



Human Resources Training Room | Cisco Touch 10 Pad

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Job Aid: HR Training Rooms: Cisco Touch 10

What is The Cisco Touch 10?

The City of Chandler uses the Cisco Touch 10 control panel in the training rooms to control the video and audio. It also connects to the Cisco Webex system for audio/visual conferencing. The Touch 10 control panel is the white touch pad in front of the podium.

Use Case 1: Share laptop or micro tower/no Webex

Follow these steps to share content from a laptop or the micro tower without using Webex.

1. Turn on laptop or micro tower.



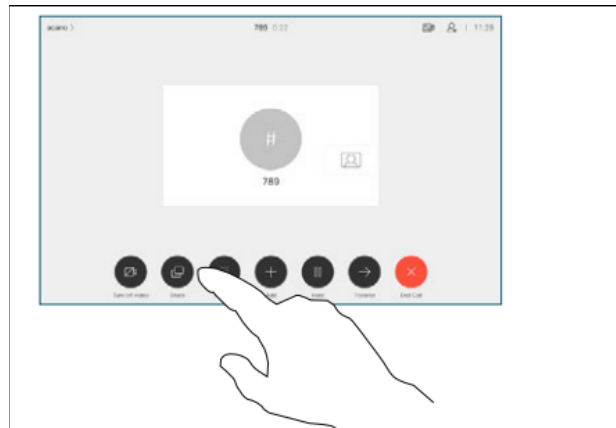
2. Connect the laptop or the micro tower to the HDMI cable at the podium.



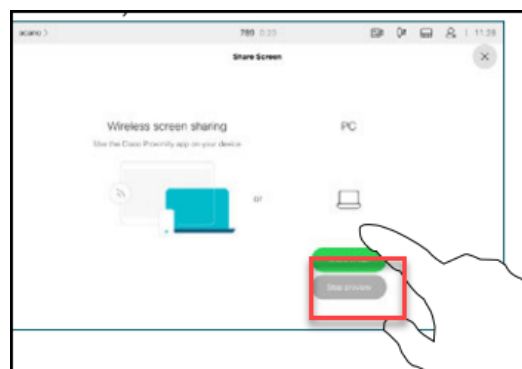
3. If using the micro tower, make sure to toggle both the mouse and keyboard on.



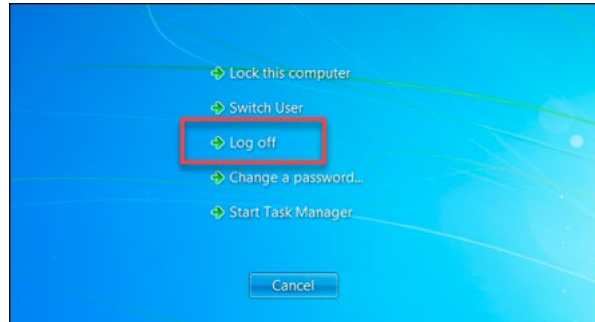
4. Tap the Touch 10 pad to wake it up. Tap **Share Screen**.



5. Log into the laptop or micro tower to share screen content.
6. Tap **Preview** on the Touch 10 screen. The projector turns on, and the projector screen lowers. Content can be shared on the projector screen.
Note: If content is not successfully shared, check the HDMI cable connection.



- When finished with your presentation, if using the micro tower, log off the computer.



- To end the Touch 10 session, tap the room name on the upper left-hand panel.



- The menu opens. Tap **Standby**.



- The projector turns off, and the projector screen rises.
- If using a laptop, unplug the HDMI cable from the laptop and connect it to the micro tower.

