

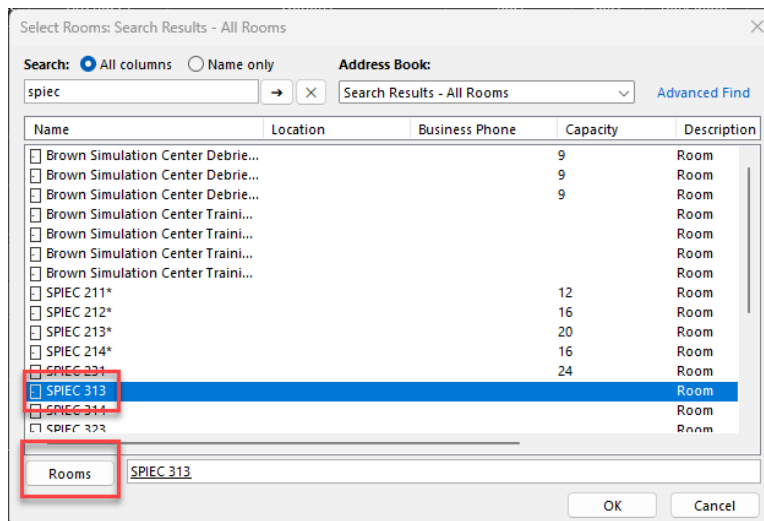
## PART 1 Quick Start Guide

### 1.1 One-Touch Join

- A. One-Touch Join is the simplest way to use the room, you just invite the room’s resource to your meeting in advance, just like you invite people! When you walk into the room your meeting will be displayed on the room’s TEAMS touch screen. Simply press the “Join” button on the touchscreen next to your meeting and the meeting will begin.

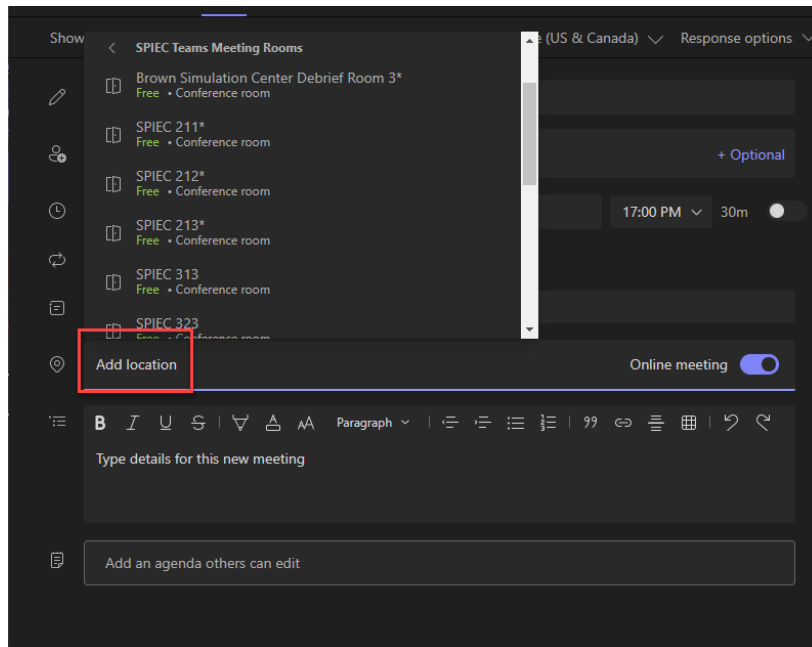
### 1.2 Invite a room to a meeting:

- A. Use Outlook to reserve a room equipped with Microsoft Teams Rooms
1. Open Outlook and go to your calendar.
  2. Select **New Teams Meeting** in the **Teams Meeting** section or **New Meeting**, then **Teams Meeting**.
  3. Select **Location** in the meeting scheduler or type the conference room email address.
  4. Choose a room from the list of available rooms and select “Rooms”



