

Microsoft Teams Rooms

User Guide

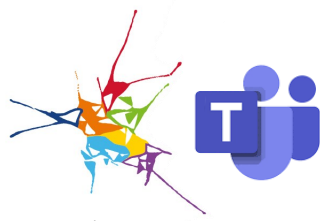


VIDEO CONFERENCING

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PRESENTATION ONLY

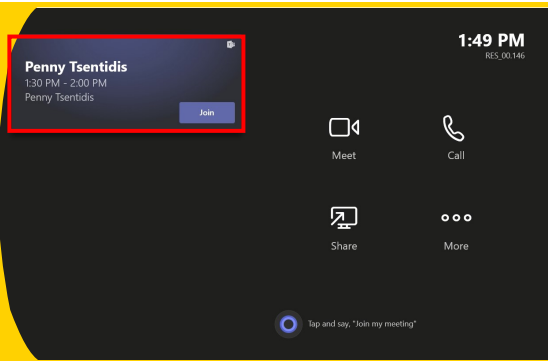
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Join a Scheduled Meeting without a Laptop

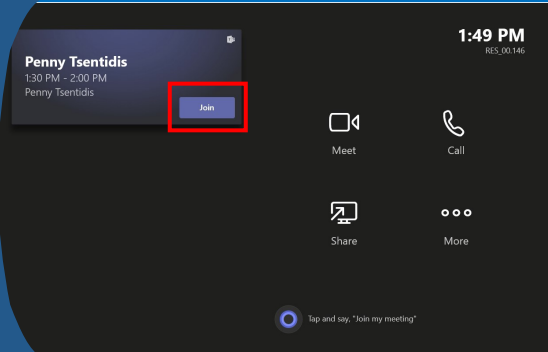
To join a scheduled Microsoft Teams meeting from the in-room console, the meeting room must have previously been specified as the location in an Outlook invitation, with the Teams meeting option enabled. This assigns the room as the meeting location and allows attendees in the room to easily join the virtual meeting.

GETTING STARTED



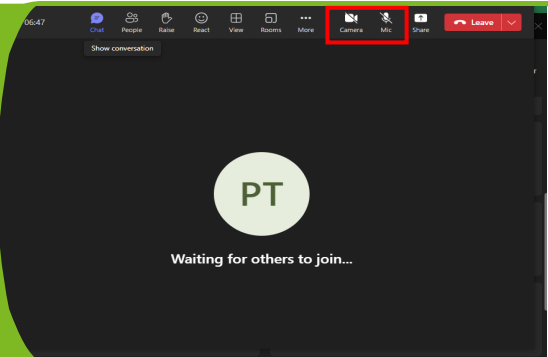
Wake the touchscreen and power on the wall display by tapping the console screen. Your scheduled




JOIN MEETING



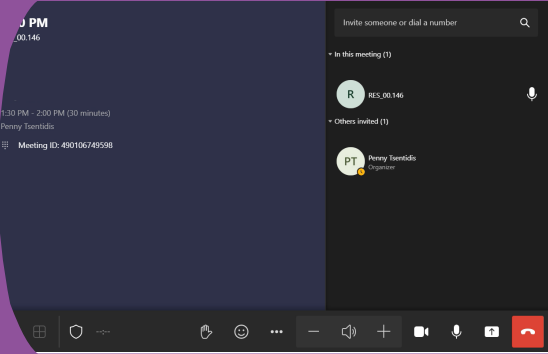
1. Tap the **Join** button on your meeting name on the touch screen.
2. You will be added to the meeting.


SHARE SCREEN

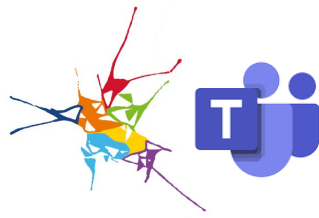


1. Join the Teams meeting on your laptop.
2. Mute Audio. 
3. Disable Camera. 
4. Share Screen via Teams. 

LEAVE MEETING



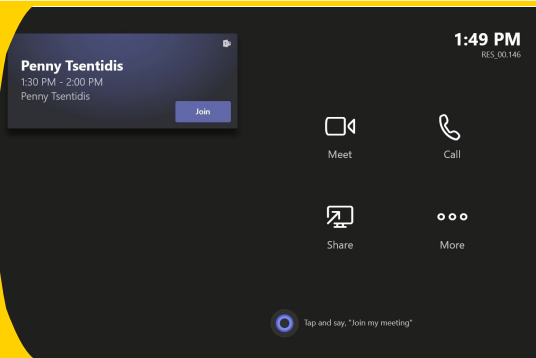
Tap the leave meeting button on the touch screen. 



