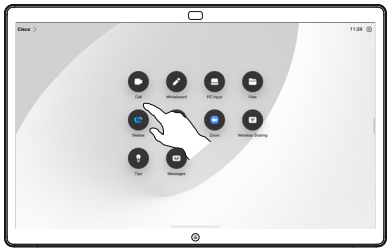
# Cisco Board and Board Pro Quick reference guide

## Place calls using name, number, or address

1 Tap the **Call** button.



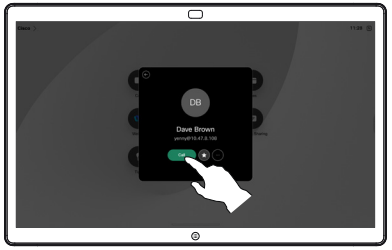
2 Tap the **Search** field. This opens the keyboard.



3 Type in a name, number or address. Matches and suggestions appear as you type. If the correct match appears, tap it, otherwise keep typing.



4 Once you've located and selected your contact, tap the green **Call** button to place the call.




## Share content outside calls

1 Outside a call, connect your presentation source via cable or an app for wireless sharing. Your source screen shows up on the device.



2 Swipe up from the bottom if you want to select another app or the home screen to view instead.



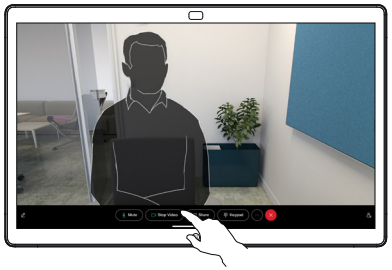
3 Disconnect your source to stop sharing it to the device. If you're sharing wirelessly, tap the screen and then tap **Stop preview**.



For information on how to use Boards with a touch controller, see the Cisco Room Series Touch Controller Quick Reference Guide and the Cisco Room Series User Guide for Devices Using Touch Controller RoomOS 11.24.

## Share content in a call

1 Tap the screen during a call to get the call controls and then tap **Share**.



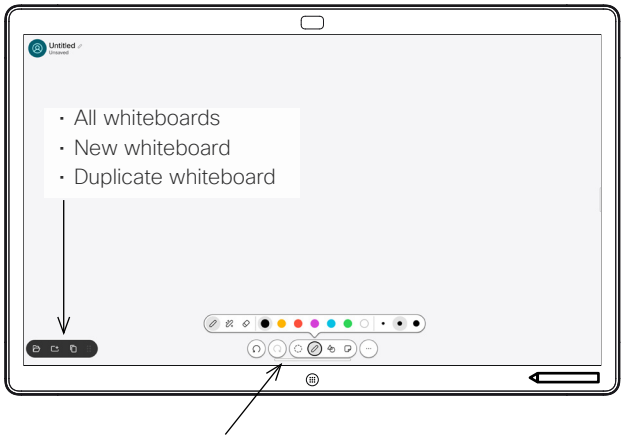
2 Select a source to share from. If it's connected by cable, tap **View** to preview and then tap **Share** when you're ready. Tap **Share in call** to start sharing right away.



3 To stop sharing content, tap **Stop sharing**.



## Use the Board as a digital whiteboard




- Undo and redo
- Selection tool
- Pen tool: color, line thickness, eraser, shapes adjuster
- Shapes: insert a ready-made shape
- Sticky note
- More: Save, Send, Name, New, and Delete

Your Cisco Board is also a digital whiteboard. It's an infinite canvas: the size of a page is as large as you want.

To open the whiteboard just tap the **Whiteboard** button on the Board's homescreen. Use the pen or your finger to draw and write on the whiteboard.

You can send your whiteboards as emails to the recipient of your choice. To do this, your video support team must have configured your Board to use a mail server.

Swipe up from the bottom of the screen to open the task switcher. You'll see other open apps, current whiteboards, and the homescreen there, and can easily switch between them by tapping the one you want.

To clear all your whiteboards for the next user, open the control panel and tap **End Session**.

## Annotate shared content on the Board

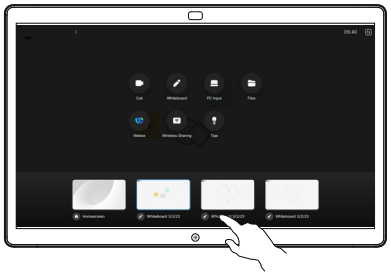
1 Outside calls, share your computer screen with the image you want to annotate on it, to the Board. Tap the **Annotation** button.




2 Make your annotations using the tools across the bottom of the screen. You can then resume a presentation or disconnect your source completely.

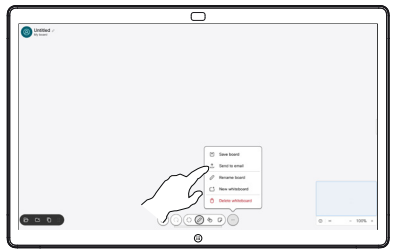



3 Your annotated image is saved as a whiteboard. Swipe up to see all your current whiteboards. You can add another, or delete an existing one. They'll be deleted when your session is over. If you want to send a whiteboard, see the next section about emailing it.

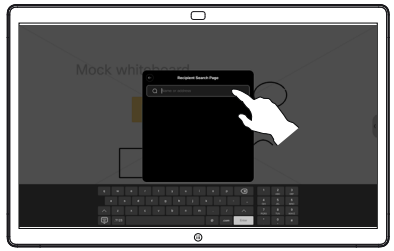


## Send annotations or drawings by email

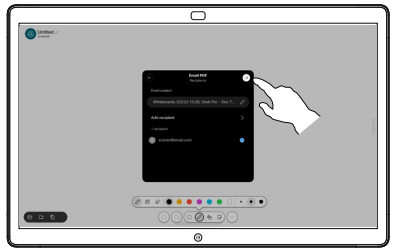
1 On your whiteboard, tap **More** and then tap **Send to Email**.



2 Start typing a recipient name or address. Select the person and tap the right arrow.



3 Add more recipients if you want, and tap the white arrow when you're done.



4 Select the whiteboard(s) you want to send. Tap the white arrow again, and your whiteboards are sent.

