Get Started with Cisco Webex Desk Pro Quick Reference Guide
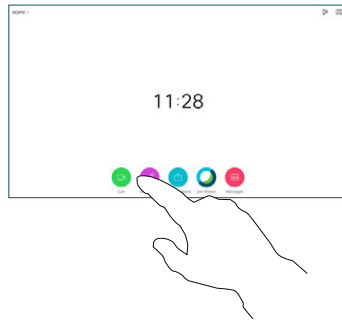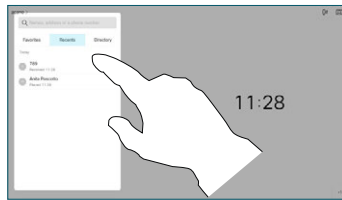
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Place a Call
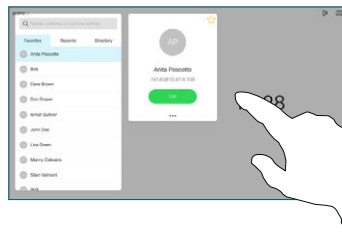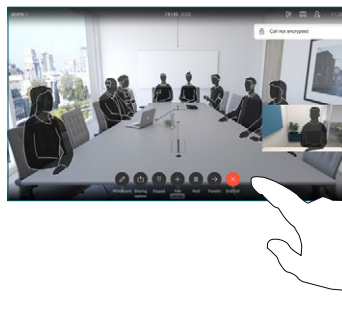
1   Tap the green **Call** button.

2   To search for someone in a specific list (Favorites, Directory, or Recents), tap that list and then scroll down to locate the entry to be called.

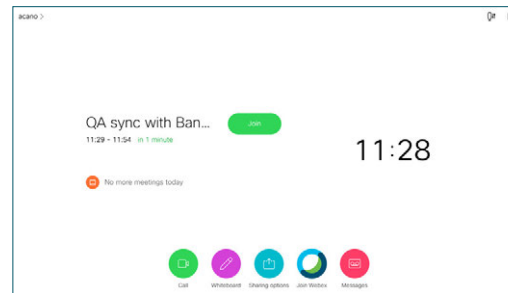3   Tap that entry and then tap the green **Call** button, as shown.

4   To end the call, tap the red **End Call** icon.
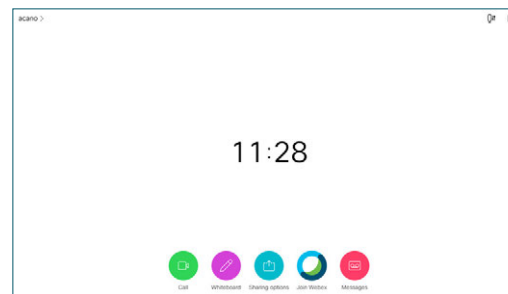
Join Scheduled Meetings

When you have a scheduled meeting, the **Join** button appears on your screen. Tap **Join** to participate in the meeting.

Meetings appear on your screen if your device is connected to a management system that supports it.

Join Webex Meetings

You can join Webex Meetings by tapping the **Join Webex** button on your screen. Enter the meeting number from your invite and tap **Join**.

Share Content in a Call

1   In a call, tap **Sharing options.**

To view your computer screen locally, tap **Preview**. What you see on the screen when you do this, is not shown to the other participants.

2   Tap **Share in call** to share your computer screen in the call.

3   To stop sharing content, tap **Sharing options** and **Stop sharing**.
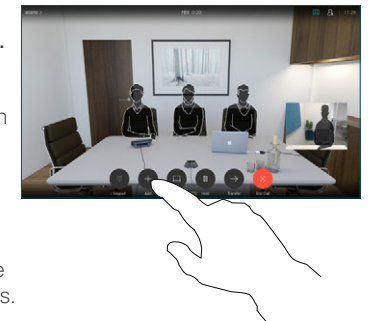
Share Content Wirelessly

You can share content wirelessly from your computer to your Desk Pro from these apps: Cisco Proximity, Webex Teams, and Webex Meetings.

These apps connect to your Desk Pro with ultrasound. Make sure the sound is turned on on your computer for the connection to work.
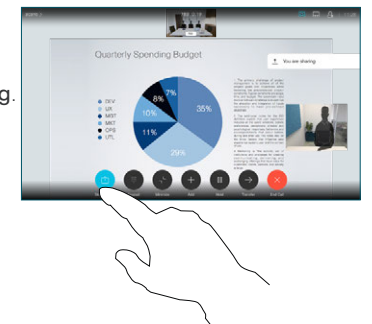
On Proximity, Teams, and Meetings apps look for the option to connect to a device. Then select **Share screen**.

Whiteboarding

Close whiteboard

Add new   Delete   White or black canvas

Send whiteboard as an email attachment

Email

View all Whiteboards   Duplicate Whiteboard

Undo and redo buttons

Pen tool: Long press to change line thickness

Eraser tool: Long press to get the option to clear the whiteboard

Shapes: Recognizes and cleans up shapes automatically

Select Color to draw with

Sticky note: Use the keyboard to write your notes

Use your Desk Pro to visualize your ideas. To access the whiteboard function, go to the Home screen and tap **Whiteboard**.
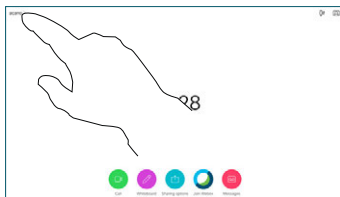
You can use your finger or the stylus to draw.

The size of a whiteboard is as large as you want. You can pinch to zoom and use two fingers to move the whiteboard.

You can send your whiteboard or snapshot as PDF by email, if this option has been enabled by your support team.

Forwarding Calls and Do not Disturb

1 Tap the name in the upper left corner.

2 Activate/ deactivate functions as required. Tap anywhere outside the menu when you're done.
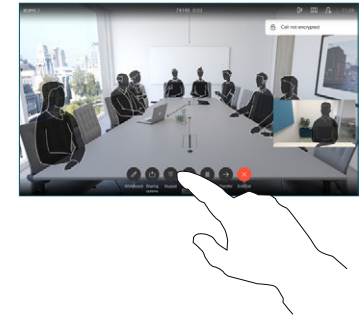
Add to a Call

In a call tap **Add** and search or dial the person you want to add.

This new call is now added to the existing, creating a conference.

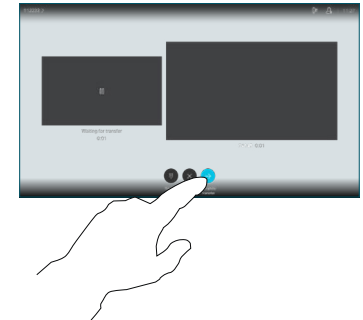Repeat to add more people.

Transfer an Ongoing Call

Tap the **Transfer** button. This causes the current call to be put on hold.

Search for whom to call in the usual way.

Tap the green **Call** button. Talk to the person to confirm that transfer is OK. The person to be transferred is still on hold.

Tap **Complete Transfer**.

Use as an External Screen

Use an HDMI cable to connect your computer to the HDMI socket **PC**, which is the socket with a PC symbol. You can also use a USB-C cable to connect your computer.

To view your computer screen, go to **Share screen** and tap **Preview**.

Incoming calls appear as usual, irrespective of mode (PC or video) unless Do not disturb is active.