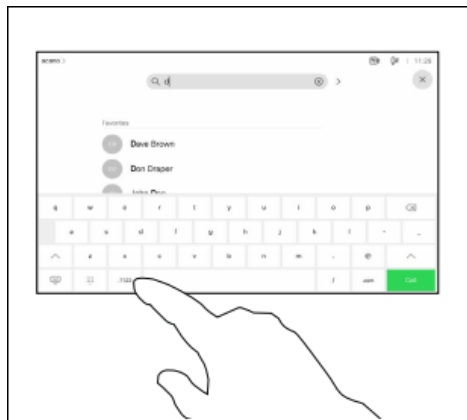
Use Case 2: Webex meeting/no laptop

Use these steps to join a Webex meeting with onsite/remote participants when no laptop is used.

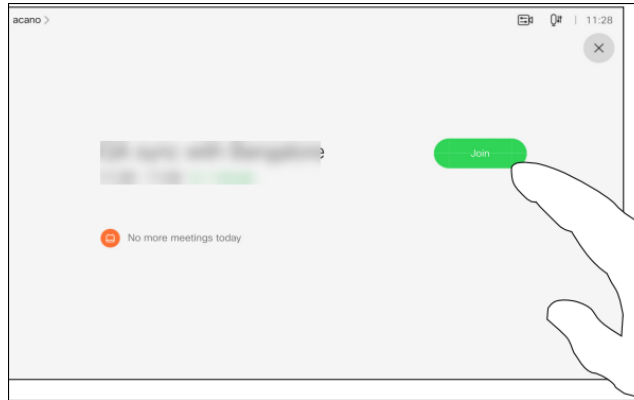
1. Tap the Touch 10 pad to wake it up.
2. Tap **Join Webex**.



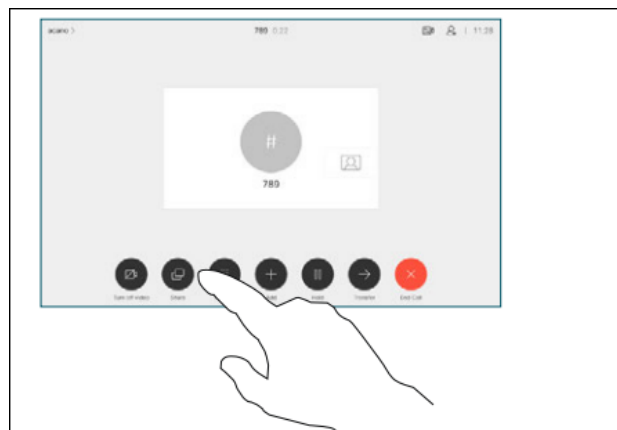
3. On the lower left-hand side of the keyboard, toggle the **?123** key to open numeric keyboard if needed. Enter meeting number or personal meeting room information.



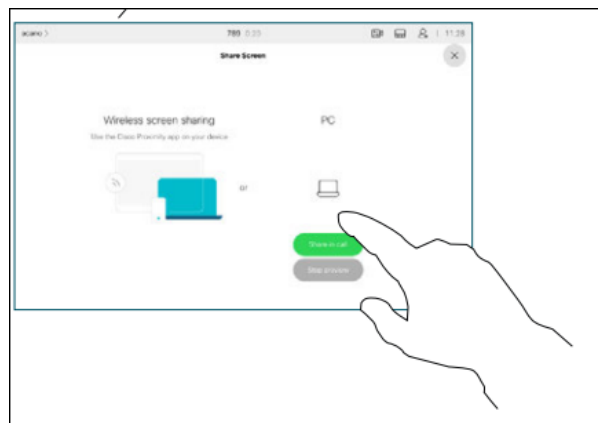
4. Tap **Join**.



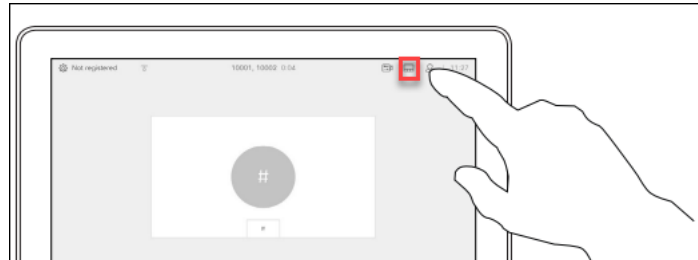
5. Tap **Share**.



