Business Voice Cloud with Webex: Smart Devices

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The following pages provide a short tour of the smart device app sections to help you get started quickly. The Webex smart device apps offer users comprehensive, secure and fun ways to keep on collaborating with your colleagues and teams using connect with Webex - even when you are on the go.

In the **Business Voice Cloud with Webex desktop application**: Tap your Avatar and then **Mobile download** to find a QR code for quick application installation. Once installed, sign in using your Business Voice Cloud with Webex credentials, accept or deny specific requests for app access to device tools as desired, and start working. You are now ready to communicate and collaborate at any time using a smart device app.
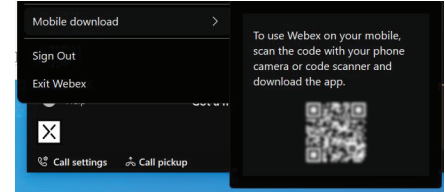
Webex Smart Device Application Menu

When the app opens, tap on your initials/avatar (top left) to display the application's menu view
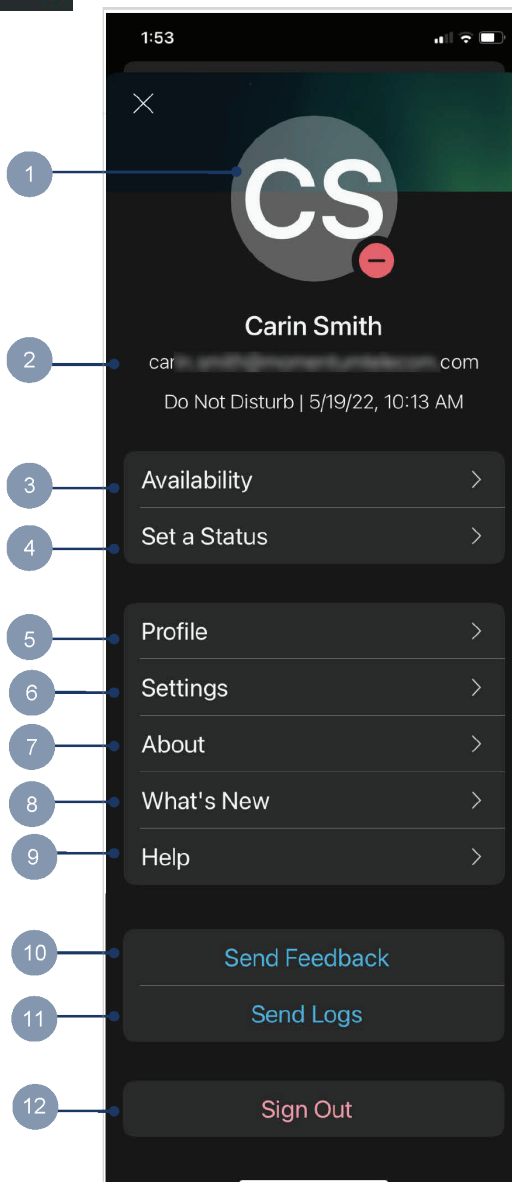
1. Tap to change your avatar image and display name

2. Your information and status that is displayed to others

3. **Availability** - Set a DND note in Webex (not calling related)

4. **Set a Status** - Create or choose a status message and define the duration of its display to others in Webex

5. **Profile** - View and edit some profile information displayed to others in Webex apps and People Insights

6. **Settings** - Access the app's setting management tools for: Display preferences, Notifications, Audio, Video, Privacy, Calendar, Messaging, Calling, and Devices

7. **About** - Review App information, notices, disclaimers, and statements from the developer

8. **What's New** - Check out the latest app fixes and changes

9. **Help** - Access complete application documentation online

10. **Send Feedback** - Offer insight to the developers

11. **Send Logs** - Submit log data to assist with support

12. **Sign Out** - Log out of the Webex smart device application

Application colors, text, logos, and feature placements are configured to display best on supported devices.

Business Voice Cloud with Webex: Smart Devices

Messages

1. Application Preferences and Settings menu

2. Quick access to Notifications, Favorites, Flags, and Filters

3. + Start a new One-to-One or Group Chat.

