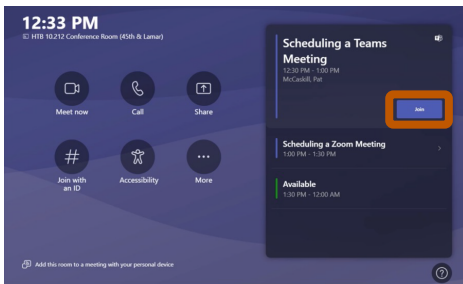


Joining A Scheduled Meeting



Join

Each Teams Room has a touch control panel that shows the scheduled meetings.

Locate the touch control panel and press the Join button when it is time for your meeting to start.

Scan or click the QR code to view a video demonstration.



Meet now

Meet now will start an ad-hoc Teams meeting where the room is the meeting host.



Join with an ID

Join with an ID will allow for joining an ongoing Teams or Zoom meeting by inputting the corresponding meeting ID.



Share

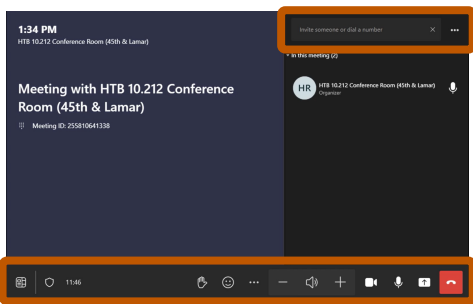
Share will toggle on or off the sharing of locally connected devices.



More

More shows additional room settings. From here, you can reset the equipment if there are any issues.

In Meeting Options (Teams)



Invite someone or dial a number

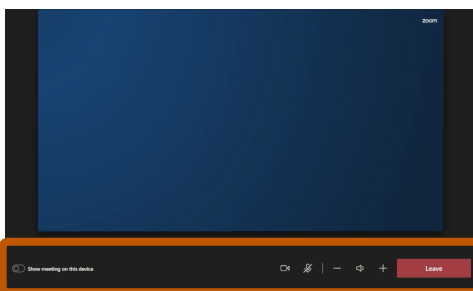
This search box will allow you to search for and invite anyone in the UT Directory.



- 1 This icon will open the in meeting options which adjust how the meeting content will be displayed on the in-room monitor.
- 2 The hand icon will raise or lower your hand.
- 3 The smiley face icon allows for a small selection of reactions.
- 4 The three-dot icon holds some more advanced options turning (live captions.)
- 5 Incoming audio volume down, mute & unmute, and volume up.
- 6 Toggle on and off the outgoing camera feed.
- 7 Toggle on and off the outgoing audio feed.
- 8 Toggle on or off shared local content.
- 9 Leave the meeting.



In Meeting Options (Zoom)



- 1 Toggle on and off the outgoing camera feed.
- 2 Toggle on and off the outgoing audio feed.
- 3 Incoming audio volume down, mute & unmute, and volume up.
- 4 Leave the meeting.



- Teams Rooms do support joining Zoom meetings, however, it does not share all of the same features.
- **IMPORTANT: Sharing local content is not supported in a Zoom call.**
- To share your screen, make sure you are joined to the same meeting from your laptop and share from within the Zoom desktop application.
- When doing this, do not join audio to avoid audio feedback and echos.

Scheduling Your Meetings

- 1 Reserve your room. To reserve your meeting space, start by drafting a calendar event within Outlook.
- 2 Add your desired meeting space as the location.
Double check that the meeting space is also added as a required attendee. (Outlook should do this automatically)
- 3 Add your Teams or Zoom meeting details into the body of the Outlook event.
Meeting details can be generated from the Zoom/Teams Outlook plugins or from the Zoom/Teams desktop applications.
- 4 If the meeting space is available during your selected time, the booking will be approved and your meeting will then be scheduled.

Scheduling A Teams Meeting

Scan or click the QR code for a quick video guide that demonstrates how to schedule your **Microsoft Teams** meeting for use in a Teams Room.




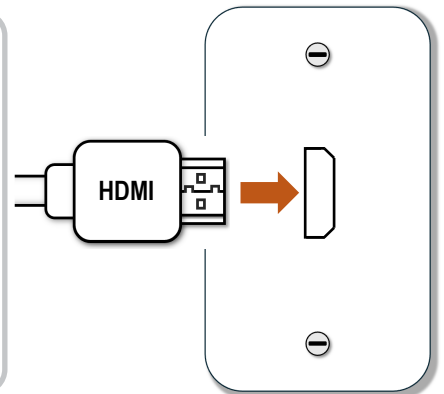
Scheduling A Zoom Meeting

Scan or click the QR code for a quick video guide that demonstrates how to schedule your **Zoom** meeting for use in a Teams Room.

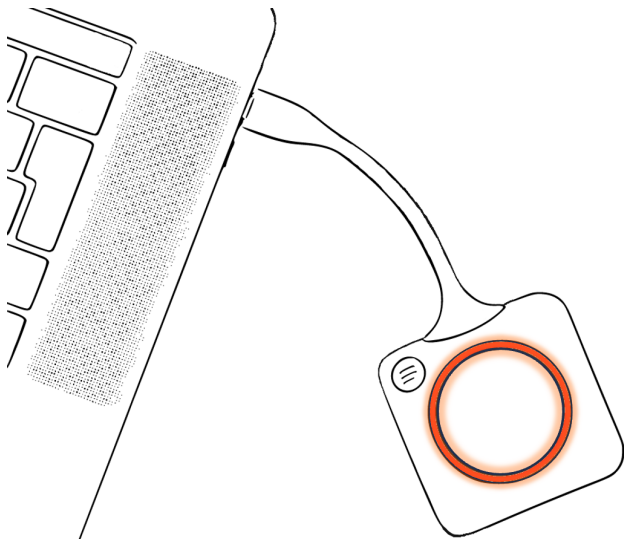


Sharing Local Content (HDMI)

- HDMI capable meeting rooms will have an HDMI wall plate where you can plug in your laptop.
 - Larger conference rooms will have an HDMI cable routed to the conference room table.
 - Connect your laptop to the room's video system at the wall port or conference table HDMI cable.
 - Once physically connected, you can share your content on the room's display or in a meeting.
-  On the Room's touch control panel, use the **Share** button to start or stop the shared screen.
- It is recommended that you toggle off the Share button before connecting another device.
 - Note: Test your connections before important meetings. Not all devices are compatible.



Sharing Local Content (ClickShare)



- ClickShare - an adaptor with a wireless connection to the video system.
- Start by plugging in the Clickshare dongle into your laptop's USB-C port.
- First time users will need to wait up to 1 minute for the dongle to pair.
- The lights around the button will flash white then stay solid white when ready.
- Click the large center button to share your screen with the video system.
- Multiple users can share at the same time.
- **IMPORTANT: Some laptops will not pair unless connected manually.**

Manually Connecting on Windows



Manually Connecting on MacOS