6. Tap **Share in Call**. The projector turns on and the projector screen lowers.



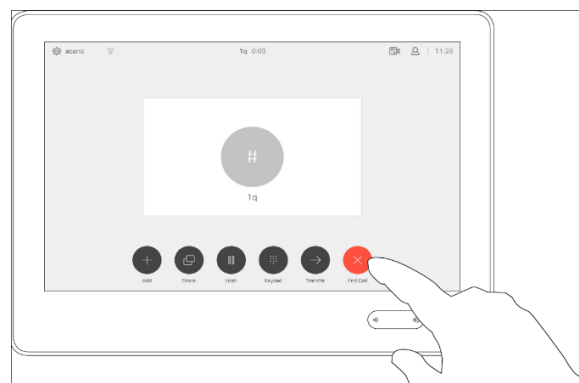
7. Tap the **screen icon** using the softkey on the upper right of the Touch 10 pad. Then select the Equal, Overlay, Prominent, or Single view option.



8. Tap the **camera icon** in using the soft key on the upper right of the Touch 10 pad to adjust the in-room camera view. The Self-view is the default camera position. Adjust the camera position with the tilt, pan, and zoom controls.



9. To end the session on the Touch 10 pad, tap **End Call** (red x).



10. Tap the room name on the upper left-hand panel. The menu opens.



11. Tap **Standby**. The projector turns off and the projector screen rises.



Use Case 3: Webex with laptop or micro tower/no moderator

Follow these steps to share content from a laptop or the micro tower while using WebEx when a moderator/producer is **not** needed to monitor the chats, muting, or Q&A.

1. Turn on laptop or micro tower (located at podium in front of room).



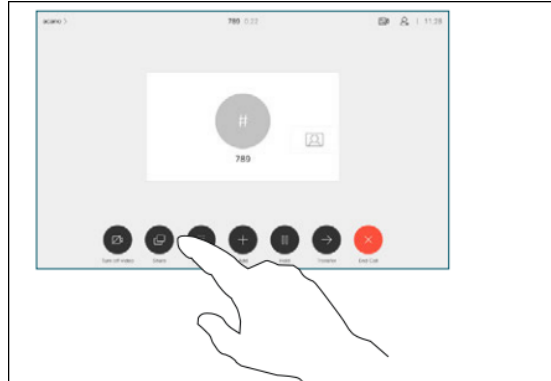
2. Connect laptop or micro tower to the HDMI cable at the podium.



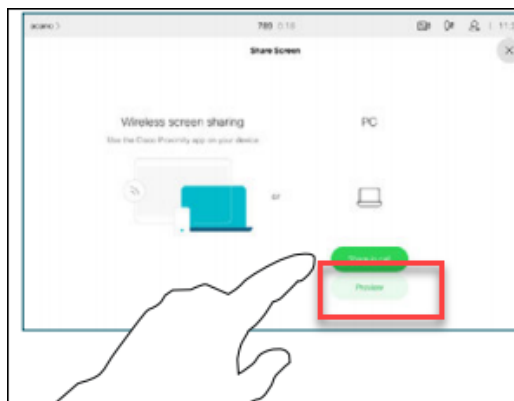
3. If using the micro tower, make sure to toggle both the mouse and keyboard on.



