



Getting started with Cisco Webex Room Series devices

On-Premises



Contents

Value statements	3
How to use this toolkit	4
Cisco Webex Room portfolio	5
Room set-up, meeting analytics, and device management.....	6
Cisco Webex Room Series device quick start guide.....	8
Cisco Webex Share promotional poster	9
Cisco Webex Share promotional poster	10
01 Webex Room Series: 1 on 1 virtual meeting – A	11
02 Webex Room Series: 1 on 1 virtual meeting – B	12
03 Webex Room Series: In person only meetings – A.....	13
04 Webex Room Series: In person only meetings – B	14
05 Webex Room Series: Large remote meetings – A.....	15
06 Webex Room Series: Large remote meetings – B.....	16
07 Webex Room Series: In person and virtual meetings – A...	17
08 Webex Room Series: In person and virtual meetings – B...	18
09 Webex Room Series: One to many virtual meetings – A....	19
Going the extra mile	20



Value statements

Want to get senior leaders in the business to support your adoption efforts? Use this fact based content about the transformational value of video as it relates to employee engagement, productivity and recruiting the best talent.

[Click here to download and share](#)

The value of video

We all compete in two markets. Business, and talent. So why limit opportunities to within 20 miles of an office? There is a better way.

Cisco collaboration customers know that providing seamless video experiences means access to people and markets that wouldn't normally be in reach. In fact, time and space don't matter so much when you can feel enthusiasm in HD.

We created this toolkit with quick reference guides, promotional assets and user cases designed to help you successfully use video in your business. Amazing things happen when people have workplaces powered by Webex.

On a mission to connect people? So are we.

Video collaboration... Makes people more productive

Employee productivity is one of the most important measures of profitability for most businesses. It's a hot topic in most boardrooms, as people are the most strategic asset and largest cost for most companies, with property a very close second.

Providing world class collaboration experiences is one of the best things you can do to improve employee productivity. Plus, a well thought out adoption plan means you'll be even more likely to succeed in getting the most return from your investment in Cisco Collaboration.

80% of executives and IT leaders agree that video collaboration is the most important productivity tool for their organization.

Source: Gartner, 2017

80% of employees feel that video collaboration has a positive influence on their productivity at work.

Source: Gartner, 2017

91% of executives and IT decision makers say productivity is the main benefit of investing in digital collaboration.

Source: AT Kearney, 2017

91% of employees feel more productive and engaged when they have the ability to work 100% from home.

Source: Flex Strategy Group

Video collaboration... Makes people more engaged

Employee engagement used to be optional, but now it's pretty much the whole game. From recruitment and onboarding to pay and rewards, every day you have the opportunity to create employee experiences for your best talent in the moments that matter to them.

There's growing research that flexible working is a major factor in driving high performance, development and well-being of employees. Cisco's simple modern video meeting solutions offer consumer grade experiences that enable employees to flexibly work any time, any place and on any device to meet work-life balance needs.

33% of employees who work flexibly are significantly more likely to report having had less or more generations over the past few years.

Source: Flex Strategy Group

60% of employees feel more engaged and productive when they have flexibility in where, when and how they work.

Source: Flex Strategy Group

73% of workers are more engaged in video conferences than their audio-only calls.

Source: Webex UC

82% of workers prefer more for video calls.

Source: Webex UC

Video collaboration... Attracts the best talent

It's official, great talent wants choices. Stanford University researchers found being employees work remotely or from home made them happier, less likely to quit, and more productive. In fact, flexible scheduling and work-from-home opportunities play a major role in decisions to take or leave a job.

For all of us, providing choice of where and how to work means providing simple, but powerful technologies that give managers the visibility and confidence about predicting, avoiding, collaborative and mistakes even when they aren't physically with their employees.

37% of employees would change their job to have the ability to work where they want (at least part of the time).

Source: Gallup

33% less time taken to hire a new employee by fully distributed companies.

