

WebEx Cloud – Video Conferencing

The purpose of this document is to provide basic instructions on how to connect to WebEx Cloud using a Video Conference unit. This document assumes the meeting has been scheduled in advance. If not, please see WebEx Cloud – Schedule a Meeting instructions.

Print a copy of the meeting invite to reference when joining the meeting via a Video Conference unit.

There are a number of ways to connect to WebEx Cloud via video conferencing;

1. Cisco Touch Panel
2. Using a Video Conference Remote control

1. Cisco Touch Panel

Wake up the system by tapping the CISCO Touch Panel

Cisco Touch Panel select -> [Dial](#) icon

Enter the meeting address using the [keyboard](#) symbol located in the bottom right hand corner of the Cisco touch panel.

- Meeting code use 9 digit number followed by “@cdu.webex.com” [123456789@cdu.webex.com](#)
- Personal WebEx meeting room use “firstname.lastname@cdu.webex.com”
[joe.bloggs@cdu.webex.com](#)

Select -> [Call](#) icon to connect the call.

Use the Cisco Touch Panel to connect to the WebEx meeting as prompted by voice to enter the following;

- [Host's PIN](#) or
- [Host's Key](#) if you are the host of the meeting, or
- <#> to continue as a participant.

Once connected, if using a Laptop a pop up will appear asking if you wish to Share the Laptop presentation.

Select -> [Share](#) icon on the Cisco Touch Panel or
press anywhere outside of the pop up if you do not wish to display the laptop.

A [blank person](#) icon displays on the screen until attendees start joining the meeting.

Select -> [End](#) icon to exit the meeting.

See [WebEx Cloud – Attendees](#) instructions if attendees experience audio or video issues connecting to the WebEx meeting.

Use the [Mic Mute](#) button to disable outgoing audio.

Use the [Volume](#) buttons to adjust the incoming volume level.

Press the [Layout](#) icon to display and change the picture-in-picture image.

1. Select the **Share** icon
2. Select the **PC (HDMI)** icon
3. Press the **Stop Sharing** icon to stop sending the presentation.

1. Select the **Camera** icon in the top Right Hand Corner of the touch screen.
2. On the Touch Screen, tap the Checkbox next to **Selfview** to see the camera image. You can tap **Maximize** to make the image bigger.
3. Use the ←↑↓→ icons and **+/- Zoom** icons to position the camera.

2. Using a Video Conference Remote Control

Turn the video conference on by selecting the on button located on the CISCO remote control.

Cisco Touch Panel select -> **Dial** icon

Enter the meeting address using CISCO remote control

- Meeting code use 9 digit number followed by “@cdu.webex.com” 123456789@cdu.webex.com
- Personal WebEx meeting room use “firstname.lastname@cdu.webex.com”
joe.bloggs@cdu.webex.com

Select -> **Call** icon to connect the call.

Use the CISCO remote control to connect to the WebEx meeting as prompted by voice to enter the following;

- **Host's PIN** or
- **Host's Key** if you are the host of the meeting, or
- **#** to continue as a participant.

Once connected, if using a Laptop a pop up will appear asking if you wish to Share the Laptop presentation.

Select -> **Share** icon on the laptop or
press anywhere outside of the pop up if you do not wish to display the laptop.

A **blank person** icon displays on the screen until attendees start joining the meeting.

Use the **Mic Mute** button to disable outgoing audio.

Use the **Volume** buttons to adjust the incoming volume level.

Press the **Layout** icon to display and change the picture-in-picture image.

Reference [WebEx Cloud – Attendee](#) instructions if attendees experience audio or video issues connecting to the WebEx meeting.

NOTE: If you have audio and video within the room there is nothing wrong with the scheduled WebEX meeting.

Refer to [WebEx Common Issues Register](#).