4. Tap the Touch 10 pad to wake it up. Tap **Share Screen**.



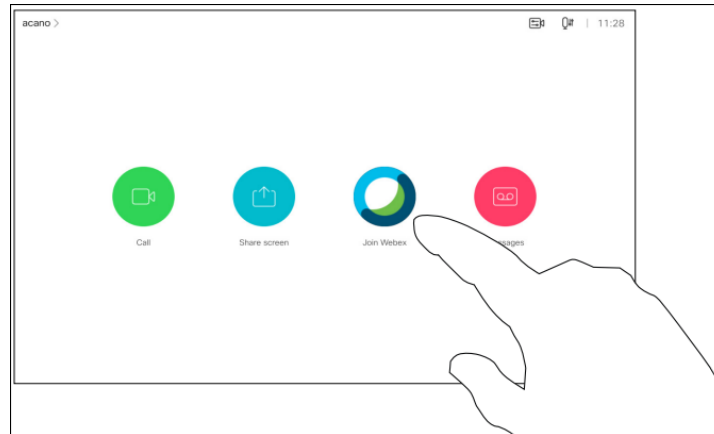
5. Tap **Preview**. The projector turns on, and the projector screen lowers.



6. Content can be shared on the projector screen.
Note: If content is not successfully shared, check HDMI cable connection.
7. On Touch 10 pad, click **X** on right hand top of **share** window to close the window.



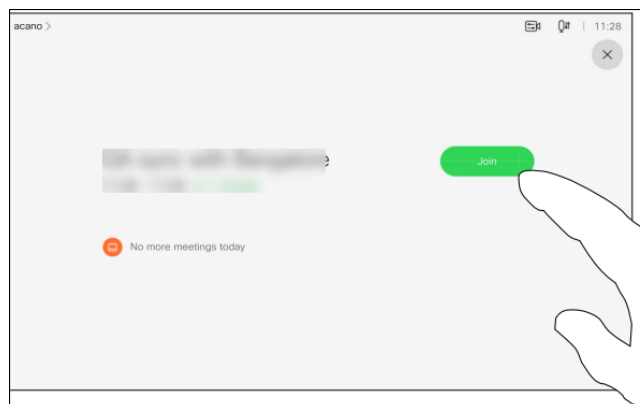
8. Tap **Join Webex**.



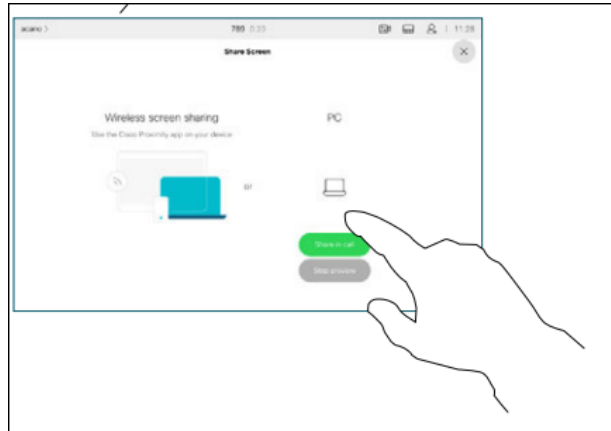
9. On the lower left-hand side of the keyboard, toggle the **?123 key** to open numeric keyboard if needed. Enter meeting number or personal meeting room information.



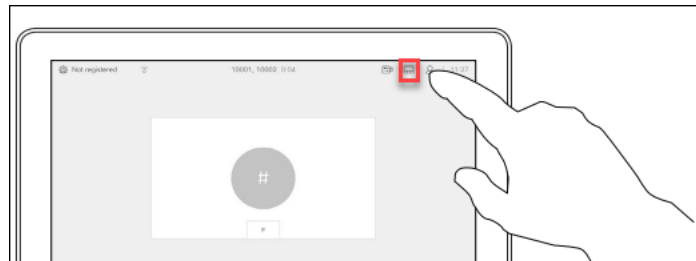
10. Tap **Join**.