Source: Flex.com

66% of managers see a correlation between technology and their organization's performance.

Source: UC Work Foundation

How to use this toolkit

Use this toolkit to drive adoption of your new Cisco Webex Room Series devices

For best user experience and navigation please view this file using Adobe Acrobat.

[Available free for download here](#)

In this book, you can find



In-room guides to help you get started with Webex Room devices.



Documents made to inspire knowledge workers to use Webex Room devices.

At the bottom of each document, find a download link to access each individual file to share as you need.

Made for you

If you want to customize the files for use in your company, no problem. At the end of this book, find a link to all editable file types. Make changes as you please.

Love this?

To leave feedback or to request more of this content, click:

Love this?



Want more?

Get on the spot answers to your questions from a Cisco expert. Learn more and register at cisco.com/go/quickclass

Join the [Cisco Collaboration community](#), where you can ask questions, find all of the great content discussed in this playbook, and more.

Questions/comments? Join the [Webex Adoption space](#) or email WebexAdoption@cisco.com



Cisco Webex Room portfolio

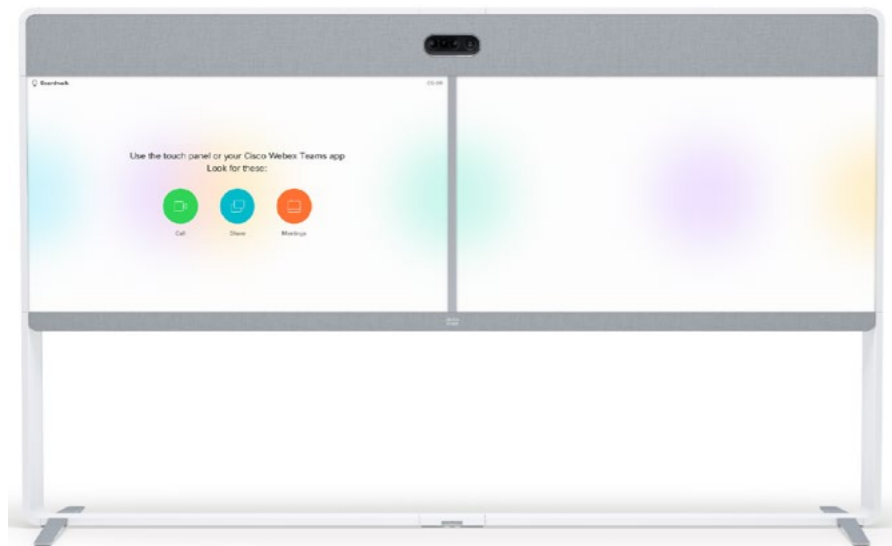
Webex Room 55 and 70 are fully integrated video, audio, and screen systems.



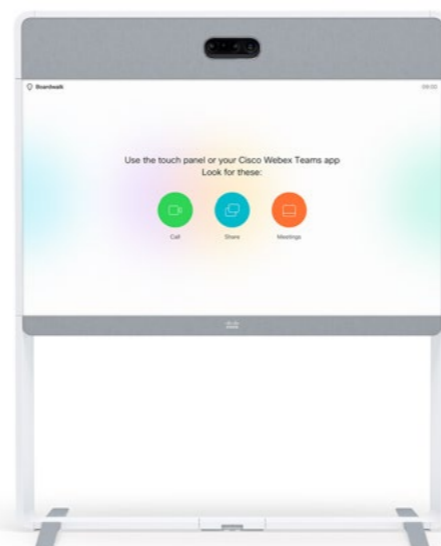
Room 55



Room 55 Dual



Room 70 Dual



Room 70

Webex Room Kits are a device for audio and video conferencing that can be attached to a display.



Room Kit



Room Kit Mini



Room Kit Pro



Room Kit Plus

Room set-up, meeting analytics, and device management



Set up the meeting room for the best Webex Room Series device experience

Be sure your rooms are set up correctly for the best meeting experience. It will feel more natural if the table and seating are not too far from or near too the Webex Room kit, and the camera is not too high.

