You will need the Webex meeting's video address and host key to connect from a room system. The video address should be a 9-digit number and the host key should be a 6-digit number. For example:

Video address: 801234567@baylor.webex.com
Host key: 321654

If you created the meeting, see page 5 of this guide for instructions on finding this information. Otherwise, the video address and host key must be provided to you prior to the meeting.

Hosting a Webex meeting from a room system is done using the Cisco touchpad. The touchpad is also used to adjust the camera, volume, and other video conference settings.
Dialing Into the Meeting

To connect to the meeting, first press the **Call** button. Tap on "Search or Dial" to bring up the keyboard.

Type in the video address - when you press the '@' key, you should see "baylor.webex.com" appear in the entry field, at which point you can just tap on it to have it auto-fill. Press **Call** to launch the Webex meeting.

Once the call loads, you will be prompted to enter the host key. Open the keypad by pressing the **Keypad** button.

Enter the 6-digit host key followed by #.

You should now be connected to the meeting.
To adjust the camera, press the camera button in the upper right to open the controls.

Move the camera using the arrows, and zoom in and out using the '+' and '-' keys. You can enable/disable the selfview window using the check box.

To move the Selfview window on the screen, press and hold on the Selfview box, then drag it into one of the preset locations. Note: This can be done after connecting to a call.

You can adjust the incoming audio using the physical buttons below the screen. To mute the room microphone, press the mic button. When in a call, the button will light up green when the mic is live, and it will be red if the mic is muted.
In-Call Controls

To share content from a computer connected to the system, press the **Share** button, then under "PC," press **Share in call**. Tap the X in the upper right to close the overlay. To stop sharing, press the Share button again and then press **Stop sharing**.

While content is being shared, you can change the layout of the video and content on screen by pressing the **Layout** button in the upper right then selecting one of the preset options.
The meeting number and host key are found on the More Details page found on the Webex tab in Canvas. Login to Canvas and go to the Webex tab. Find the event on the calendar and click on the meeting name to expand it. You may need to adjust the date view if the meeting is far enough in the future.

After clicking the meeting name, you should see additional details, and a link labeled More Details. Click this link to open a new web page.

On the new page, you can find the meeting number and host key at the bottom. The meeting number is the 9-digit number at the start of the video address, and is the same as the Session ID. From the example on the right, the meeting number is 808 864 938 and the host key is 662 882.

If you have questions or need additional support, contact Baylor Classroom Technology Services at 254-307-1614, Option 2, or CTS@baylor.edu.