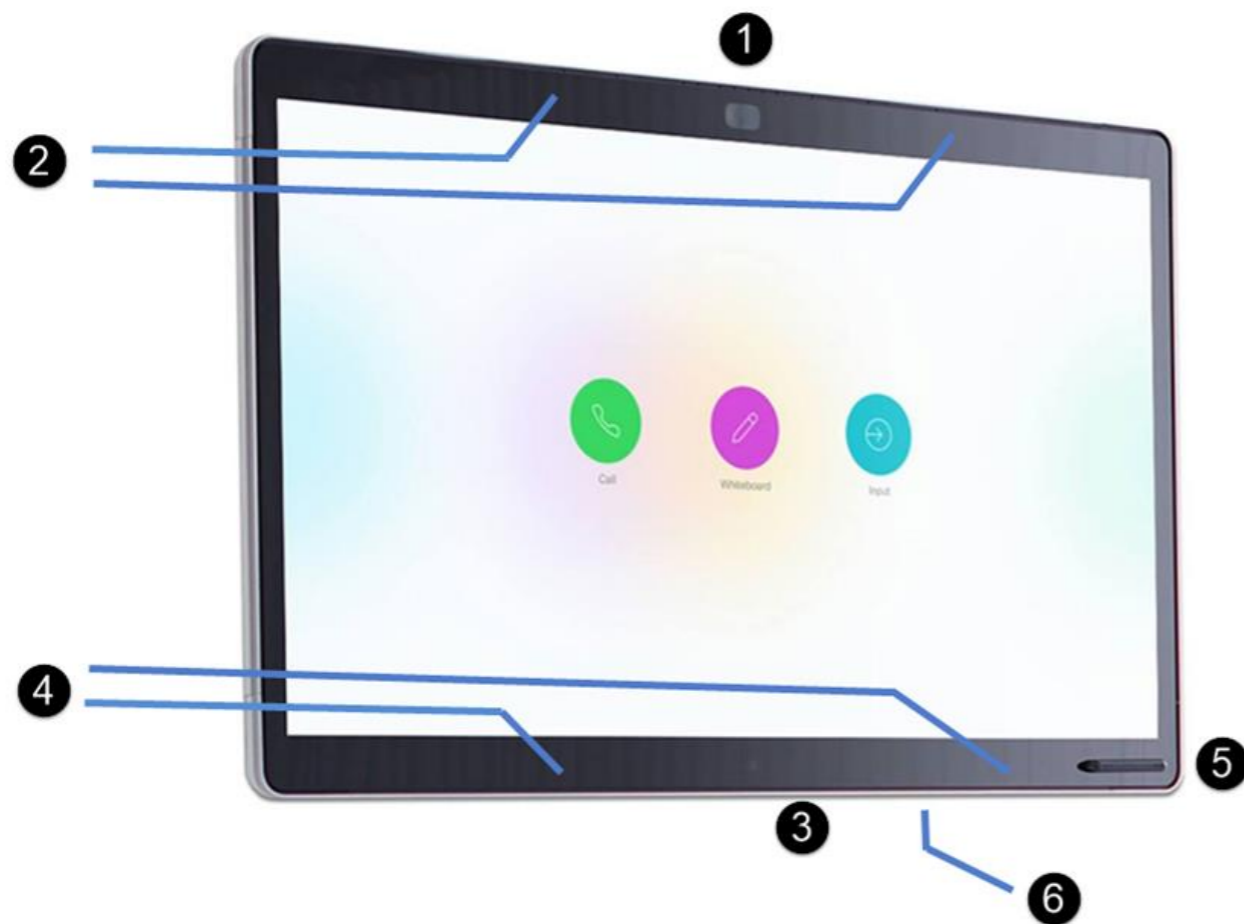




# Getting started with the Webex Board



- 1 Camera
- 2 Microphone array
- 3 Home button
- 4 Loudspeakers
- 5 Magnetic pen holder
- 6 Connector panel (at rear)

# Make a call

1 Tap **Call**.



2 Search for Webex Team user, Webex Device or dial and select by tapping.

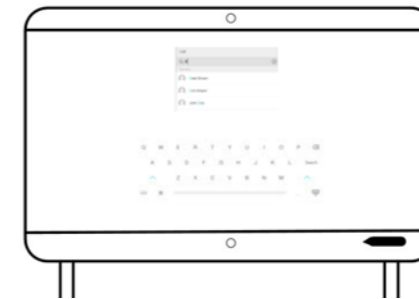
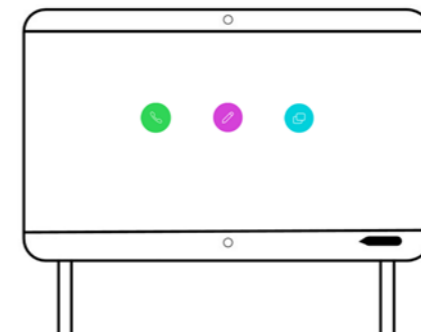
3 Tap the **Call** button.