11. Tap **Share in Call**. Now meeting attendees can see your screen and content.



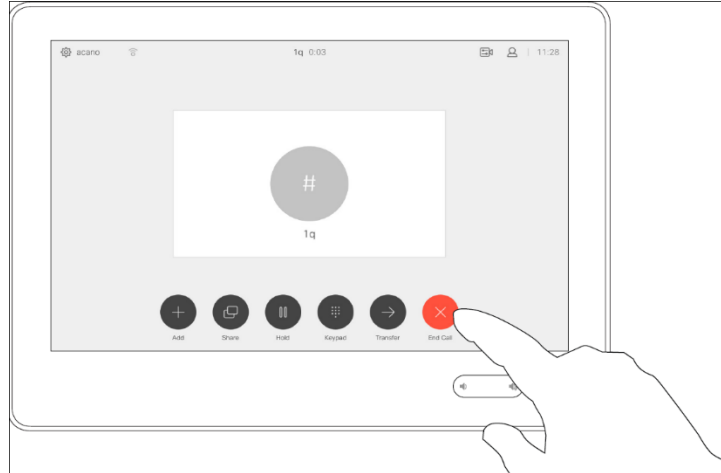
12. Tap the **screen icon** using the softkey on the upper right of the Touch 10 pad. Then select the Equal, Overlay, Prominent, or Single view option.



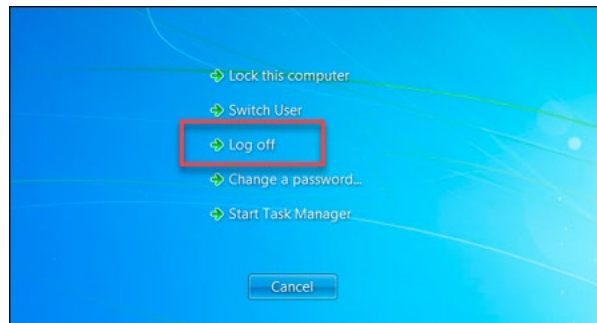
13. Tap the **camera icon** in using the soft key on the upper right of the Touch 10 pad to adjust the in-room camera view. The Selfview is the default camera position. Adjust the camera position with the tilt, pan, and zoom controls.



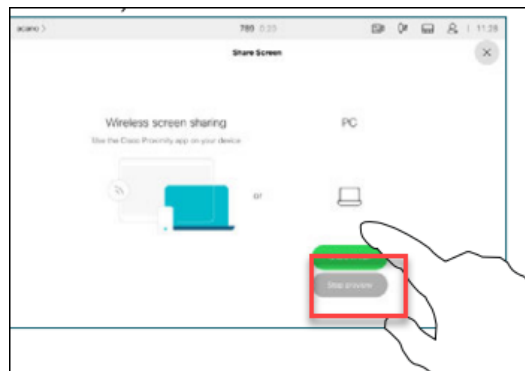
14. To end the Webex meeting, click **End Call** (red X).



15. If using the micro tower, log off the computer.



16. On the Touch 10 pad, tap **Stop Preview**.



17. Tap the room name on the upper left-hand panel. The menu opens. Tap **Standby**.



18. The projector turns off, and the projector screen rises.

19. If using a laptop, unplug the HDMI cable from the laptop and connect it to the micro tower.

Use Case 4: Webex with laptop or micro tower/moderator

Follow these steps to share content from a laptop or the micro tower while using Webex when using a moderator/producer to monitor the chats, muting, or Q&A. This use case requires two computers: one for presenting and one for producing.

WARNING: When the moderator/producer joins the Webex, the producer must remember to mute the microphone and computer speakers if joining in room.

1. Turn on laptop or micro tower.



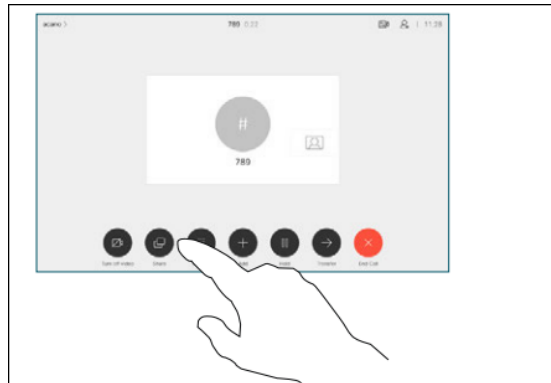
2. Connect the laptop or micro tower to the HDMI cable at the podium.