Start an Impromptu Meeting without a Laptop

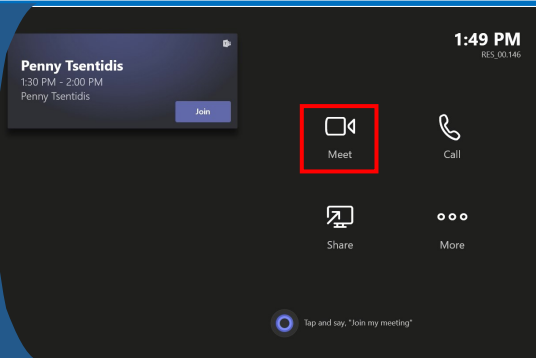
An impromptu Microsoft Teams meeting can be started at any time without a previously scheduled meeting invitation.

GETTING STARTED



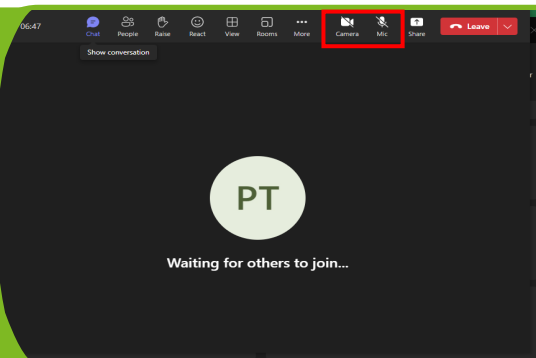
Wake the touchscreen and power on the wall display by tapping the console screen.




JOIN MEETING



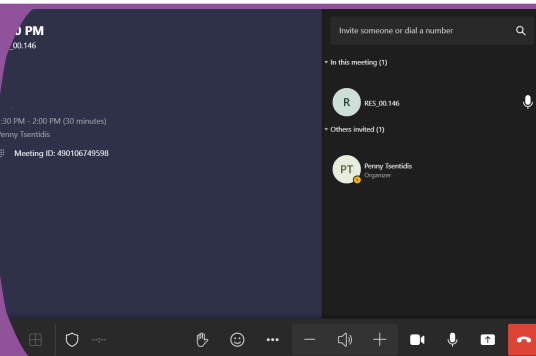
1. Tap **Meet** on the console.
2. Add remote attendees by searching for them in the **Type a name** field.
3. Tap **Request to join** for each attendee.
4. Participants will receive a Teams call requesting their participation.


SHARE SCREEN

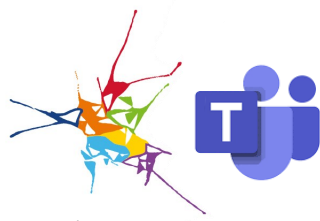


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LEAVE MEETING



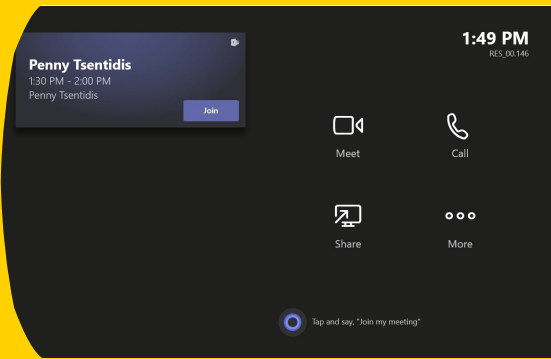
Tap the leave meeting button on the touch screen. 