4 When you are ready to finish your call, tap (You may need to tap the screen to display).



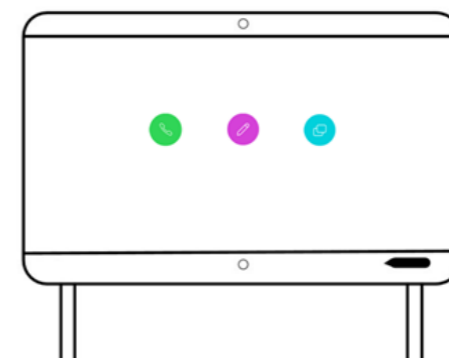
You can also initiate a call or join a Webex Teams Meeting – while in proximity of the Webex Board.



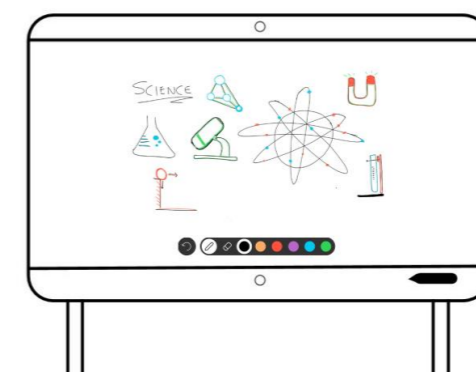
**Hot Tip:** When contacting other schools, just type in the school name – it will be similar to their website name

# Using the Webex whiteboard

1 On the Webex Board, tap **Whiteboard**.



2 Use the stylus or your finger to draw.  
Select a colour or the eraser by tapping the corresponding dot.

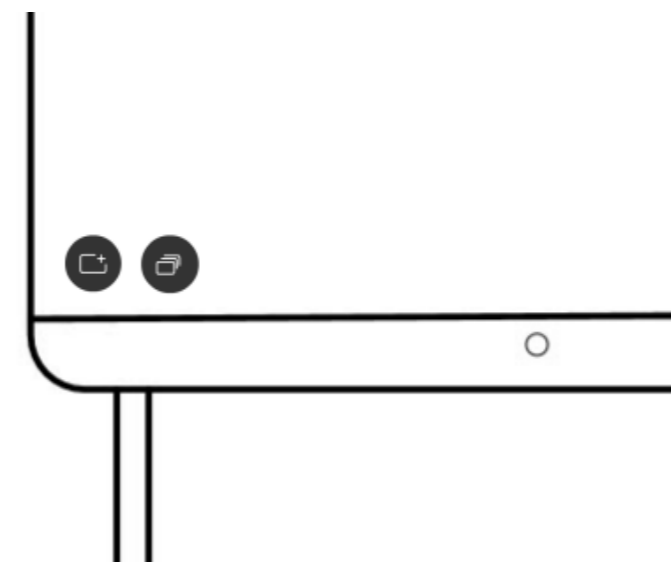
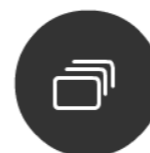


3 Create a new whiteboard by tapping.



OR

View all whiteboards by tapping.