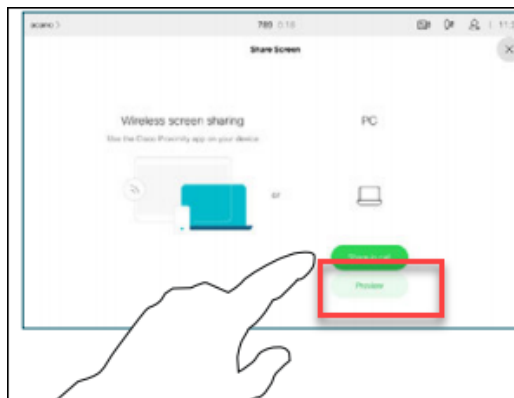
3. If using the micro tower, make sure to toggle both the mouse and keyboard on.



4. Tap the Touch 10 pad to wake it up. Tap **Share Screen**.



5. Tap **Preview**. The projector turns on, and the projector screen lowers.

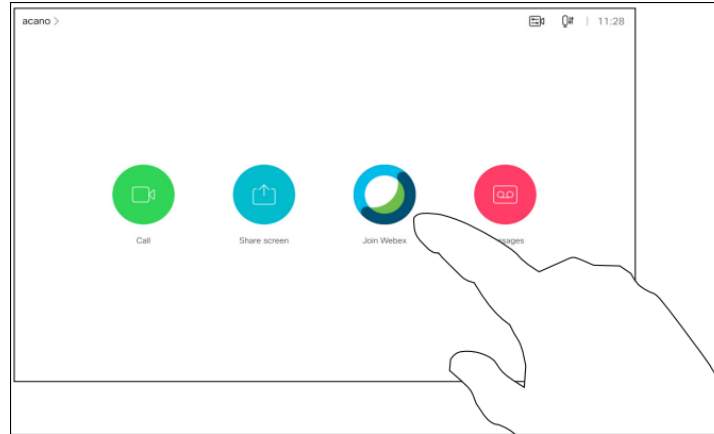


6. Content can be shared on the projector screen.
Note: If content is not successfully shared, check HDMI cable connection.

7. On Touch 10 pad, click **X** on right hand top of **share** window to close the window.



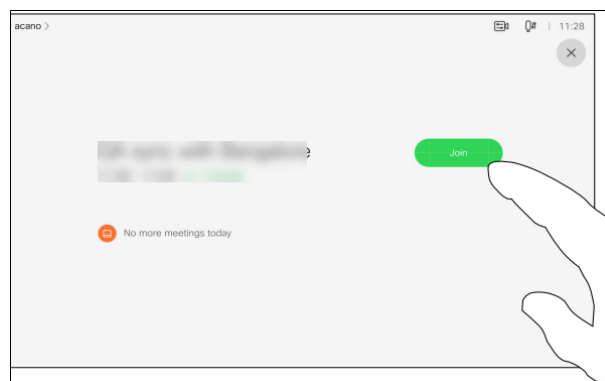
8. Tap **Join Webex**.



9. On the lower left-hand side of the keyboard, toggle the **?123 key** to open numeric keyboard if needed. Enter meeting number or personal meeting room information.



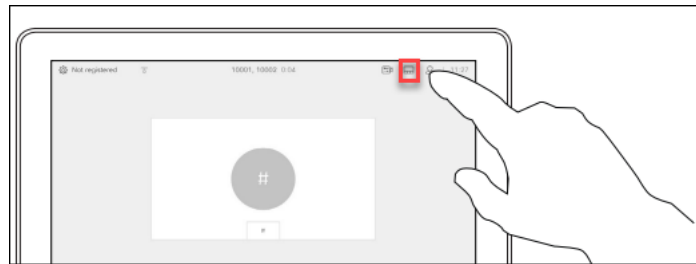
10. Tap **Join**.