Join a Scheduled Meeting using your Laptop

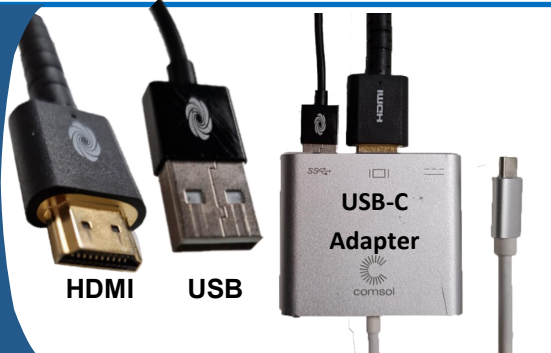
Join a scheduled meeting using your laptop if the Teams room hasn't been selected as the location for the meeting. For example, when the meeting is not Teams based (Zoom or other meeting platform), the invitation has come from outside the organisation, or you haven't enabled Teams when creating the meeting.

GETTING STARTED



Wake the touchscreen and power on the wall display by tapping the console screen.

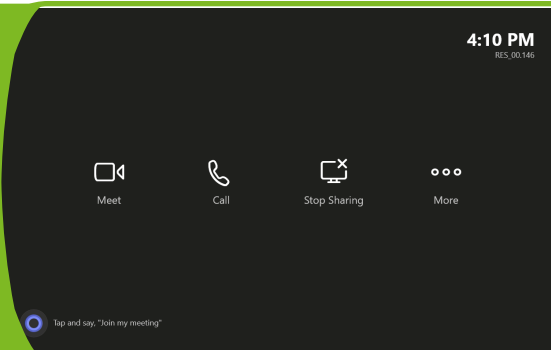
CONNECT LAPTOP



1. Connect your laptop to the wall display using the HDMI cable.
2. Connect your laptop to the camera, and microphone using the USB cable.

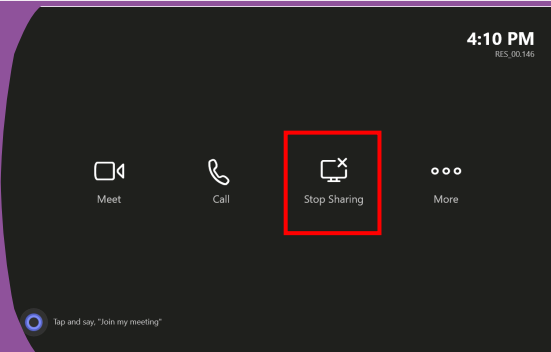
Use the USB-C Adapter provided if needed.

SHARE SCREEN



1. Your laptop screen will appear on the wall display.
2. Use your laptop to join your meeting using the relevant meeting software (e.g. Teams, Zoom, Webex).

STOP SHARING



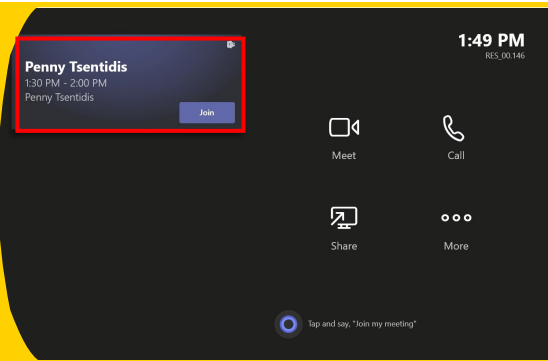
To end the presentation and stop the screen share, tap the **Stop Sharing** icon, or unplug your device.



Link Meeting Rooms

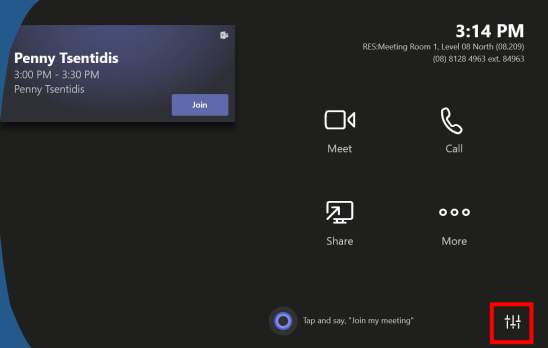
Linking Meeting Rooms connect two separate rooms, the Main Room and the Secondary Room, by linking their audio and video content. When activated, users in both rooms can experience the same content.