4. Select to view All, Direct, Spaces, or Teams messages by tapping the desired tab

5. Current Meetings on your calendar show at the top of the view for quick access

6. The message contact's Avatar with Availability displays for easy viewing

7. Tap an icon at the bottom of the view to switch to Messaging, Calling, and Meetings views or to use Search tools at any time Message

To manage Messaging settings and features:
Tap your Avatar (top left), then Settings > Messaging
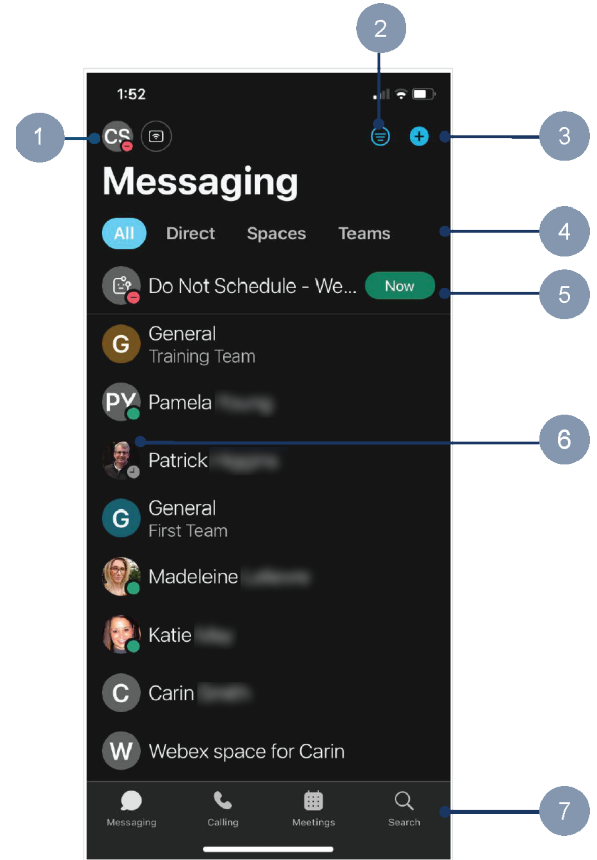
Message Threads

1. Tap back < to return to the previous screen

2. Tap to use Audio or Video Calling from a message

3. More Options (Screen Share, Content, Pins (0), Schedule, and Info)

4. Individual Messages in history are listed for review

5. Messages are grouped by Date

6. Type messages or use speech to text and Send

7. Tools to add file attachments, photos, GIFs, emojis, or use @mentions to link a space

# Business Voice Cloud with Webex: Smart Devices
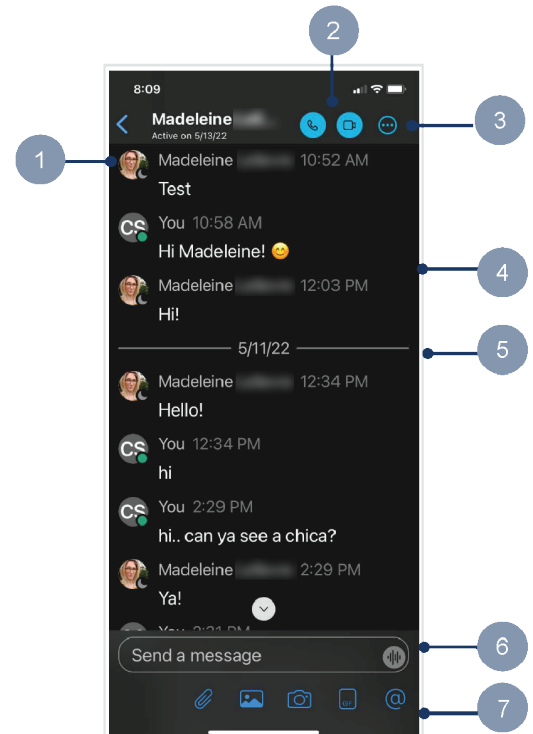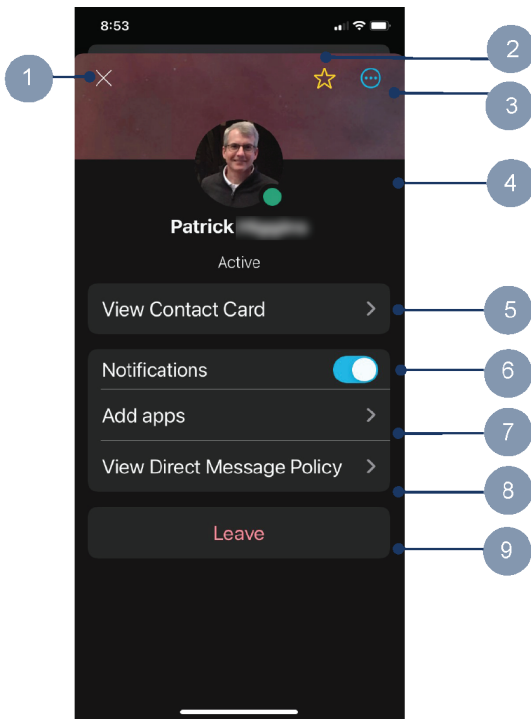
Contact Card

