



# User Guide: Using a Webex-board at BZ

**\* [Klik hier om de handleiding in het Nederlands te downloaden](#) \***

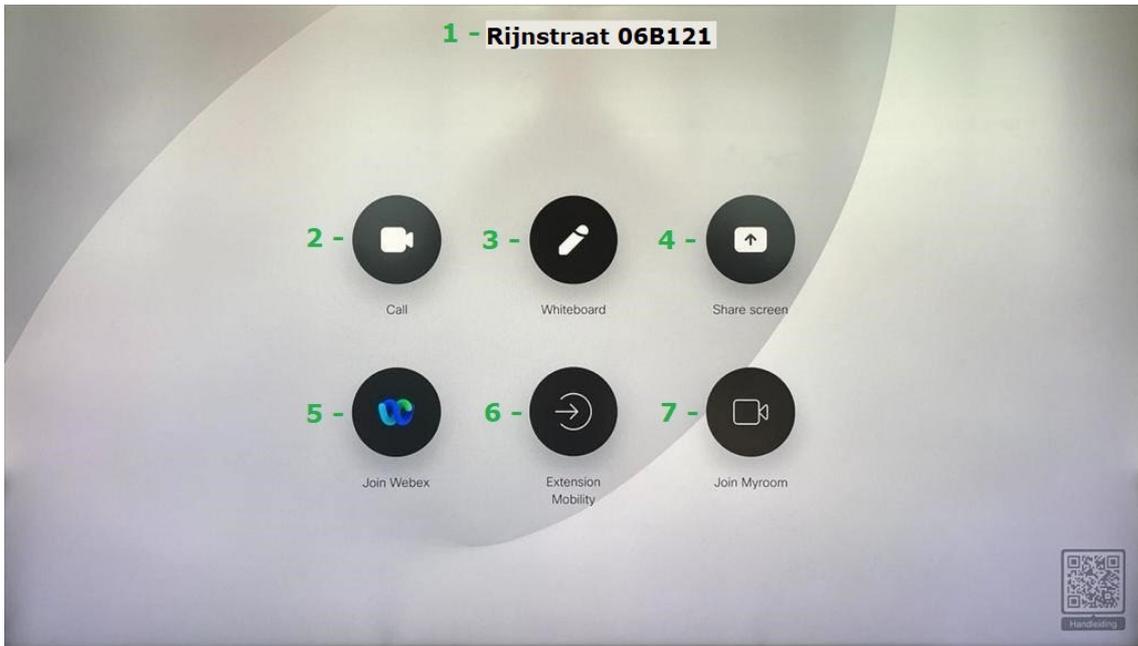
*In this guide you will find instructions and tips for using a Webex Board. The Webex Board is a tool that allows you to make video calls, participate in virtual meetings and share your screen in them, and use as a presenter screen or whiteboard.*

## QR code on the Webex Board

At the lower right of the Webex Board screen, you will see an image with a QR code. Scanning this QR code will take you directly to the PDF version of the Using a Webex Board at BZ guide.

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## Connecting and operating

The Webex Board automatically wakes up from sleep mode when you walk into the conference room. If there is no interaction with the board, it will automatically return to sleep mode.

### Operation

You can operate the Webex Board by touching the screen on the Navigator touch panel (see image below) or by performing the actions described on the board itself.



Image: Navigator panel

## Presenting and sharing

For wireless presenting, use the **Whiteboard 3** button. See the instructions below for more information about this function. A whiteboard can also be emailed (but only to an @minbuza.nl email address).

### Connecting manually

**Connecting your own device with a cable:** The multi-head cable (see image below) will be found somewhere in the room or is connected on the back side of the screen. You can use this cable to connect your own device to the Webex Board.



Image: the multi-head cable

When you connect the cable, your screen will be shared automatically. You can then select 'Call', 'Share screen' or 'Join Webex'. To stop the sharing, remove the cable.

## Log in with a personal account

To log in with your own account, use the **Extension Mobility 6** button. In the User ID field, enter your own email address, and in the pin code field, enter '123456'. After you enter this login data, the other meeting participants will see your name instead of the location ID, such as 'Peking' or the name of the building in which your Webex Board is located.