See the following resources for setting up the perfect environment:

[Project Workplace](#)

[Installation guides](#)

Smart analytics

The Webex Room Series can count meeting participants and provide analytics of usage for resource planning.

[Learn more about people count here](#)

In-room guide for successful meetings

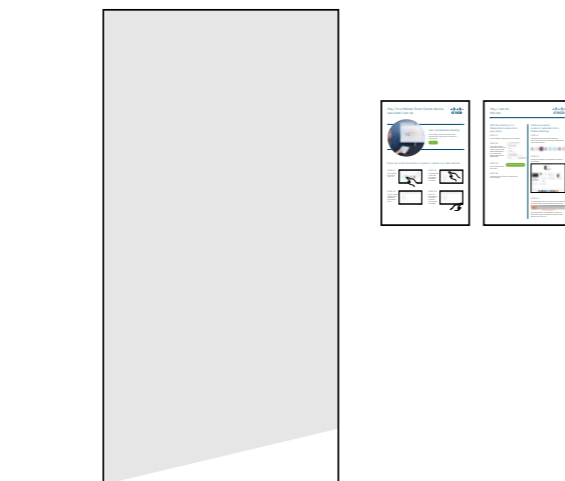
We've created a handy quick start guide on the following page to help your colleagues get started.

Simply print and place in the room where it can be easily seen.

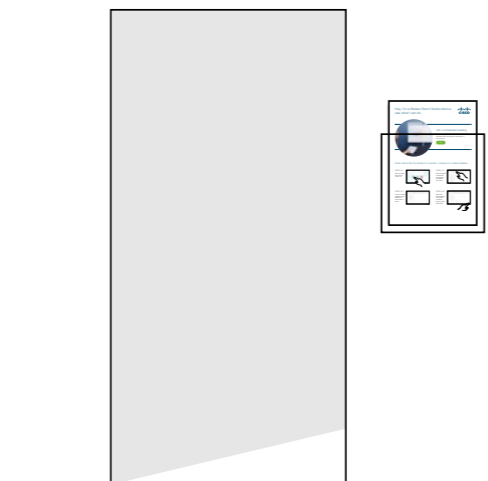
You may choose to:



Laminate and leave on the desk



Laminate and fix to the wall



Laminate and place in holder

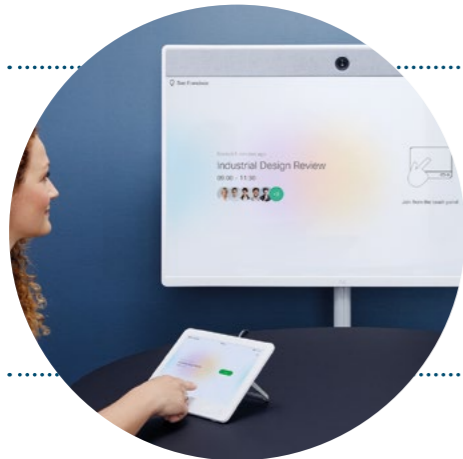


Purchase a desktop sheet holder



Cisco Webex Room Series device quick start guide

Hey, I'm a Webex Room Series device, see what I can do



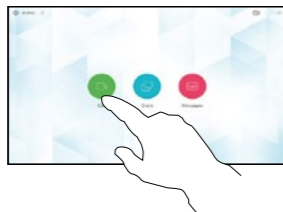
Join a scheduled meeting

If this meeting room was included in the calendar invite, simply press Join when it's time to meet.

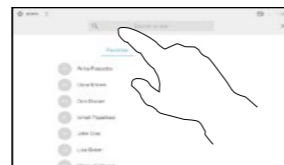


Place call on the fly directly to a person, a device or a video address

STEP 01
Tap the green icon on the Touch 10.



