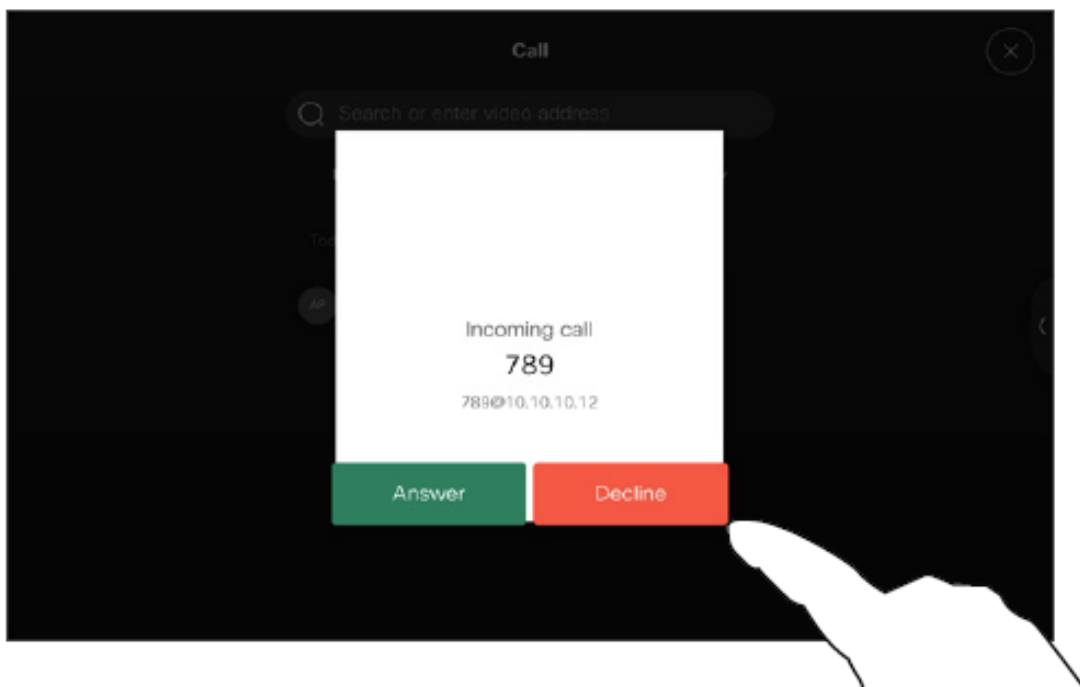# Webex Desk/Desk Pro

NL Health Services

Please Note: To wake up the device, swipe up from the bottom of the screen.

Receiving a Call

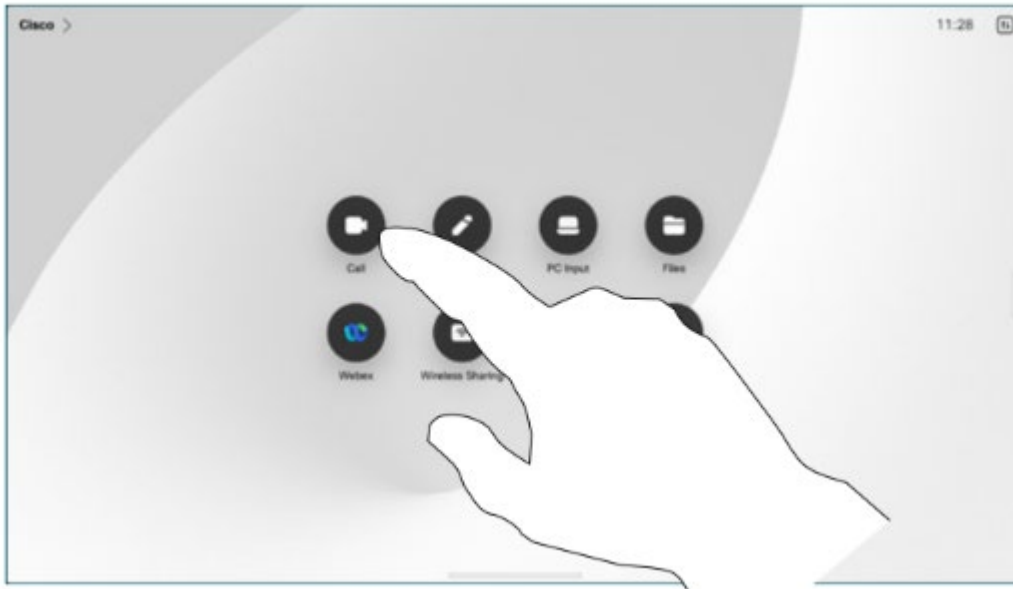When there is an incoming call, you will hear a ringtone.