5. Complete the meeting invitation as you would for any other meeting before sending.

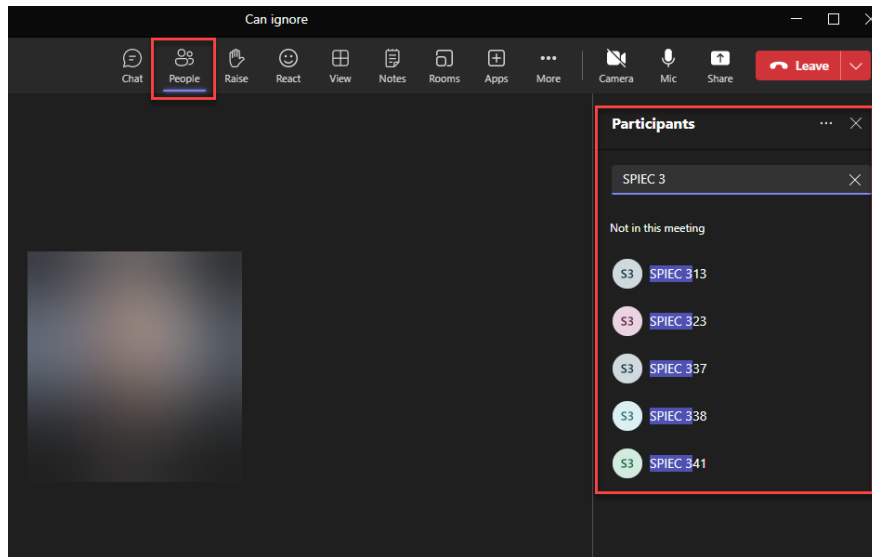
- B. Use Microsoft Teams to reserve a room equipped with Microsoft Teams Rooms
1. Open Microsoft Teams and go to your calendar.
  2. Select **New meeting** to schedule a meeting. Select a meeting type from the drop-down menu to schedule a webinar or live event.
  3. Select **Add location** in the meeting scheduler and type the conference room name or address. You can also browse through the locations and expand **SPIEC Teams Meeting Rooms** then select the room.



4. Complete the meeting invitation as you would for any other meeting before sending.

C. **Use Microsoft Teams to add a Microsoft Teams Room to an existing in-progress meeting:**

1. Join the meeting from your personal device.
2. Select **People**.
3. Search for the room name (it's on the console) and select **Request to Join**.



4. Accept the call on the console to join the meeting.

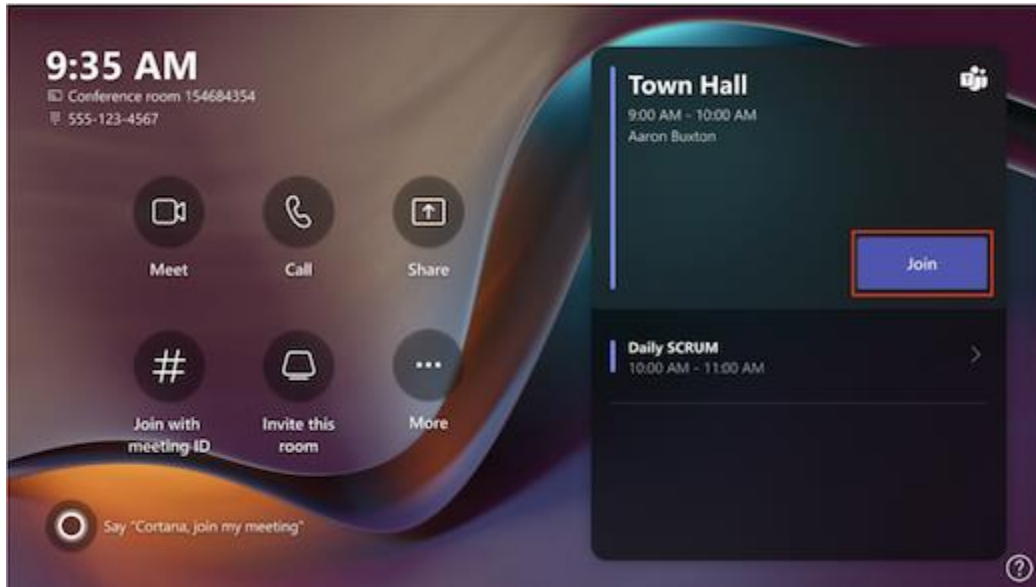
D. **Use Teams or Outlook to add a Microsoft Teams Room to an existing pre-scheduled meeting:**

1. Open the meeting in Teams or Outlook on your personal device.
2. Add the room name (it's on the console) to the participants list or find the room using **Location** in the meeting scheduler (available in Outlook) and send the update.
3. If the meeting is accepted, it will appear on the console.
4. Select the meeting on the console to join.