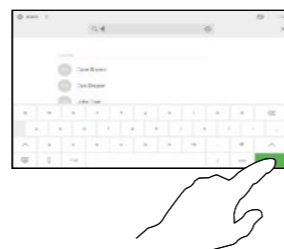
STEP 02
Tap the Search or dial field. A keyboard will appear on screen.



STEP 03
Type in a name, meeting room address or video device name.



STEP 04
When you have entered the person or device, tap the green Call button.



Hey, I can do this too



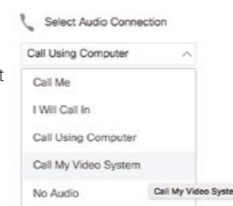
Start the meeting on a Webex Room device from your laptop

STEP 01

Join the Webex meeting from your computer.

STEP 02

Click, Select Audio Connection, then select Call My Video System. Webex Meetings will try to detect your Webex Room device automatically.



STEP 03

Click, Connect Audio and Video.



STEP 04

Tap Accept on the Touch 10 when the call comes through.

Share your laptop screen or application from Webex Meetings

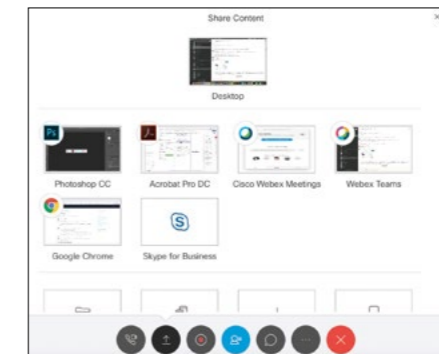
STEP 01

After joining a call from Webex Meetings, hover your mouse over the meeting control panel, select Share options.



STEP 02

Select your Desktop or an application to share in the meeting.



STEP 03

To stop sharing, hover your mouse over the title bar at the top of the screen and select Stop Sharing.



If the share option is not available, connect the HDMI cable to your computer and tap the share button on the Touch 10.





Cisco Webex Share promotional poster

We've designed posters in two different styles, print out the one that matches your company's style and put them up in your office, the restroom or close to your meeting rooms.

Meetings that use video, finish 7 minutes earlier.

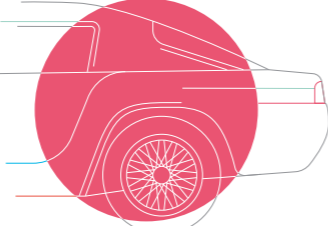
How are you going to spend your 7 minutes?






Where we're going, we don't need roads.

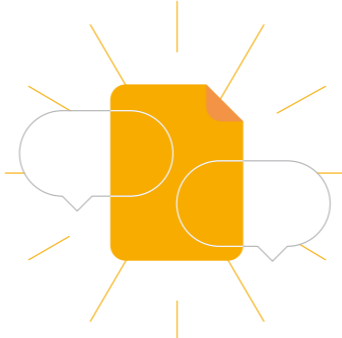
Come along for the ride.






Meet without barriers.


Come and take a look.






Whiteboard with the world.

Come and take a look.





Your teleportation room is ready.

Come and take a look.





Cisco Webex Share promotional poster

Meetings that use video, finish 7 minutes earlier.
How are you going to spend your 7 minutes?

Where we're going, we don't need roads.
Come along for the ride.

Meet without barriers.
Come and take a look.

