NORTHWEST Kidney Centers

# KView with Webex Instructions

Contents

TV Screen Setup

At NKC the TVs used in each of the rooms have been installed at different times where some settings are slightly different. As a result, a previous meeting may have left the TV on a different input requiring use of the TV remote in most cases to confirm or set the TV to the right input for KView. Burien KView and Rainier Beach KView use the 1st input and all other KView rooms use either Video Conf or HDMI3.

If the image on the screen appears to be cropped it will be necessary to change the display type. To fix the display, press the view mode button on the remote and select Dot by Dot.

TV remote Input button

TV remote View Mode button to select Dot by Dot.
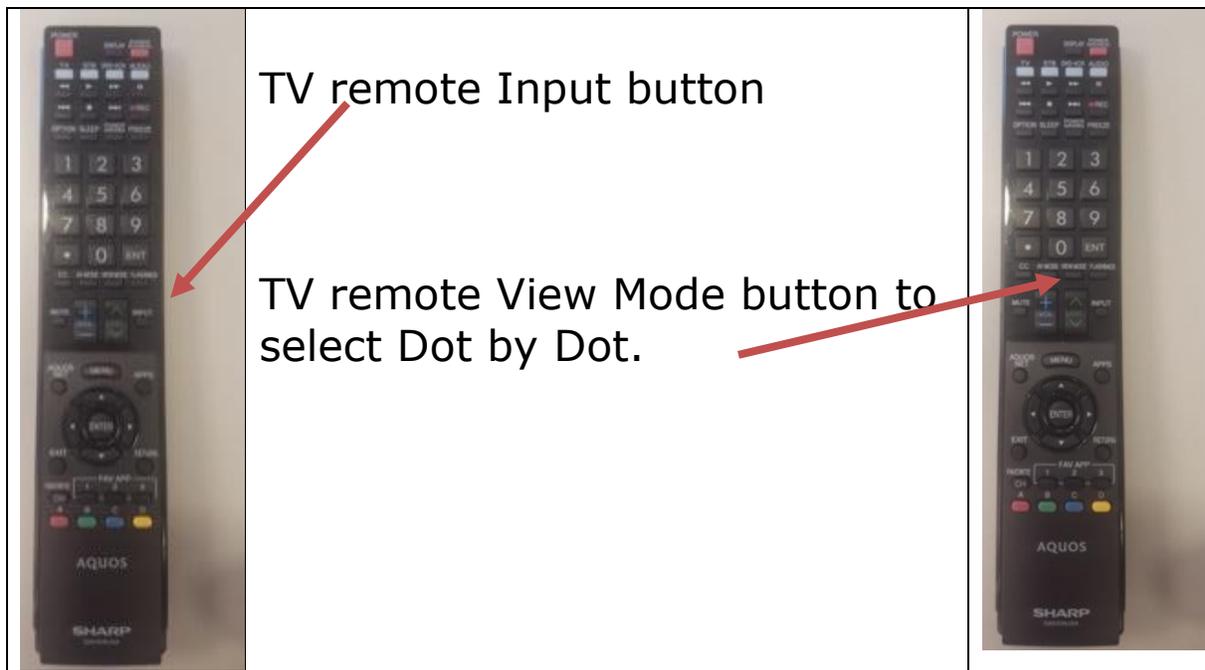
Meetings

