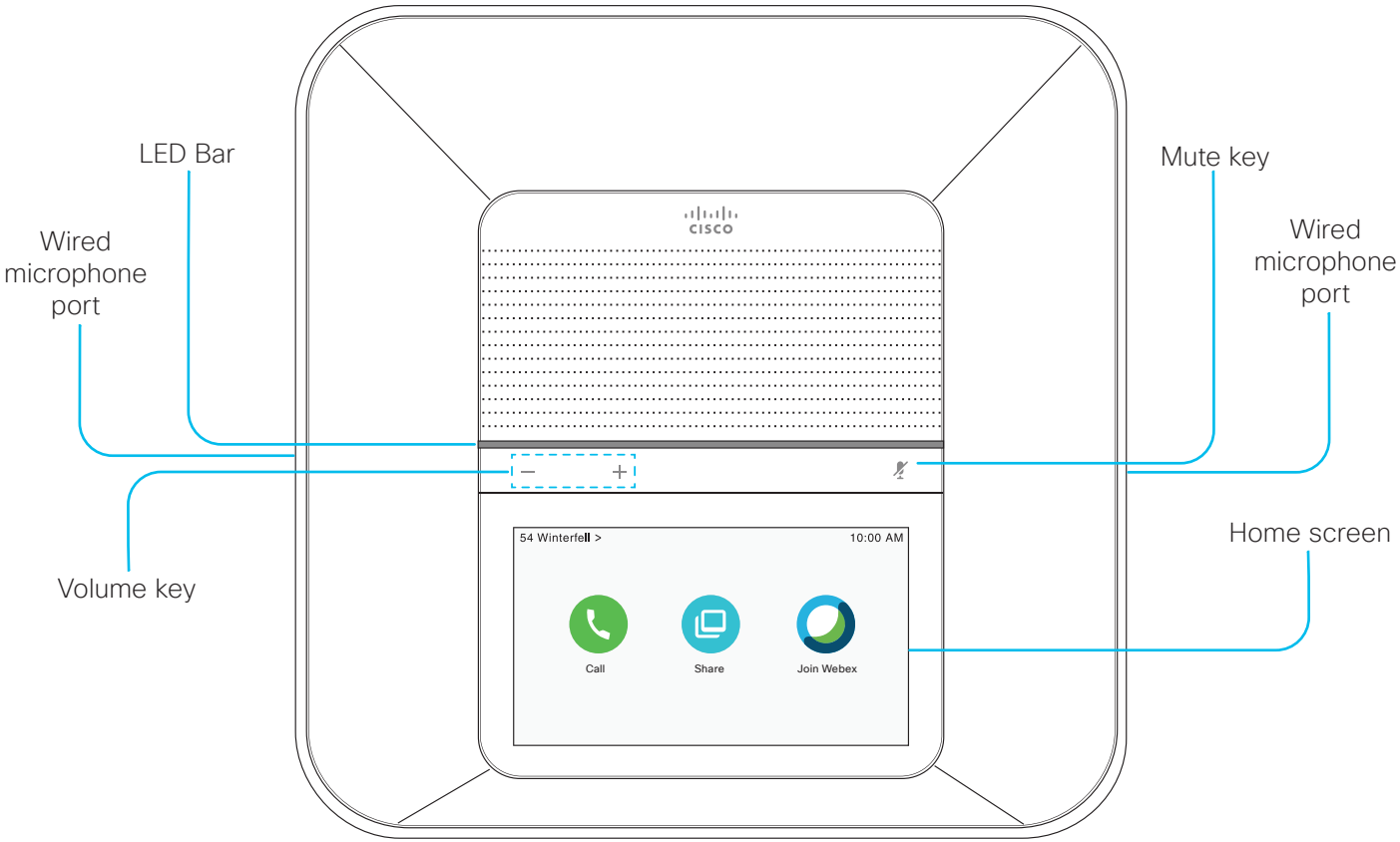
Cisco Webex Room Phone



LED bar illuminates as described in the following table.

Incoming call	Blinking green	
Active call	Steady green	
Held call	Pulsing green	
Muted call	Steady red	

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Quick Reference Guide

Make a call

1. Tap **Call** .
2. Tap **Search or dial**.
3. Enter the number and tap **Call**.

Call a contact

1. Tap **Call** .
2. Do one of the following actions:
   - Enter your contact's name or number in the **Search or dial** field and select the contact from the **Directory** list.
   - Select a contact from list of recent calls.
3. Tap **Call**.

End a call

Tap **End call** .

Answer a call

Tap **Answer**.

Put a call on hold

1. Tap **Hold** .
2. To resume a call from hold, tap **Resume** .

Mute your audio

1. Press **Mute** on the phone or **Mute** on the extension microphone.
2. Press **Mute** again to turn mute off.

Adjust the volume during a call

Press **Volume** right or left to adjust the volume when the phone is in use.

Adjust the ring volume

1. Tap the top-left corner of the phone screen.
2. Tap **Settings**.
3. Scroll through the menu and tap **Ringtone and volume**.
4. Use the slider to adjust the volume.

Change the ringtone

1. Tap the top-left corner of the phone screen.
2. Tap **Settings**.
3. Scroll through the menu and tap **Ringtone and volume**.
4. Tap a ringtone.

Adjust the screen brightness

1. Tap the top-left corner of the phone screen
2. Use the slider to adjust the **Screen Brightness**.

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Quick Reference Guide

Join a Webex Meeting with the Join Webex icon

1. Tap **Join Webex** .
2. Enter the meeting number that is listed in the Webex Meeting invitation and tap **Join**.

Share your screen wirelessly from the Webex Teams or Webex Meetings app

1. Join the meeting from the app on your computer.
2. Select **Connect to a device** and select the phone.
3. In the app, select **Share > Screen**.

Collaborate with Cable Sharing

1. Connect the HDMI cable to the **Computer** port on the phone,.
2. Connect the HDMI cable to the **HDMI** port on the computer..
3. If the share doesn't start automatically, tap **Share** > **Share a call**,

Collaborate with Guest Share

1. Tap **Share** and note the pairing code at the bottom of the phone display.
2. In your computer browser, go to devices.webex.com and enter the pairing code.
3. Enter the 4-digit PIN that is displayed on the phone display.
4. In your browser, select the site icon in your address bar and grant permission to share your screen
5. (Optional) Select **Optimize for Video** to improve video sharing.
6. Select **Stop sharing** before you close your browser window or laptop.

For more information

See https://help.webex.com.

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