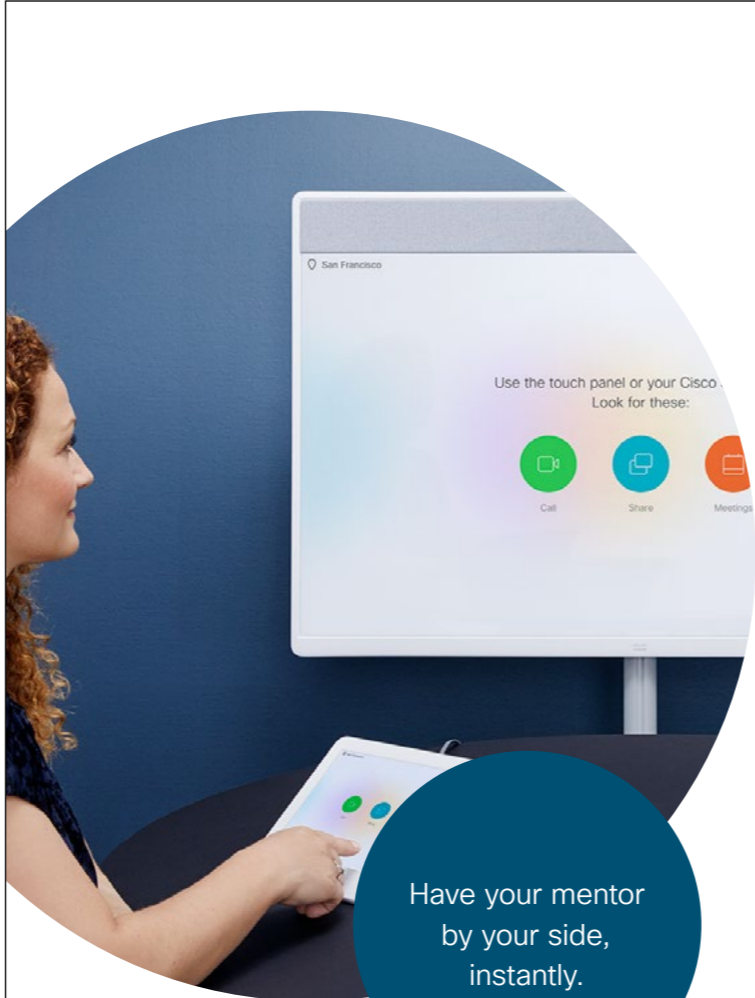
Whiteboard with the world.
Come and take a look.

Your teleportation room is ready.
Come and take a look.

The promotional posters are arranged in a horizontal row. Each poster has a white background and a thin black border. The top half of each poster contains text, and the bottom half contains a circular image, a cluster of six icons, and the Cisco logo. The icons are: a green video camera, a purple grid, a yellow document, a blue speech bubble, an orange folder, and a light blue person icon. The circular images show: 1) A family of four on a wooden bridge. 2) A road winding through a forest towards a suspension bridge. 3) Two people in business attire talking at an airport. 4) A view of Christ the Redeemer in Rio de Janeiro. 5) A man in a suit pointing at a whiteboard in a classroom.

01 Webex Room Series: 1 on 1 virtual meeting – A

We've written 9 compelling use cases that show how your Webex Room devices can make meetings better. Spread the word to your colleagues by printing, emailing, or posting them on your intranet.




San Francisco

Use the touch panel or your Cisco.
Look for these:

Call Share Meetings

Have your mentor by your side, instantly.



Lean on me, when you're not strong.

Tough days ahead?

Grab a coffee with your mentor, no matter where they are, on a Cisco Webex Room device.

HD video and crystal-clear audio will bring your mentor to your side instantly for that all-important pep talk.

A phone call just won't cut it.

Try today, it's easier than you think.

<p>Mission 1 SCHEDULE OR CALL DIRECT</p> <p>You can easily book a space with a Webex Room device and invite your mentor to the meeting, all from your calendar.</p> <p>Try it today</p>	<p>Mission 2 BUILD TRUST WITH VIDEO</p> <p>Don't be afraid of video, feel like you're in the same room together and have a meaningful conversation.</p> <p>Try it today</p>	<p>Mission 3 SHARE YOUR SCREEN</p> <p>Show documents or presentations wirelessly from the Cisco Webex Meetings app on any device.</p> <p>Try it today</p>
---	---	---

[Love this?](#) 

02 Webex Room Series: 1 on 1 virtual meeting – B

Where we're going, we don't need roads.