NKC uses KView with Webex for meetings that include multiple KView rooms, Conference rooms, Focus rooms, or remote attendees.
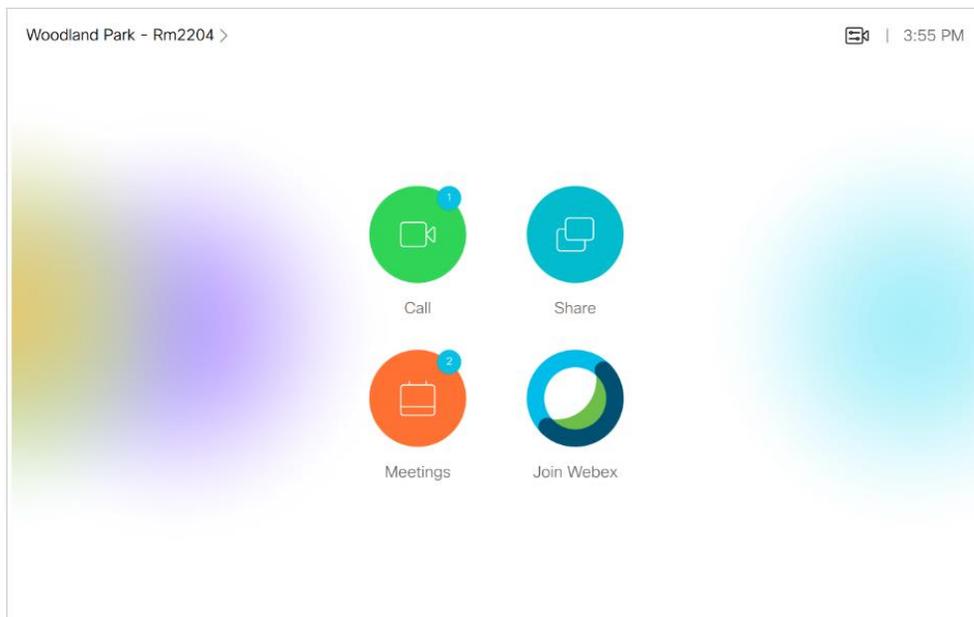
Creating Meetings in Outlook

Continue to setup KView with Webex meetings through Outlook, but with 2+ rooms or remote attendees you'll now need to add Webex to the calendar event by clicking the Add Webex Meeting icon in Outlook.
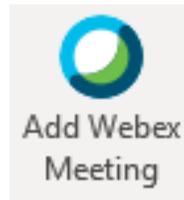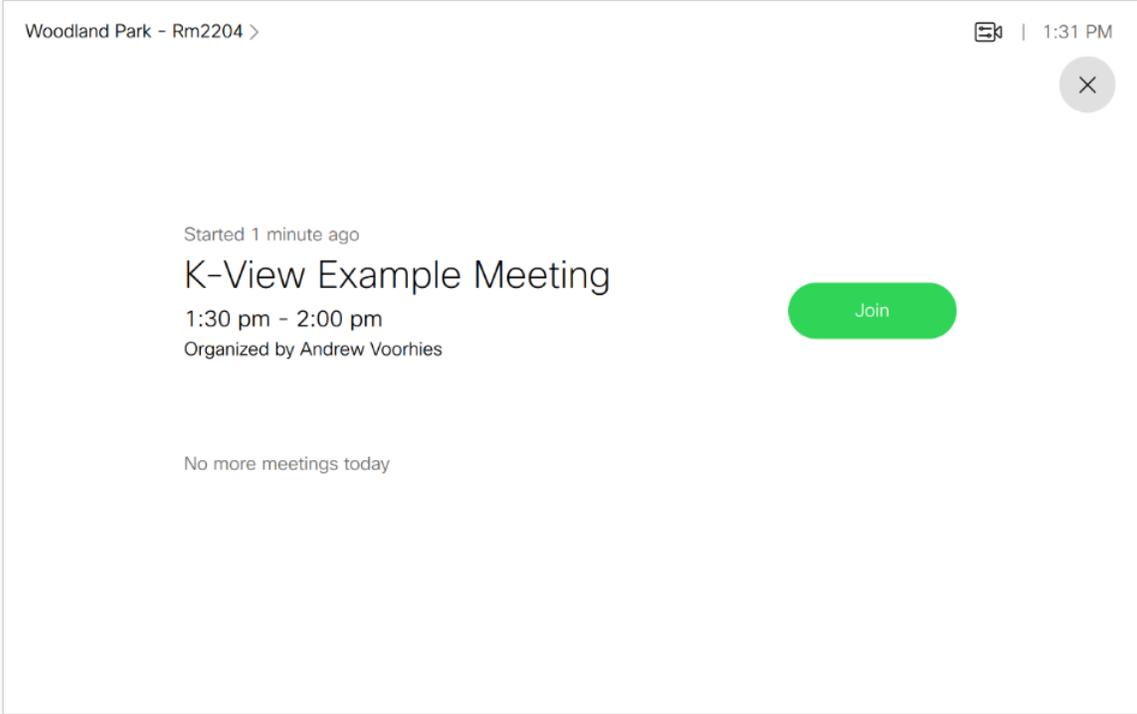