Tap **Answer** on the screen to answer an incoming call.

Tap **Decline** on the screen to decline a call. If you decline, a message stating the unit is busy will be sent to the caller.
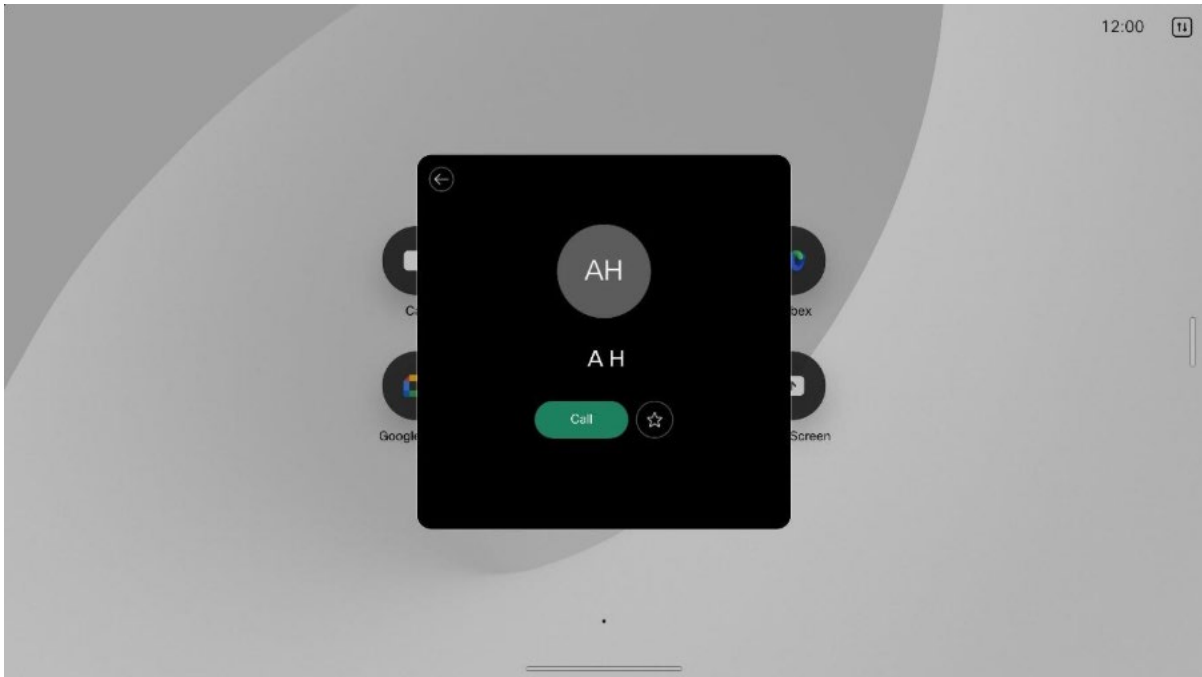
Initiating a Call

1. Tap **Call** on the home screen.

2. Tap **Favourites, Recents, or Directory.** If you know the name of the unit you are calling i.e. EZ.AHH.RM1 type in the search bar.

3. Select a contact and tap the **Green Call button**.

4. To end the call, tap the **red end call button**.