

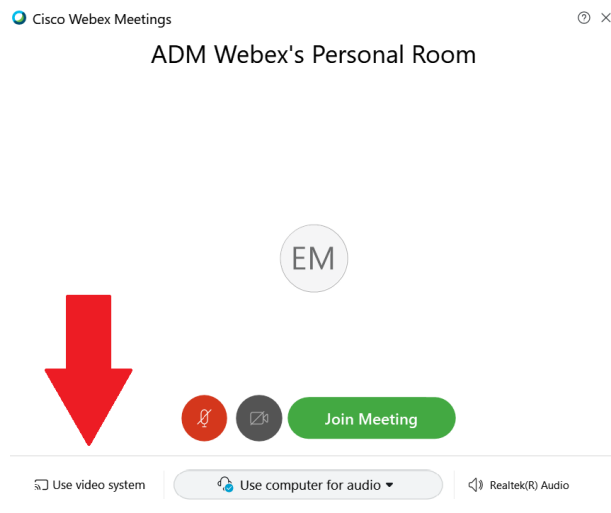
Cisco Video Phone/WebEx webcam Instructions

Use the following instructions to use your video phone as a webcam/speaker/microphone when joining a WebEx meeting. This requires the WebEx Meeting desktop app to be installed.

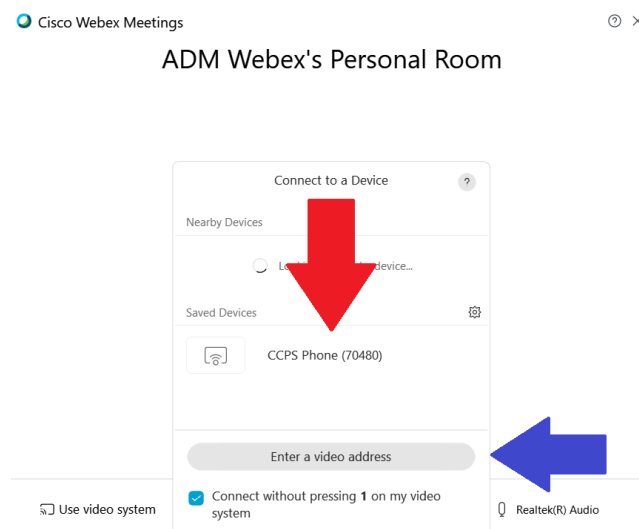
Link:

<https://colliercountyschools.webex.com/webappng/sites/colliercountyschools/dashboard/download>

1. Click on "Use video system"



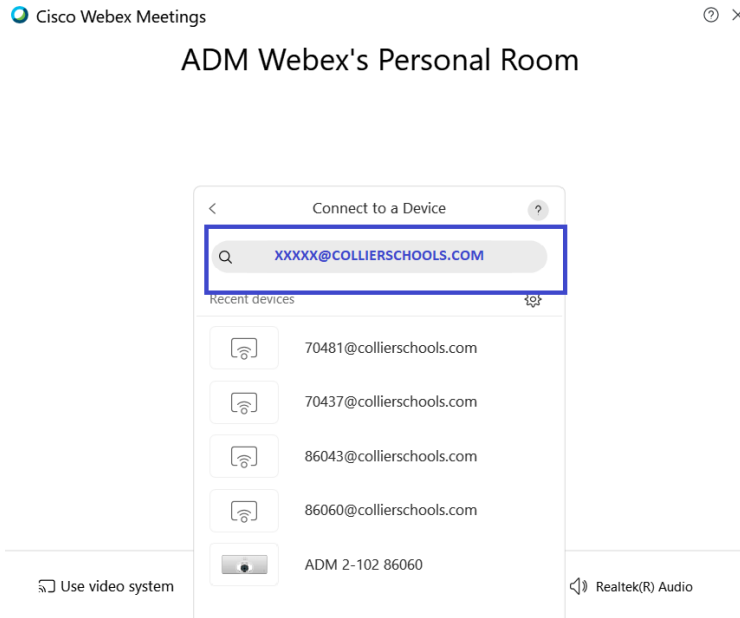
2. **RED ARROW** If using your own video phone, your personal extension (from outlook) should be pre-populated "CCPS Phone (XXXXX)".



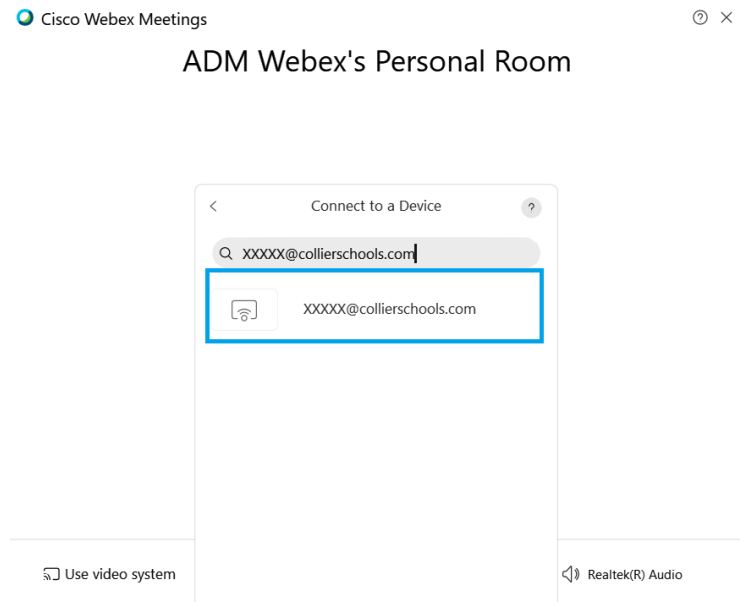
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BLUE ARROW If you are joining with a different phone other than yours click on “Enter a video address”

In the search box (blue box) enter the extension of the phone you want to use followed by @collierschools.com EXAMPLE: XXXXX@COLLIERSCHOOLS.COM



Click on the result underneath the search box.



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3. Click "Join Meeting". You will receive a phone call on your video phone that will connect you to the meeting. **Please keep in mind that there is TWO mute buttons, the first one is in the WebEx meeting (blue circle) and the second one is the physical button on your phone (red circle). If any of them are muted people will not be able to hear you.**

Cisco Webex Meetings

ⓘ ×

ADM Webex's Personal Room



Call my device at **XXXXX@collierschools.com** to connect to the meeting.



Join Meeting



XXXXX@collierschools.com ▾

Disconnect



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Important note: If you are in a meeting and someone starts sharing their screen, viewing the shared content from the video phone's small screen will be difficult. Please click on "Duplicate video view in meeting window" and that will allow you to see the shared content on your computer screen.

Connected to Video System



CCPS Phone (70480)

Duplicate video view in meeting window



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