Viewing and Join Meetings on the Touchpad

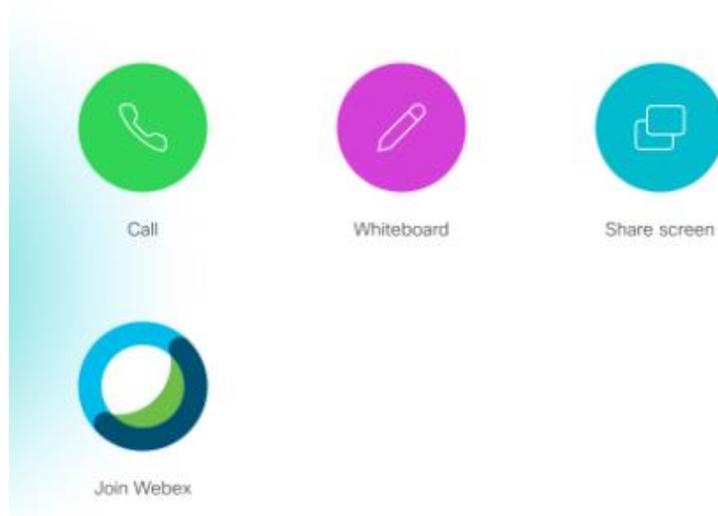In the KView room on the Touchpad tap the Meetings button to view and join scheduled meetings.

After tapping the Meetings button, tap the green Join button if the meeting is about to start within the next 5 minutes, it is already in progress, or it is disconnected.

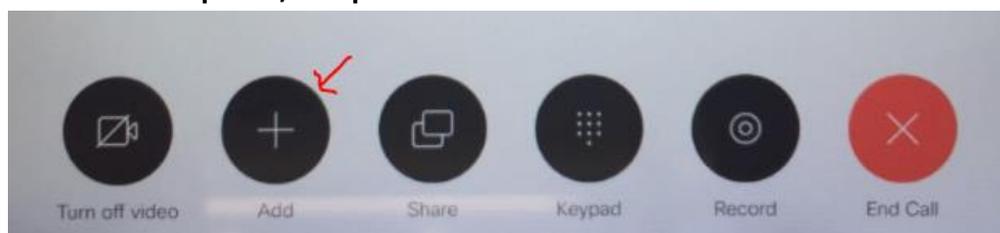Scheduled meetings will also show on the TV.

NOTE: Some regular conference rooms do not have a touchpad nor a meetings button. The Focus rooms have the meeting buttons built into the Cisco Webex TV.

Call   Whiteboard   Share screen

Join Webex

Adding Rooms or Employee to a Meeting in Progress

If the meeting has started but 1+ rooms or 1+ Employee need to be added use the following procedures:

1. On the Touchpad, tap the Add button.
   a.
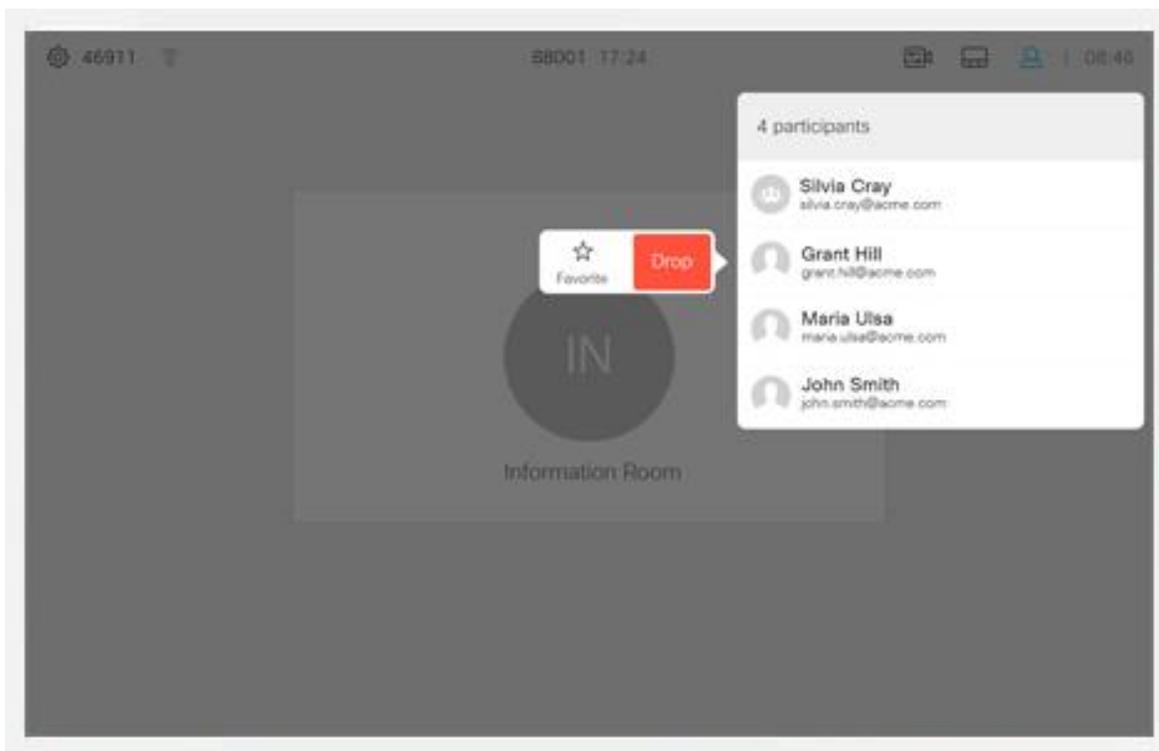   Turn off video   Add   Share   Keypad   Record   End Call
2. Next tap into the search field and begin typing the name of the KView room or the name of the Employee that needs to be added to the meeting.
3. Once the name of the room or employee shows in the list select it by tapping on the name.

4. Alternatively, go to your Outlook and add the room or employee to the meeting and send the invite.

Dropping Rooms or Employee from a Meeting

Occasionally, a meeting may involve a participant needed for a specified period of time during a longer meeting. Historically, when that participant period of time is complete the room or employee ends the connection. With KView with Webex the primary meeting coordinator can selectively drop a room or employee as needed. This is done by selecting the Participants option at the top right next to the clock, selecting the room/employee and then clicking the Drop button.

Call Another Location

To call another location tap the Call button on the Touchpad or the Focus room. Next tap into the search field and begin typing the name of the KView room or the name of the Employee being called. Once the name of the room or employee shows in the list select it by tapping on the name.
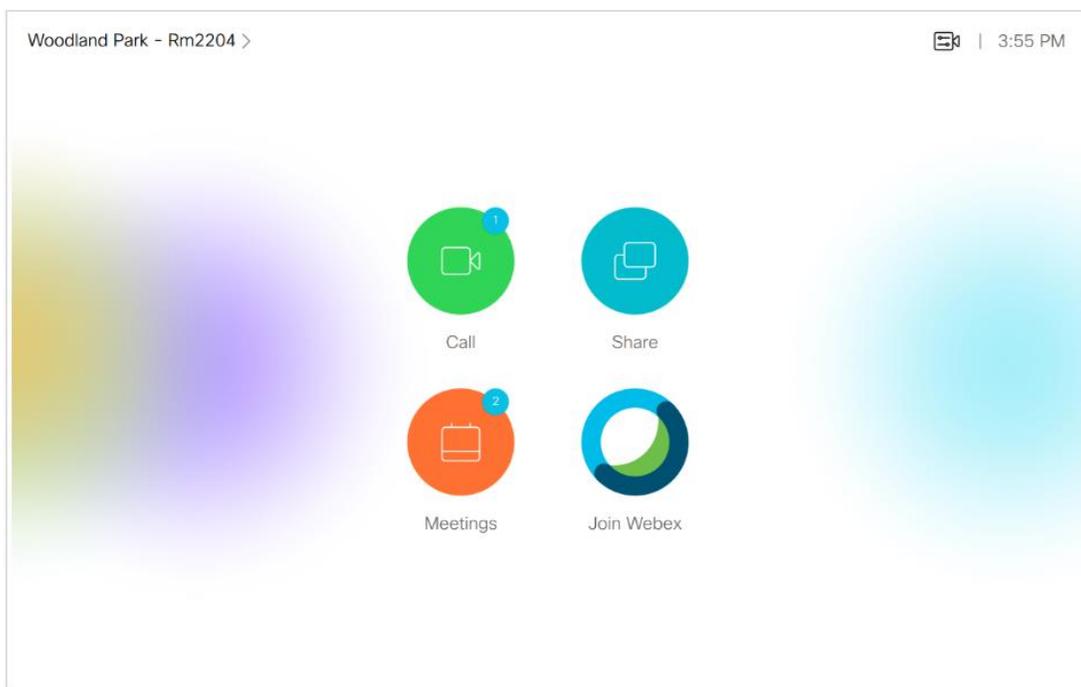
Volume Control and Mute