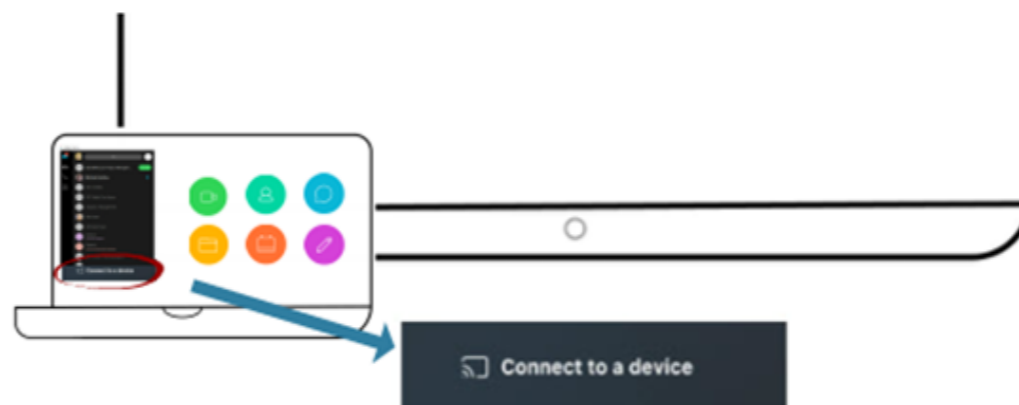


# Sharing a computer screen



## WIRELESSLY

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



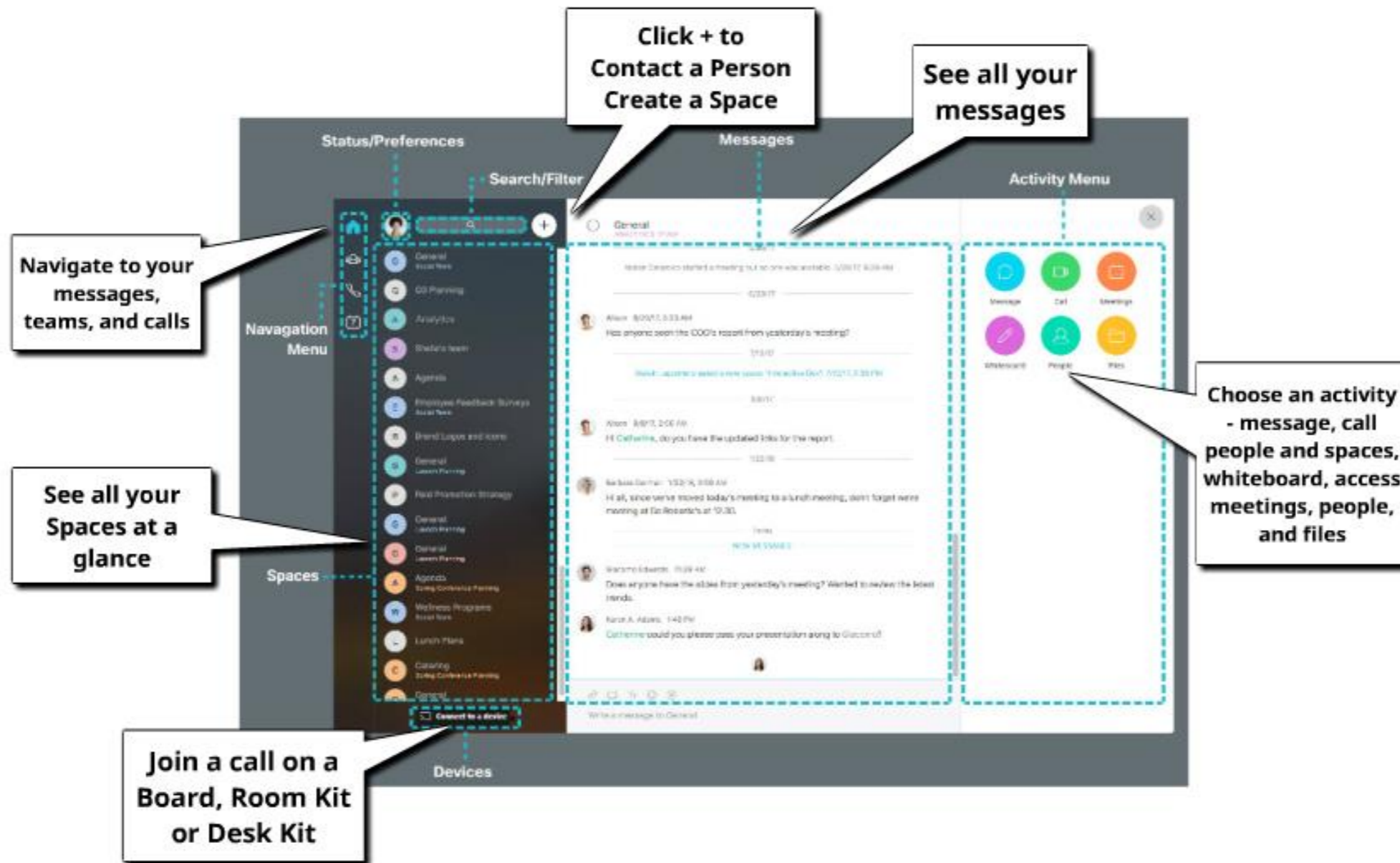
## USING THE CABLE

- 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

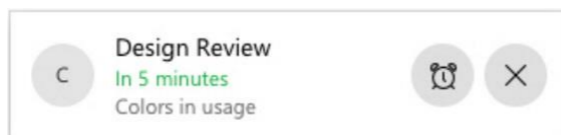
Webex Teams gives you several options for hosting meetings, but, at its simplest, you can either schedule a meeting for later or start a meeting right away.