GETTING STARTED




Wake the touchscreen and power on the wall display by tapping the console screen. Your scheduled meeting should appear on the left.


ROOM CONTROL



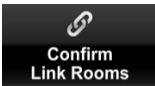
1. Tap the Room Control icon on the lower right of the screen. 

LINK ROOM




1. Tap Link Rooms (Only available from the Main Room.) 

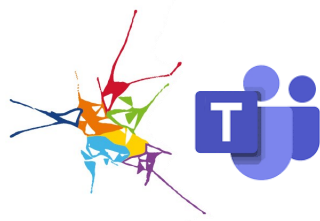
2. Tap on **Confirm Link Rooms** to link meeting rooms.



UNLINK ROOM



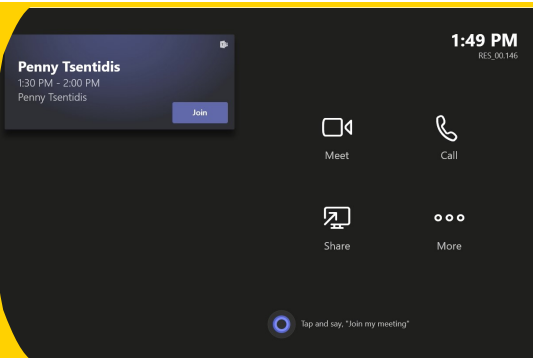
1. Tap **Unlink Rooms** to unlink the meeting rooms. 



Present Using Your Laptop

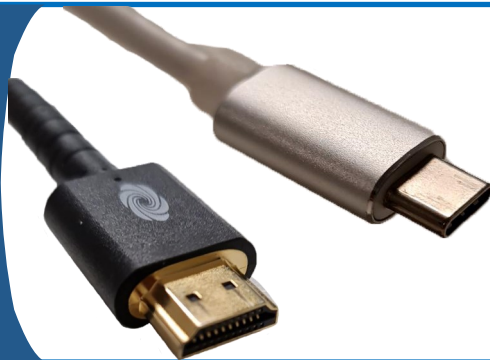
Present using the wall display by connecting your laptop via the provided cables. Use this option if you simply need to present to meeting attendees in the room, and no video conferencing is required.

GETTING STARTED



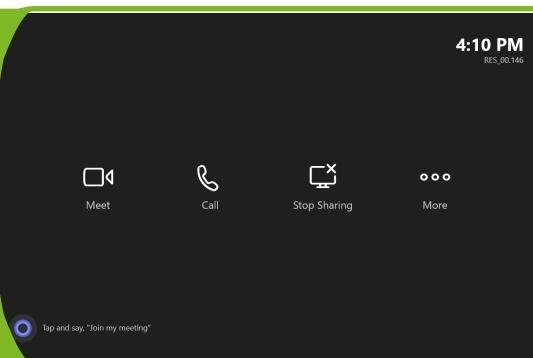
Wake the touchscreen and power on the wall display by tapping the console screen. Your scheduled meeting should appear on the left.

CONNECT LAPTOP



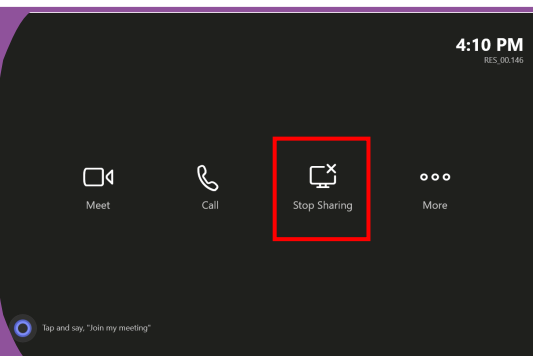
Connect your laptop to either the HDMI or USB-C Cables provided.

SHARE SCREEN



Your laptop screen will appear on the wall display.

STOP SHARING



To end the presentation and stop the screen share, tap the **Stop Sharing** icon, or unplug your device.