KView Room

On the bottom right of the touchpad you will see two sets of controls. At the far right is the mute button, which is red when muted. The button is green when unmuted. For rooms with the additional microphones, the button will also be red when muted and green when unmuted.

On the bottom right of the touchpad the volume adjustment is just to the left of the mute button – push the right hand side to increase volume, the left hand side to decrease the volume of the incoming sound. The optimal setting for the touchpad is 90% or more. The optimal setting for the TV volume is 20-25.
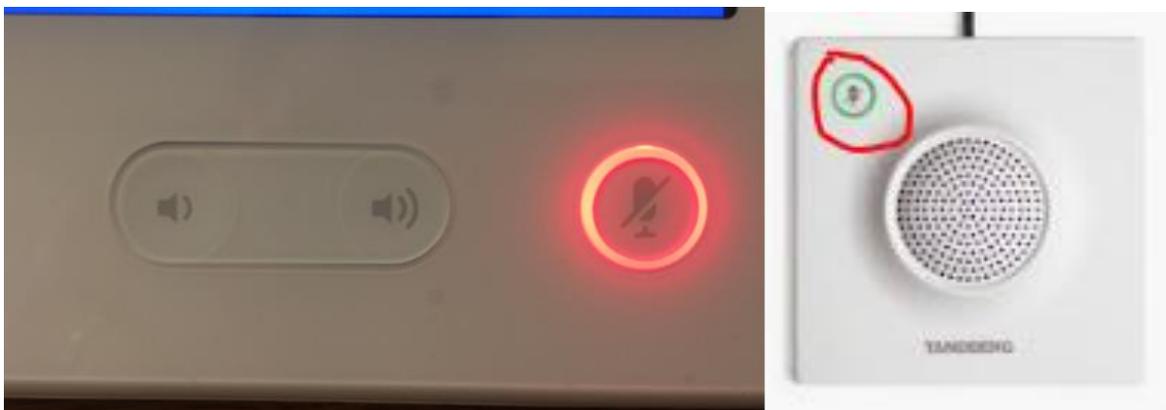

Focus Room

Mute and other controls are only present with a Call or a KView session with another room/employee. To mute your room from a call or KView session, tap anywhere on to display the options. On the bottom left of the Focus room board tap the Microphone icon to mute.

Camera Controls

Start by selecting the camera icon on the upper right corner of the Touchpad for camera controls to; adjust zoom and position of the camera, use Selfview mode, and use SpeakerTrack mode.
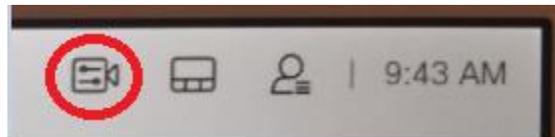
Adjust Camera

Use the arrows to adjust the camera position so that the participants are visible. Use the "+" and "– "at the right to zoom in or zoom out.

