Using Teams Rooms

Scheduling a Meeting

Using Outlook or Teams:

- **Outlook**: Schedule a meeting and add the room as a required person by typing its email address
- **Teams**: Create a new meeting and add the room as a required attendee by typing its email address

Joining a scheduled Teams Room meeting

From the Touch Console:

- On the console, you'll see the list of scheduled meetings
- Select the meeting and tap "Join"

Starting a Teams Room meeting not already scheduled (there are several different ways)

From the Touch Console:

- Tap "Meet now" on the touch console to start a new meeting
- In the top right corner, invite participants by entering their names or emails

OR

- Tap the "Call" button on the touch console to start a new meeting
- Invite participants by entering their names or emails

OR

- Tap the "Join with an ID" button on the touch console to start a new meeting
- Select between a Teams or Zoom meeting and click Next
- Enter the Meeting ID and passcode (if required)

Content Sharing via your Laptop or Device

Using Cables:

- Depending upon the room, either connect your device to the room system via the single USB-C cable or the USB-A and HDMI cables
- If your device doesn't automatically start sharing, select the "Share" option (up arrow on the bottom of the console to display the content
- A Teams meeting is not needed to share content solely within the room

Using Wireless Casting:

- Share content wirelessly by clicking the "Cast" button within the Teams interface on your device. It is found in the upper right corner of Teams after clicking on the ellipses (3 dots). Nearby Teams Rooms will appear. Select the correct room
- Select either "Just Cast" or "Cast and Join" a meeting
- Select Next and then select the content you'd like to share

Using QR Code:

- Using a mobile device, the QR code brings you the option to join a meeting or create a new meeting. Once joined, you may cast content from your device

In-Meeting Controls
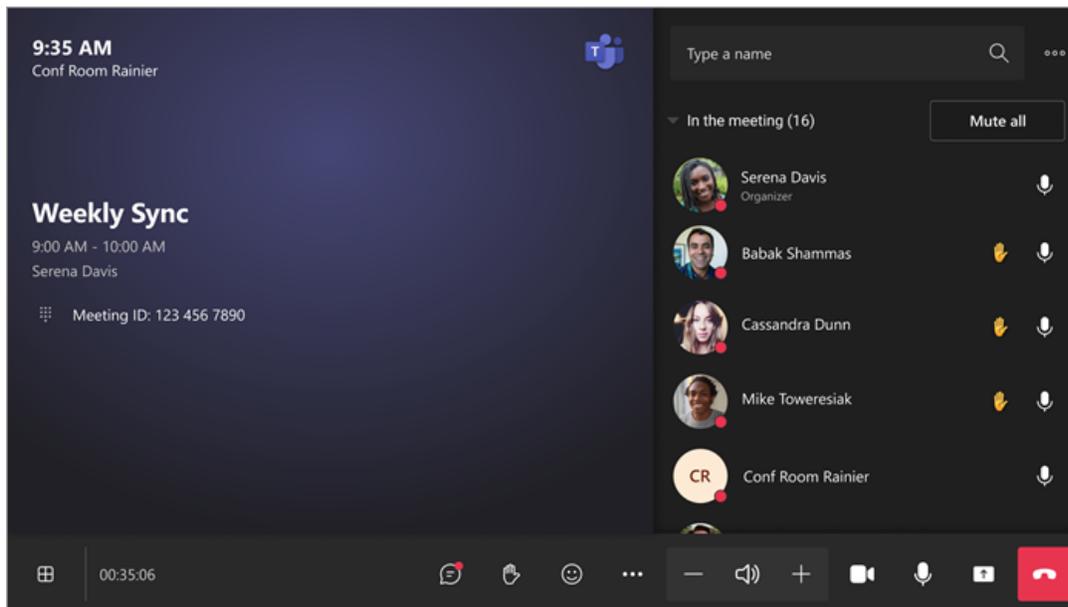
On the Touch Console (along bottom row):

- **View Controls**: Choose from Gallery, Together or Front Row views. Show/Hide chat and place on left or right of the screen
- **Chat Controls**: Toggle chat on or off (may not be available but can be accessed from the View Controls)
- **Hand Controls**: Raise your hand for attention. Toggle to lower hand
- **Emoji Controls**: Select from different emojis
- **Ellipses Controls**: (three dots):
    - Display meeting information
    - Select live captioning
    - Enable/disable the camera of attendees
    - Turn on/off room remote. Control shared meeting room devices remotely from your personal device with room remote in the Teams app. Manage a shared device's camera and microphone, content layout, and settings without disrupting your call or meeting
    - Audio settings
        - turn on/off noise suppression
- **Speaker Controls**: Mute/unmute the ceiling speaker or adjust the volume
- **Camera Controls**: Turn room camera on or off
- **Microphone Controls**: Turn room microphone on or off

- **Content Sharing**: Start/stop sharing, and switch between shared content and video
- **End a Meeting:** Tap the red phone icon on the touch console to end the session for everyone