Haven't caught up in ages? No need to drive for hours.

Our Webex Room devices bring you together in person. With incredibly clear video and audio, you'll believe you're sitting side-by-side.

And wireless pairing means no more fighting with cables when you share your screen.

Try today, it's easier than you think.

Mission 1
CALL A FRIEND
Ask a colleague to walk to their nearest video enabled room. Call them from your Webex Room device and get talking.
[Try it today](#)

Mission 2
BUILD TRUST WITH VIDEO
Don't be afraid of video, feel like you're in the same room together and have a meaningful conversation.
[Try it today](#)

Mission 3
SHARE YOUR SCREEN
Show documents or presentations wirelessly from the Cisco Webex Meetings app on any device.
[Try it today](#)

Love this?

03 Webex Room Series: In person only meetings – A



Less hassle,
greater impact.



All hands on deck. All eyes on screen.

Hit some turbulence? It happens on every project. You need everyone together now and all eyes on the problem.

Webex Room devices wake up when you walk in, so you can get started right away and share your screen wirelessly from your Webex app.

No more fighting with cables. Save your focus for the issue at hand.

Try today, it's easier than you think.

Mission 1

SHARE YOUR SCREEN

Share from your with the Webex app and zero in on the problem.

[Try it today](#)

Mission 2

PHONE A FRIEND

Need a different kind of expert? Dial them in from Webex Meetings or the Touch 10 screen.

[Try it today](#)

Mission 3

SCHEDULE A FOLLOW-UP

Problem solved but best to stay vigilant. Invite a Webex Room device to a meeting in your calendar and follow-up with your team.

[Try it today](#)

[Love this?](#)

04 Webex Room Series: In person only meetings – B





Dial down
the pressure.

Casual Friday. Time to unwind.

It's been a hectic week but now it's Friday - job well done. Gather your team to reflect on the week and look ahead. But most importantly unwind for the weekend.

With Webex Room devices, the video system wakes up when you walk in. Easily share work from the week to review, plans for next week, or memes and videos to laugh at. Wireless sharing means no more fighting with cables.

Try today, it's easier than you think.


Mission 1
SHARE THE FUN
Share fun stuff wirelessly from your Webex Meetings app.
[Try it today](#)


Mission 2
PHONE A FRIEND
Remote teammates have Fridays too. Dial them in from Webex Meetings or the Touch 10 so then can be included to wind down too.
[Try it today](#)

Mission 3
SAME TIME NEXT WEEK?
Well that was fun, let's make it regular. Invite a Webex Room device to a recurring Friday meeting in your calendar.
[Try it today](#)

[Love this?](#) 

05 Webex Room Series: Large remote meetings – A





Enjoy global reach with outstanding quality.

Town haul?

Planning your next town hall? Avoid hauling everyone across the country.

Our Webex Room devices are like windows to every office. No more venue hire or transport woes. Deliver your message in style with HD video, crystal-clear audio, and presenter tracking.

Capture questions in Cisco Webex to keep the conversation alive.

Try today, it's easier than you think.

Mission 1 SCHEDULE THE TOWN HALL

Create a calendar invite and invite rooms with Cisco video devices across the company. Use @webex in the location field so remote people can join over Webex too.

[Try it today](#)

Mission 2 JOIN WITH ONE BUTTON

Since you booked the rooms, the devices know about your meeting. It's simple for everyone to join by pressing one button.

[Try it today](#)

Mission 3 SHARE YOUR SCREEN

Show documents and presentations wirelessly from your Cisco Webex Meetings app on any device.

[Try it today](#)

Love this? 

06 Webex Room Series: Large remote meetings – B



Your time to shine.



Work the crowd from anywhere.

Need to win hearts and minds?

You've perfected your talk. Now you need a way to reach your global audience.

No need to fly to every location or bring them to you. Webex Room devices make broadcasting easy.

Move around the room and bring your talk to life, the video will track you flawlessly.