Tap the name of a contact while messaging to view their Contact Card and additional tools.

1. **X** - Close the profile dialog and return to the previous screen

2. Tap the **Star** to Add to/Remove from Favorites

3. **More Options** (Screen Share, Content, Pins (0), Schedule, and Info)

4. Avatar/Initials, Displayed Name, Status

5. **View Contact Card** - Review more information and access messaging or calling tools

6. **Notifications** - Tap to toggle notifications about received messages from this contact On or Off

7. **Add Apps** - View/add optional 3rd party tools (Note some 3rd party apps may be unsupported by the service provider)

8. **View Direct Message Policy** - Review the Data Retention message from the service provider

9. **Leave** - Remove yourself from the Space

Calling

1. Tap to select **Recents | Missed | Contacts** lists

2. Contact information, date/time, call type, and in/out call data displays for each listing.

3. Tap the information icon ⓘ to view more call information and access additional tools

4. Tap the **+** to Add a Contact or Create a Group

5. Tap the Dialpad icon to open that tool for audio or video calling
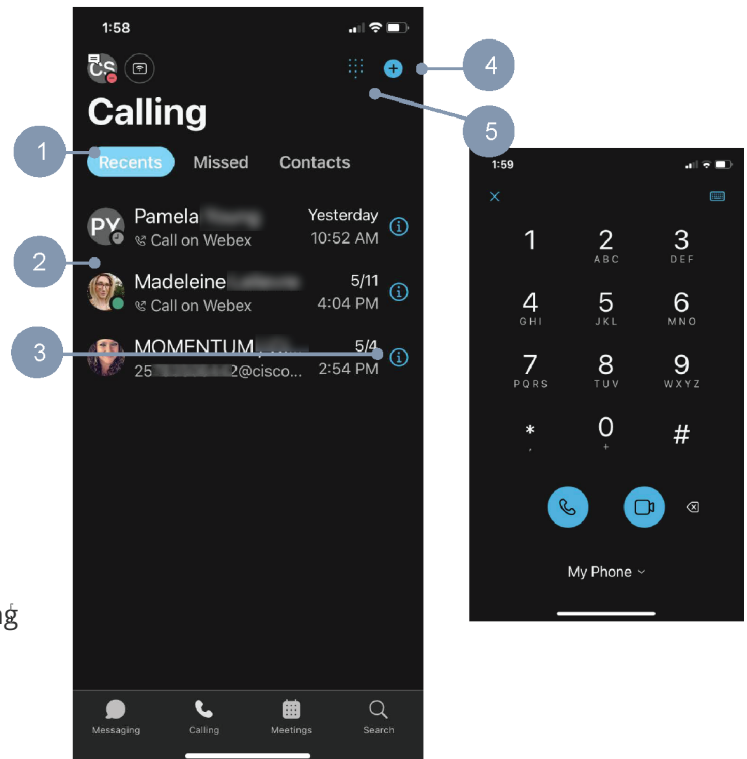
To manage calling settings and features
Tap your Avatar (top left) then open Settings > Calling