# Video conferencing

## Participating in Myroom meetings

With the Webex Board you can participate in Myroom meetings. To do this, tap the **Join Myroom 7** button. Then use the keypad to enter the call-ID number and then the host or guest pin code of the meeting.

## Room-to-Room

Tap **Call 2** to call another video set. In the address field, type the **name 1** of the video set that you want to call, for example: **Peking**.

Touch the name as soon as it appears on the screen. This will open a window with a button labelled 'Call'. Tap 'Call' to call the other set.

All employees of BZ and all video sets in Rijnstraat, Terminal Zuid, and all missions, can be found in the Directory. If you can't find the name of the Webex Board in the address book, find the video address (SIP address) of the Webex Board you want to call and enter that address. A video address will be in the same format as an email address, for example: [123456@rijksvideo.nl](mailto:123456@rijksvideo.nl).

If your call is not answered, then tap the **Home** button (the round button at the bottom of the Webex Board screen) to end the call.

To end a meeting, touch the screen and then tap the orange **End call** button (at the far right).

## Participating in Webex meetings

The Webex Board can participate in Webex meetings. To join a Webex meeting from the Webex Board, tap **Join Webex 5**.

Then enter the details of the meeting or the room ID of the meeting's host. If the meeting's host has not given you a Meeting ID, but has invited all participants to their personal room, then follow the instructions on the board and tap **Join**.

# Changing settings during a meeting

## Using the Navigator panel

The Navigator panel gives you a number of options to control the Webex Board. On the Navigator panel, you will see the following options (from left to right):

- Mute/Unmute
- Stop video/Start video
- Share
- Keypad
- Add
- More:
  - Transfer
  - Hold
- End call
- Volume (this is found on a separate menu element at the lower right of the screen)

**At the upper right of the Navigator panel screen, there are a few other options:**

- Camera settings
  - Choose between self-view and best overview
- Audio settings
  - Choose between Default and Noise removal
- Display
  - Configure what the display looks like

## Using the Webex Board

If you want to change the settings without using the Navigator panel, start by touching the Webex Board screen. You then see the following options (from left to right):

- Mute/Unmute
- Stop video/Start video
- Adjust volume (you can also activate this control by swiping upwards on the screen)
- Numeric keypad
- End/leave meeting

## Adjust screen layout

To adjust the position of participants and the presentation during the meeting, touch the board and then, on the numeric keypad, tap 2 or 8. You will see the options appear at the left side of the board. Now you can scroll up and scroll down (using the numbers 2 and 8) to select your desired screen layout.

## Extra settings on Webex Board and Navigator

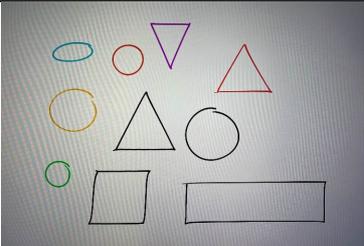
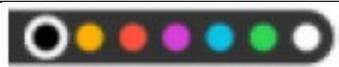
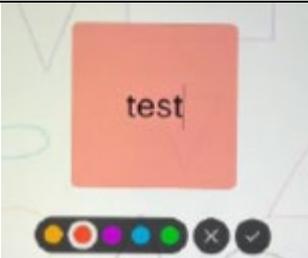
To open extra settings, tap on the device name at the top of the Webex Board or the Navigator.

Now you will see a number of other options, including changing the ring volume and audio volume of the Webex Board and the on/off toggle for the Do not disturb setting.

Every Webex Board has a telephone number linked to it, so it can be called from any internal or external telephone. This telephone number is displayed in the extra settings.