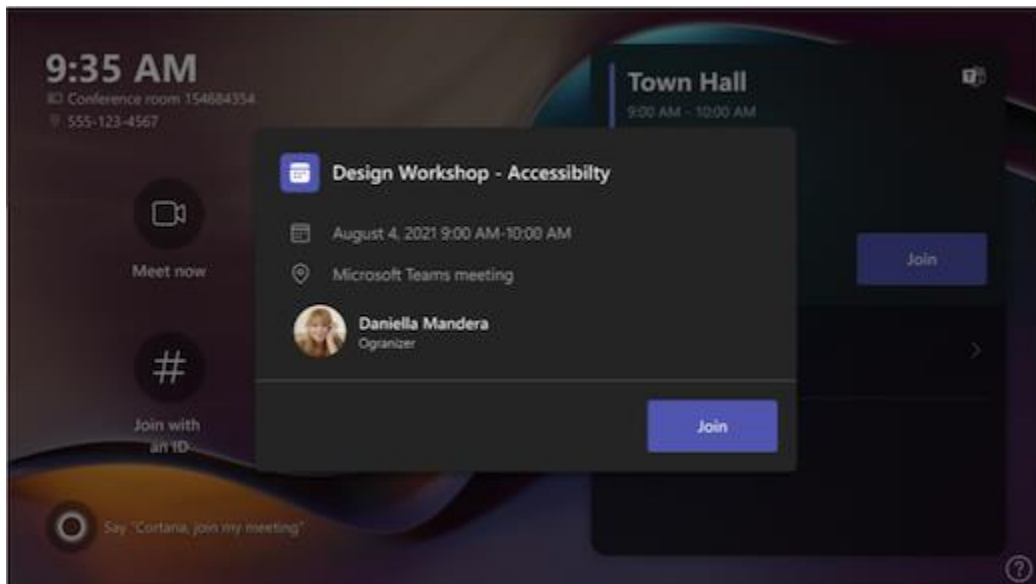
## PART 2 Join A Meeting

### 2.1 Join a scheduled meeting:

- A. Find your meeting on the console and select **Join** to enter.



- B. Current meetings will be at the top of the list. Any upcoming meetings and time slots where the room is available will be shown on the list. Select an upcoming meeting to view its details.



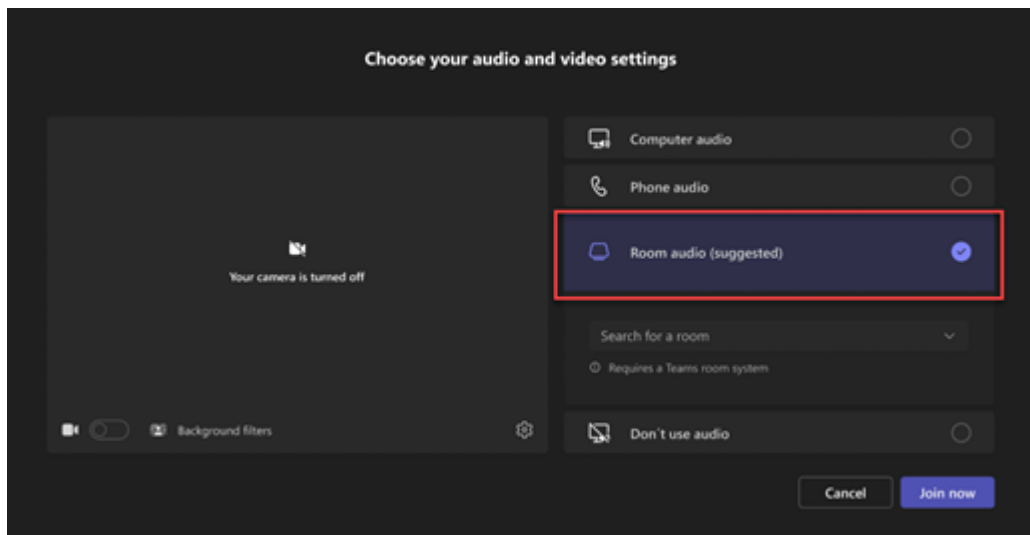
- C. If your room settings allow joining third-party meetings, find other meeting providers on the calendar and select **Join** to enter.