Business Voice Cloud with Webex: Smart Devices
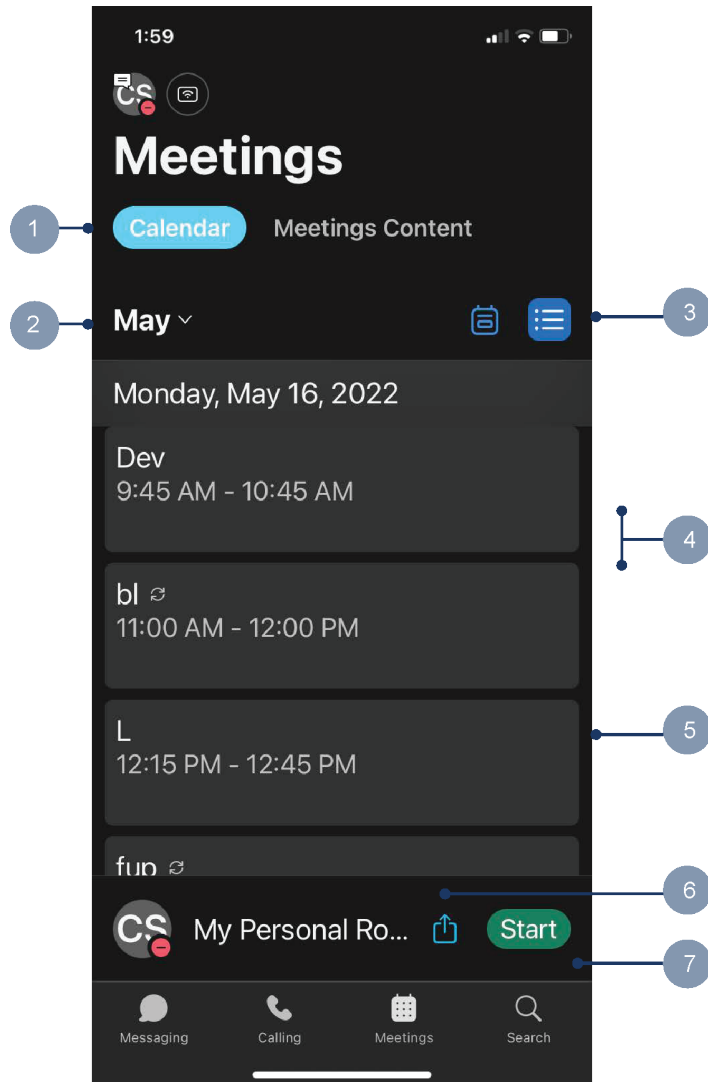
Meetings

1. Tap to chose the **Calendar** or **Meetings Content** information (recordings, files, whiteboards...) view

2. By default this month is displayed. Tap the Month's name to open a calendar and scroll left/right to modify the month to review

3. Switch between a detailed calendar view or a daily list display

4. Swipe up or down to scroll

4. Tap on a meeting to review date/time details and attendees

4. Tap the **upload** icon to join from an alternate video conferencing system or application on your device. Webex will then allow app selection

7. Tap **Start** to begin an ad hoc meeting in your personal meeting room. Webex may instruct you to download the **Webex Meetings app** if you have not done so

The Webex Meetings App

This separate app integrates with your account to offer more tools and features for Business Voice Cloud with Webex Meetings.

1. Tap to manage Webex Meetings app settings

2. Tap an option to Start, Join, or Schedule a meeting

3. The tabs at the bottom of the app open the following:
   - › **Home** - Tap to return to the home screen
   - › **Meetings** - Tap to view, manage, and join scheduled meetings on your Webex (or integrated) calendar
   - › **Recordings** - Tap to review any meeting recordings to which you have access
   - › **Messages** - tap to return to the full Webex smart application