## Whiteboard functions

### The Whiteboard menu (bottom, centre)

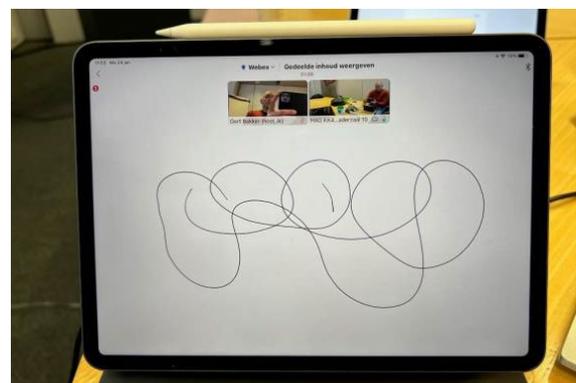
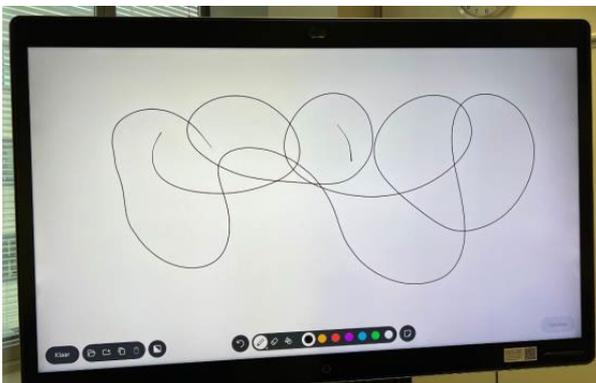
 <p>Undo/Redo</p>	<p>'Go back' arrow: undo/redo your last action(s).</p>
  <p>Pen</p>	<p>You can choose from three pen thicknesses.</p>
 <p>Eraser</p>	<p>Swipe with your finger to rub out mistakes on the whiteboard, or clear the whiteboard completely.</p>
  <p>Shapes</p>	<p>With shapes, the whiteboard will automatically recognize basic shapes like triangles, circles and rectangles and straighten them as you draw.</p> <p><b>Note:</b> When drawing a shape, be sure to close the outline. A shape that is not closed will not be automatically corrected.</p>
	<p>Colour bar: Select the colour you wish to use here.</p>
  <p>Sticky Note</p>	<p>You can type text here and/or change the colour of your sticky note.</p> <p>Select the note by touching it with a finger or the Whiteboard stylus and then dragging it to the desired position on the Whiteboard.</p>

## The Whiteboard menu at the bottom left of the screen:

 Open	Open the list of all whiteboards created during your current session. Tap one to open it.
 New	Start a new, blank whiteboard (if you are already working on a whiteboard, it will be saved). You can also do this from the Browse function.
 Copy	Copy the content of the open whiteboard page to a new page. After performing this action you will see the notification 'Copied'.
 Delete	Select the whiteboards you wish to delete and check the box. These whiteboards will be permanently deleted.
 Black Canvas	Switch between a blackboard (black screen background) and a whiteboard (white screen background).

## Sharing a whiteboard in a video conference

1. Join a meeting on the Webex Board.
2. On the board, tap the round **Home** button and then tap **Whiteboard 3**.
3. Draw something on the whiteboard. This will then immediately be presented, live and in real time (potentially with a slight lag depending on network speed and other connection factors) to the participants in the meeting.



**Note:** The Navigator panel will only show that the whiteboard is being shared, but will not show the content of the whiteboard.

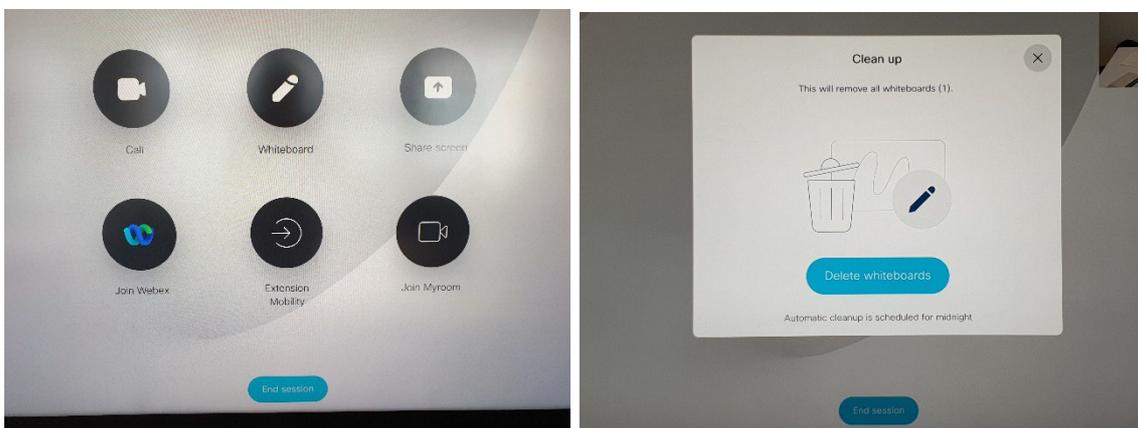
## Deleting whiteboards after a meeting

After every meeting you have the option to delete the whiteboard session(s).