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.



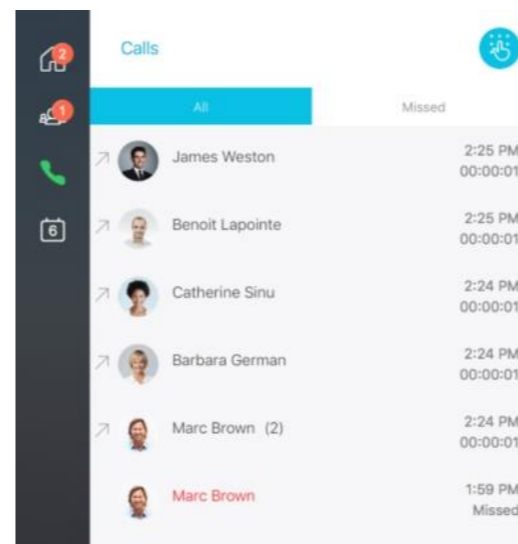
## Turn off Video and Audio




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



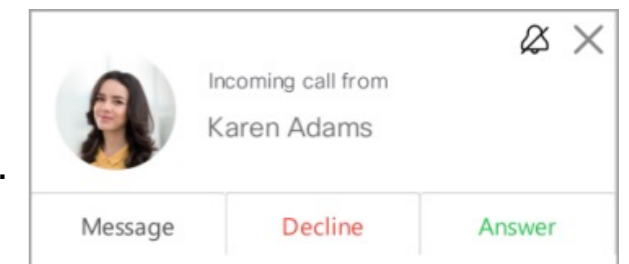
If you just know someone's phone number, the simplest way to call them is to go to  enter the number in the keypad, and select Call  After you call someone, they'll show up on your Calls list. 

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.





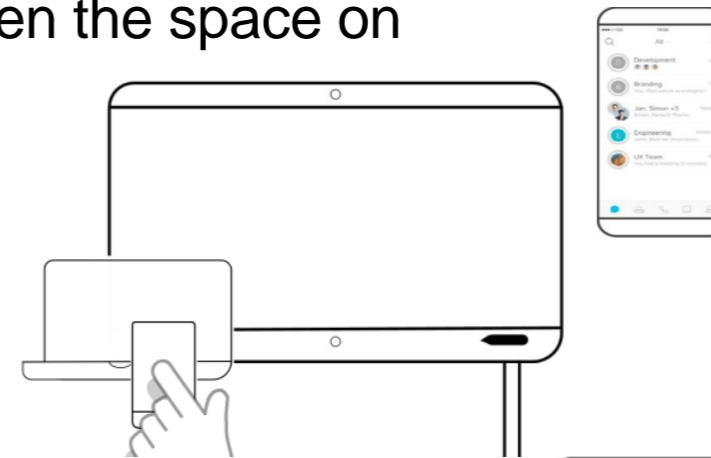
# What is a **team**? What is a **space**?

- 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.

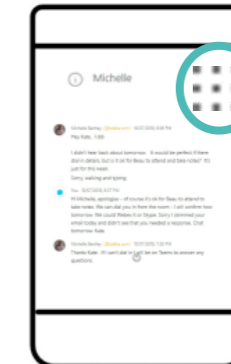
- 1 When you are in proximity to a **Webex Board**, open the space on your device (mobile phone, computer or tablet).



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

Activity menu

- 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.





# Annotate

- 1 Share your laptop screen either wirelessly from the Cisco Webex Teams app, or through an HDMI cable. **[See sharing a Computer Screen]**
- 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 remove what you don't wish to keep.

Tap  to remove the last step.

When in a call, others can follow the presentation with annotation from their paired Cisco Webex Teams app.

When you have finished making your annotation, tap **Resume** to return to the presentation.



## Annotate continued...

4. When you're done with working on the presentation, tap either Done or Save.
  - **Done:** Ends the **annotation** and returns you to the original presentation. The image is stored temporarily. You can view the file, but you can't continue working on it. The file is deleted when the board goes to sleep. Tapping 'Done' ends the drawing, and **returns you** to the presentation.
  - **Save Your Work:** (only available when working on a local presentation when you're not in a call). This creates a space and saves a snapshot of the presentation as a .png-file to that space. The space is opened on the board as you create it and includes everyone who is in proximity at the time it is created. In the App, add and remove people-from the space after it is created.



# Where to get help

- Webex Teams Help

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

- eduSTAR

[www.edustar.vic.edu.au/vc](http://www.edustar.vic.edu.au/vc)



**eduSTAR**<sup>\*</sup>  
School Technology Architecture and Resources