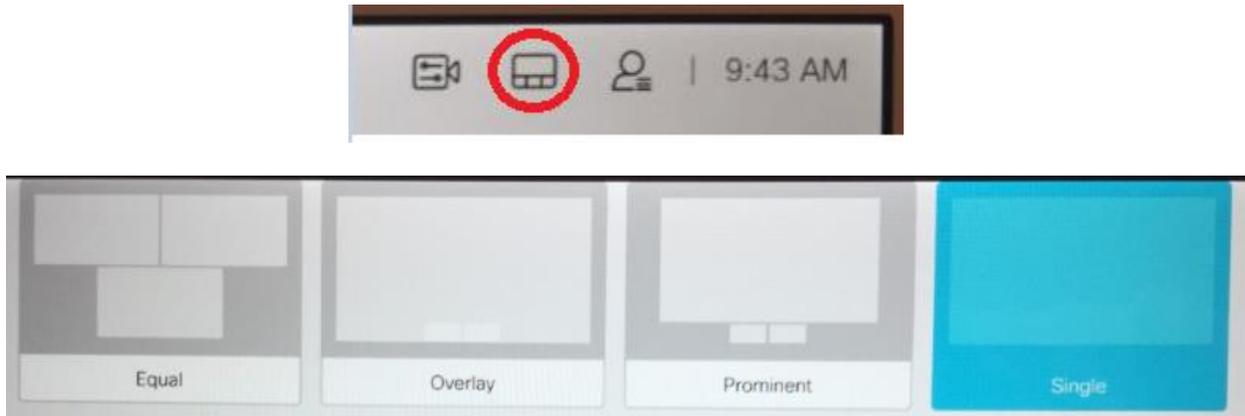To exit tap the camera icon again.
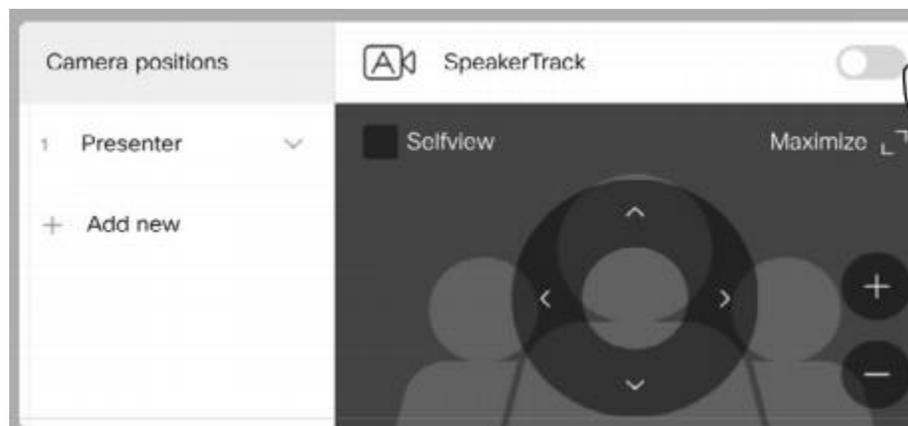
Selfview mode

For the Selfview mode, tap the checkbox next to Selfview to place a check in the field and turn it on.

To exit tap the camera icon again.

Display Layout Options

Start by selecting the screen layout icon on the upper right corner of the Touchpad to access layout options.

On the Touchpad you will see 1 of 4 options to display other rooms or share a presentation with others. The display options are available to each room independently or employees joining the KView with Webex meeting. The description of the 4 options are as follows:

- **Equal** shows the document and participants in equally sized windows.
- **Overlay** shows the participant windows overlaid on the displayed document.
- **Prominent** (selected in blue) shows the document with the participants arranged on the periphery.
- **Single** shows only the displayed document and none of the participants.

Share Screen or Document

Wirelessly Present with Cisco Webex Meeting App

On the laptop in the room use the Cisco Webex Meetings app to wirelessly present either the entire screen or specific documents or applications. It is no longer necessary to connect either a VGA or HDMI cable to the laptop to display on screen unless you really want to or a vendor is using their laptop to display.