- D. If a scheduled meeting doesn't appear on the room calendar, or if there is no **Join** button on the meeting tile, you'll need to [invite the room](#), add the room on your personal device, or select **Join with meeting ID** and enter the meeting ID and passcode.

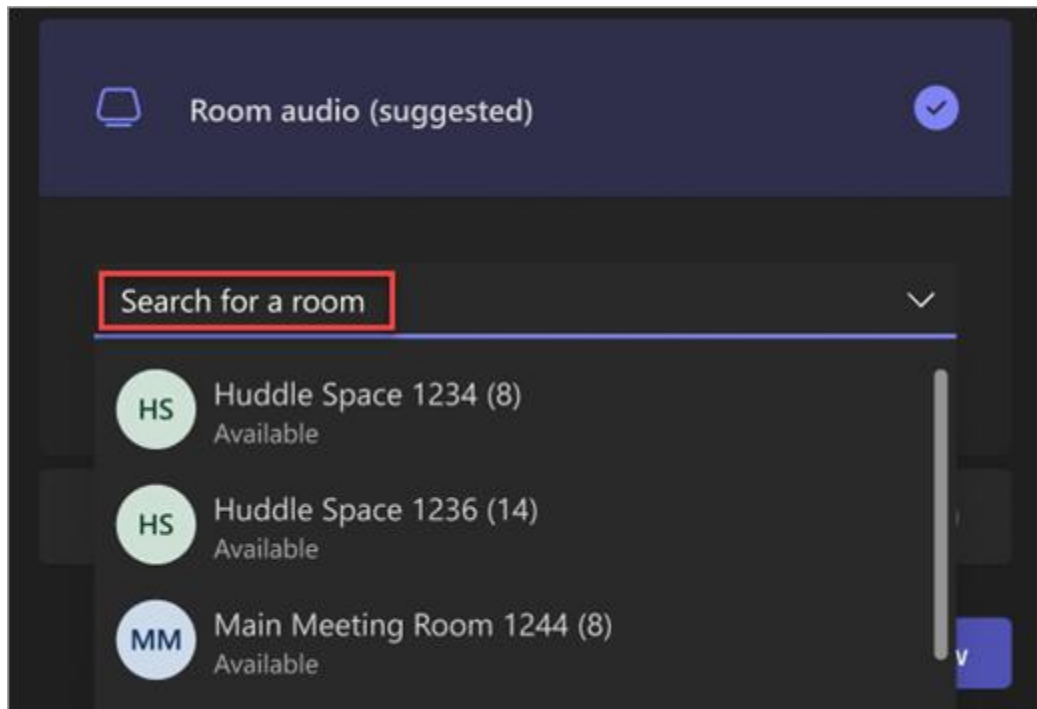
## 2.2 Join a scheduled meeting that's not on the console:


- A. Join the meeting on your personal device.
- B. When you're choosing your audio and video settings, you'll have the option to add a room and use that room's audio and video equipment. Your personal device may even detect a nearby room using Bluetooth.

If it does, you'll see **(suggested)** next to **Room audio**. If the nearby room has already joined the meeting, just select **Audio off** to join with your audio off and avoid disrupting the meeting.




- C. If your device doesn't detect the room nearby, select **Room audio** and search for a room.





- D. If you've already joined the meeting on your personal device, you can select **Show participants** , then go to **Invite someone or dial a number** and search for the room name. Then, select the room and **OK** to call it into the meeting.
- E. Then, the room will ring. To join the meeting, select **Accept** on the room console.

## PART 3 Start an Instant Meeting


- 3.1 Select **Meet**  on the room console. Your meeting will begin automatically.
- 3.2 Under **Type a name**, search for who you want to invite.
- 3.3 Select peoples' names from the search results.
- 3.4 Select **Request to join** to add them to the meeting.

## PART 4 Make a Call



- 4.1 Select **Call**  on the room console.
- 4.2 Dial a number, then select **Call** .

## PART 5 Share Content

### 5.1 Share your screen in a Teams Room (outside of a Teams meeting)

- A. To share your desktop with in-room participants outside of a Teams meeting, connect your personal device to the appropriate cable connected to the room console. Depending on your room settings, your screen may be shared automatically, or you may have to select **Share**  on the room console.
- B. You can also cast content from your personal device. To learn more, see [casting from a mobile device](#) or [casting from a desktop](#).