To do this, tap the blue 'End session' button.

The 'Clean up' field appears. Here you can delete all whiteboards.

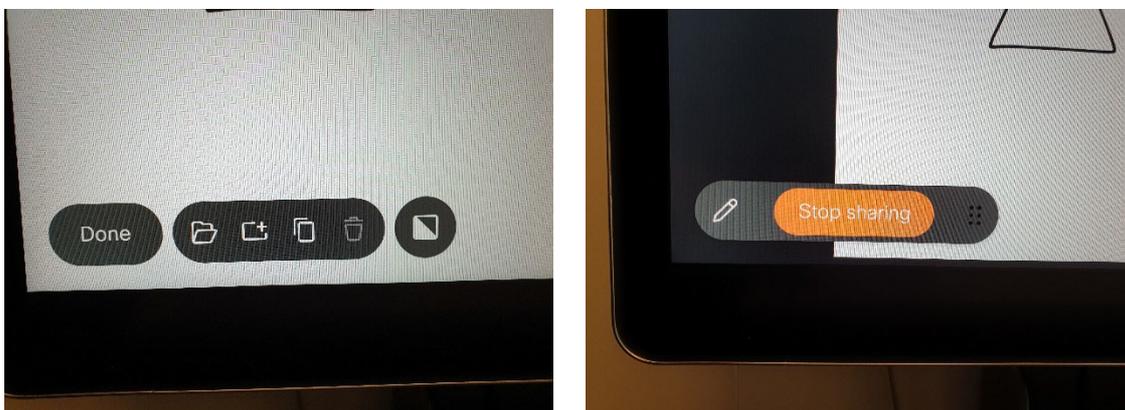
Normally, everything not deleted manually will be deleted automatically at the end of the day.



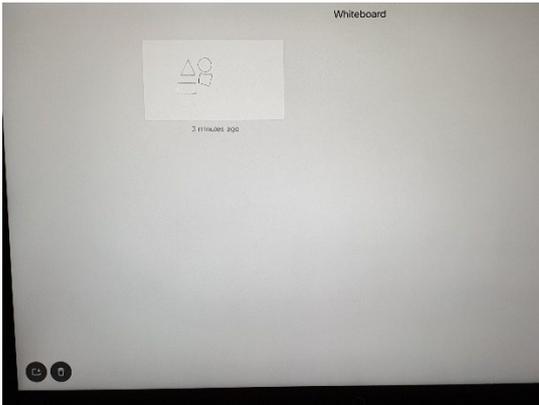
## Deleting whiteboards during a meeting

You can also delete a whiteboard during a meeting.

1. At the lower left of the whiteboard, tap 'Done'.
2. Then tap the 'Stop sharing' button to return to the video conference.
3. Tap the **Home** button (the round button on the bottom bevel of the Webex Board).
4. Tap the **Whiteboard 3** button.



Now you can delete any (or all) whiteboards by tapping the trash icon at the lower left.



## Sending whiteboards

You can send a whiteboard by email by tapping the email button. Whiteboards can only be sent to an @minbuza.nl email address.

### Want to know how this Webex Board works?

Scan the QR code below with the camera of your iPhone or with the QR code scanner in the BlackBerry app to watch the instruction video or download the user guide.



For more information, you can reach the BZ Service Desk 24 hours per day, 7 days per week, by phone on 070 348 6868 or by email at [did-sc@minbuza.nl](mailto:did-sc@minbuza.nl)

### GDPR disclaimer

*All numbers dialed using this system are stored and kept indefinitely. We understand this is not a desirable process. We are currently looking for a solution, until then try to limit calling (external) telephone numbers to a minimum. When possible, use Myroom-meeting to make a call, as these cannot be traced back to the people calling in.*

### Publication information

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