NOTE: do not join from this app, join only from the KView touchpad.
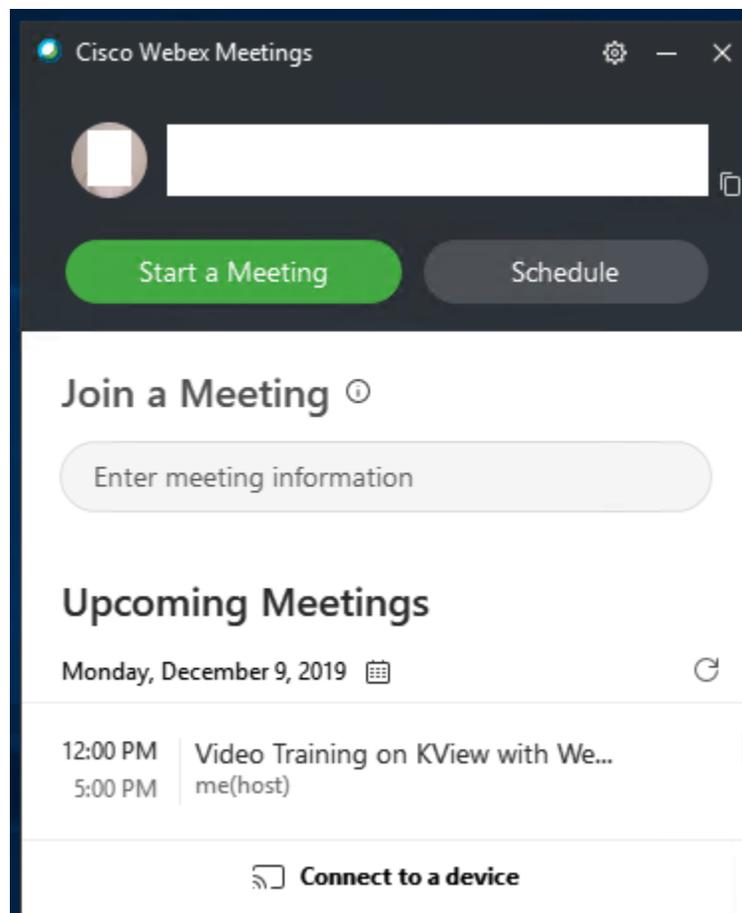
1. On the laptop in the room, launch the Webex app, click the **Connect to a device** (aka KView system) feature at the bottom, click the **Search for a device button** to find and select the room, click the blue **Share on Device** button, and select either **Screen** or one of the options shown such as a presentation.
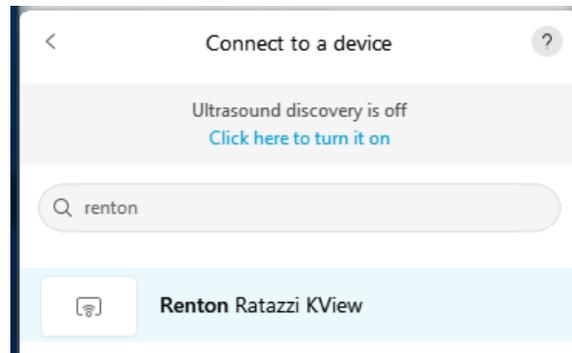
   a. If/when prompted for a 4 digit code use the code shown on the TV to enter into the following screen on the laptop and press enter.
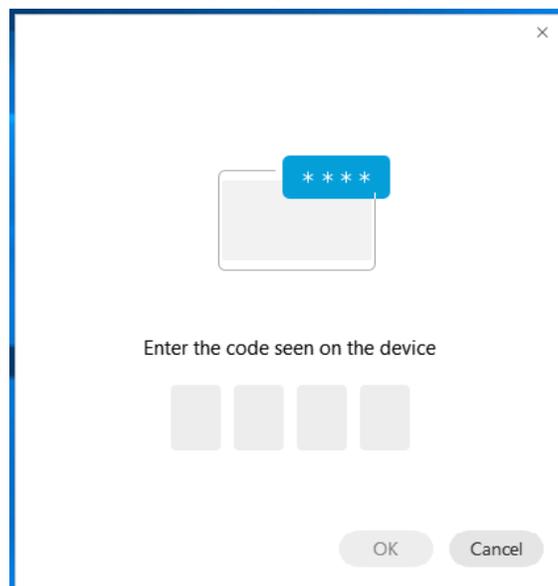
2. You or vendors may still use physical VGA or HDMI cables to display.

Ending a meeting

When you've finished the meeting remember to:

- End the KView session
- Hang up any calls
- Logoff of the laptop and place it near the front of the room
- Place the KView tablet in near the front of the room
- Place the TV remote near the KView tablet