11. Tap **Share in Call**.



12. Tap the **screen icon** using the softkey on the upper right of the Touch 10 pad. Then select the Equal, Overlay, Prominent, or Single view option.



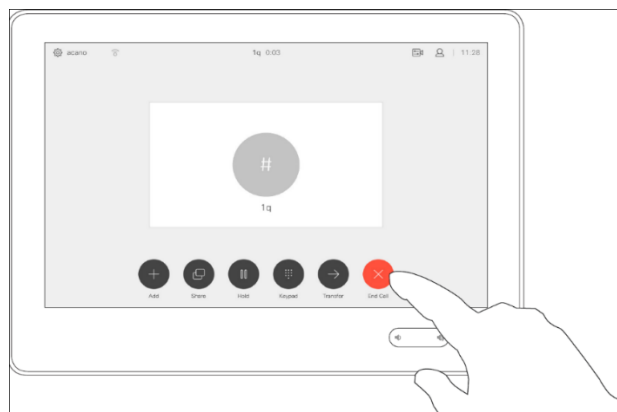
13. Tap the **camera icon** in using the soft key on the upper right of the Touch 10 pad to adjust the in-room camera view. The Selfview is the default camera position. Adjust the camera position with the tilt, pan, and zoom controls.



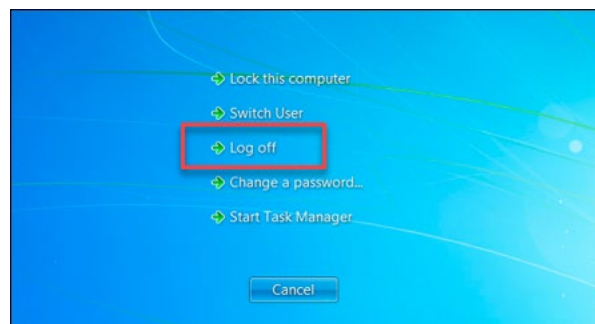
14. The Moderator/Producer can join meeting from own laptop. The moderator/producer can engage in the chat and the Q&A in the Webex. The moderator/producer can also take attendance and mute/unmute attendees.

WARNING: When the moderator/producer joins the Webex, the producer must remember to mute the microphone and computer speakers if joining in room.

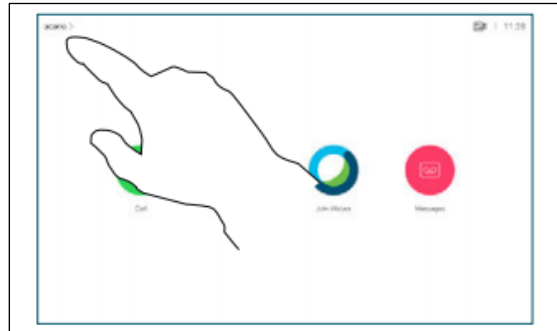
15. To end the Webex call, tap **End call** (red x) on the Touch 10 pad. The producer can also end the call by clicking **End Meeting for All** on the laptop session.



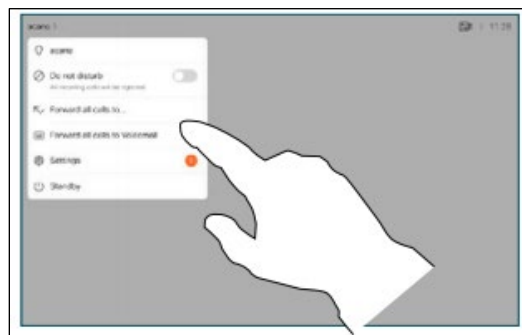
16. If using the micro tower, log out.



17. On the Touch 10, tap the room name on the upper left-hand.



18. The menu opens. Tap **Standby**.



19. The projector turns off, and the projector screen rises.

20. Disconnect HDMI cable if using laptop and connect the HDMI cable to the micro tower.