People watching on Cisco video devices around the world will feel like they're with you in person. Now's your chance to shine.

Try today, it's easier than you think.

Mission 1 SCHEDULE YOUR TALK

Create a calendar invite and add Webex Room devices from all over the company. Use @webex in the location field so remote people can join over Webex too.

[Try it today](#)

Mission 2 IT'S SHOW TIME

The device will have your planned meeting ready to go. To start, simply tap Join on the Touch 10 screen.

[Try it today](#)

Mission 3 SHARE GREAT CONTENT

Need to illustrate a point? Wireless pairing means no more fighting with cables.

[Try it today](#)

Love this?

07 Webex Room Series: In person and virtual meetings - A



Beam them up,
Scotty.



Teleportation room? Next best thing.

Work with a global, mobile team?

Our Webex Room devices will truly bring your team together. With HD video and crystal-clear audio, the experience has never been better.

The video shot moves wide or switches from speaker to speaker, for the smartest possible view. The software eliminates annoying background noises too.

Feel like you're in the same place, altogether. It's as close as it comes to teleportation!

Try today, it's easier than you think.

Mission 1
SCHEDULE A TEAM MEETING

You can invite rooms with Webex devices to your meeting, along with your teammates.

[Try it today](#)

Mission 2
JOIN WITH ONE BUTTON

Your meeting will appear on the Touch 10 screen. Tap Join and you're in!

[Try it today](#)

Mission 3
BUILD TRUST WITH VIDEO

Don't be afraid of video, feel like you're in the same room together and have a meaningful conversation.

[Try it today](#)

[Love this?](#)

08 Webex Room Series: In person and virtual meetings - B

Remote teams can party too.

Ladies and gentlemen, you deserve a round of applause...

It's been a tough project, but you've delivered on time and the results are spectacular.

Bring the team together for some hard-earned celebration time, no matter where they are.

Just book a room with a Webex Room device, invite your remote team and laugh together about the project highs and lows.

Cheers!

Try today, it's easier than you think.

Mission 1
SCHEDULE A PARTY!

Book a room with a Webex Room device and invite your remote colleagues, all from your calendar.

[Try it today](#)

Mission 2
BUILD TRUST WITH VIDEO

Don't be afraid of the video, feel like you're in the same room together and have a meaningful conversation.

[Try it today](#)

Mission 3
LET'S DO THAT AGAIN.

Well that was easy. Why not use the Webex Room device in your weekly team meeting? When booked in advance, you just need to click one green button to join.

[Try it today](#)

[Love this?](#)

09 Webex Room Series: One to many virtual meetings - A



Better meetings
mean better days.



All together now.

Been joining video meetings from your laptop? Let's upgrade your day.

To truly step into the digital room, try joining from one of our Webex Room devices.

The HD video and the crystal-clear audio have never been better. You'll feel right there with your teammates.

You can seamlessly move the meeting to your laptop or mobile to keep going if your meeting runs longer than you scheduled the room.

Try today, it's easier than you think.

Mission 1 JOIN A MEETING

The device will have your planned meeting ready to go. To start, simply tap join on the Touch 10 screen.

[Try it today](#)

Mission 2 BUILD TRUST WITH VIDEO

Don't be afraid of the video, feel like you're in the same room together and have a meaningful conversation.

[Try it today](#)

Mission 3 SHARE YOUR SCREEN

Show documents and presentations wirelessly from the Cisco Webex Meetings app on any device.

[Try it today](#)

Love this? 

Going the extra mile



How can we help?

Our [Collaboration Help Portal](#) is where you will find quick help guides, step-by-step instructions and technical information. Use the search bar to find everything you need about Cisco Webex Room Series devices.



Want to put your stamp on it?

Would you like to rebrand or edit the content we've assembled here.

[Click here to download a .zip of source files to share with your designers.](#)





Questions/comments?

Join the [Webex adoption space](#) or email WebexAdoption@cisco.com