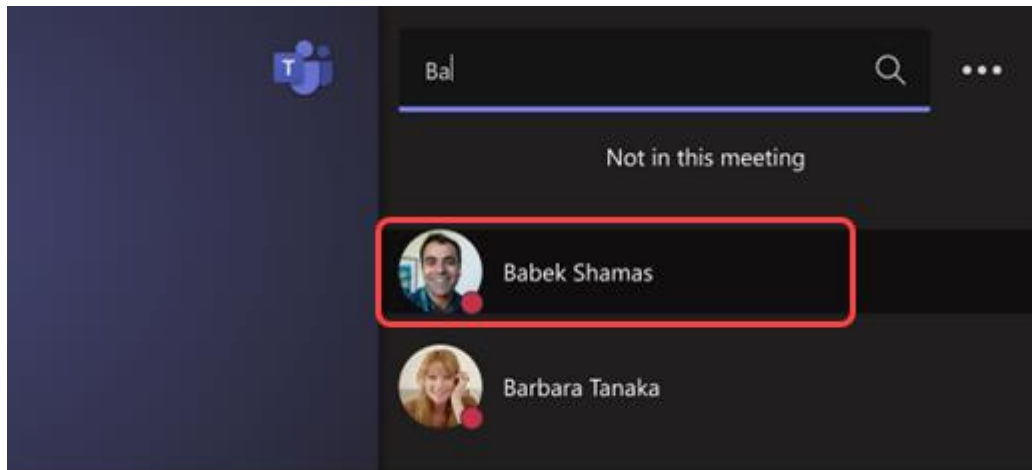
### 5.2 Share your screen with all meeting participants (during a Teams meeting)

- A. There are three ways to share with both in-room and online participants from a personal device:
  - 1. Join the meeting on your personal device and select **Share** , then the item you want to share. Go to [Share your screen in a Teams meeting](#) to learn more.
  - 2. Connect your personal device to the cable connected to the room console. Depending on your room settings, your screen may be shared automatically or you may have to select **Share**  > **Connected device** > **Share** on the room console.
  - 3. Cast content from your personal device. Learn more about [casting from a mobile device](#) or [casting from a desktop](#).

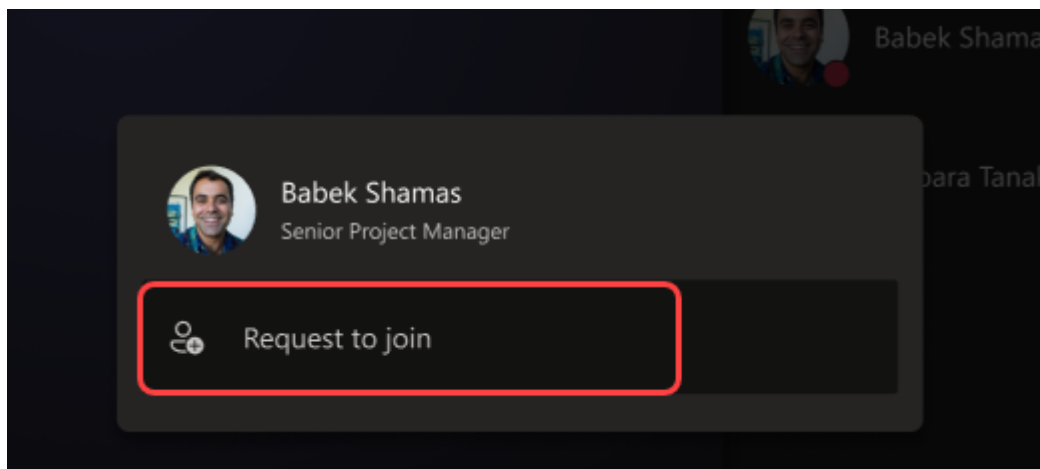
## PART 6 Manage Participants in a Meeting

### 6.1 Add a participant:

- A. In the meeting, type the name of the participant you want to add in the search bar.
- B. Select the participant's name from the search results.



- C. Select **Request to join**.



## 6.2 Pin a participant:

- A. When you want to focus on specific participant(s), select their name(s) on the room console, then **Pin for me**.
- B. **Note:** This will only pin the video for the room, not for others in the meeting.

## 6.3 Remove a participant from the meeting:

- A. To remove someone from a meeting, select their name on the room console, then **Remove from meeting**.