

Teams Meetings Quick Reference Guide

COLLABORATION ROOMS

version 4.0 Page 1 of 2
05/06/2021

START & END TEAMS MEETINGS

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- Tap **Join** on your meeting listed on the control panel to start the Teams meeting. If there are participants in the lobby they will join as soon as the meeting is started.
- Tap **Red Phone Icon** on the control panel when the meeting is over.

TOUCH DISPLAYS & CAMERAS

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- To control what is displayed on the large monitors (i.e. cameras and content/shared screens): Tap ... on the control panel > tap the desired option; **Gallery, Content and Gallery or Content.** (*Gallery means showing an image for each participant in the meeting.*)
- The conference room camera is **on** by default. Tap **Camera Icon**, on the control panel to turn off the camera. When the camera is **off**, nothing will be displayed.

AUDIO CONTROLS

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- Tap **Microphone icon** on the control panel to mute the room. Tap the icon again to unmute. Puck mics on the table can also be used to mute the room.
- To adjust the speaker volume, use the **volume + or -** on the control panel
- Tap **Mute All**, to mute all participants.

WHITEBOARD FUNCTIONS (won't be interactive in room until future date)

- To start a new whiteboard: Go to the Teams Meeting Conversation window from your laptop, tap on the **Share Content** button, **More**, then select **Whiteboard**
- Others joined in the meeting will be able to view
- To save the whiteboard click on the ellipsis (...) on the right side of your whiteboard to *Save As* or *Save to OneNote*

PARTICIPANTS

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- To see the active participants: Tap **Participants** on top of the control panel.
 - The conference room is a meeting participant.
 - Tap a **specific participant** for a menu of options to apply to that person.
- To invite more people once the meeting has started: Within the **Participants** tab > tap **Add Participants**> enter the name of an internal contact or enter the phone number to call (no leading '9' for outside numbers) > tap the number or full name listed below the entry box to move it to the Participants box > add additional participants until all are in the Participants box > tap **OK** > they will be listed under **Participants** if they answer/join.

PRESENTERS

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- To share your desktop/program as a presenter: Click the **Share Content** icon (i.e., the monitor icon) in the Teams Meeting Conversation window > click **Share Desktop, Share Window or Share PowerPoint Files** from the menu > if applicable, select the program(s) or file > click **Stop Sharing** on the top toolbar when done.
- Using PowerPoint Files:
 - *To attach files:* Join the Teams meeting > click the **Share Content** icon in the Teams meeting window > click **Present PowerPoint Files** > locate the file & click the **Open** button > the file is uploaded > click the **Stop Sharing** button **.
 - *To present files:*
 - Via the Teams Meeting Conversation window: Click the **Share Content** button > click **Manage Content** > click **Start Sharing This Content** under the desired file name.
 - Via the control panel: Tap **Content** > tap the file from the list of content.

GIVE FEEDBACK

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- If you have an issue with the room, use the Give Feedback function.
- Clarify if you want assistance ASAP by starting our text with "Help needed now"

Screen view once the room has joined the meeting

12:16 PM

12:00 PM - 12:30 PM

Meeting 1

Fait, Krista

.PWK-Portable Room System

Participants Conversation Content

In the Call (3)

.PWK-Portable Room System

Fait, Krista
Sr IT Project Portfolio Manager

Dietrich, Derek
Sr System Eng

Call Actions

Add Participants

Mute All

Layout

Give Feedback

The screenshot shows the Teams Meeting interface. On the left, a dark blue sidebar displays the time (12:16 PM), meeting duration (12:00 PM - 12:30 PM), meeting name (Meeting 1), and the current participant (Fait, Krista). Below this is the room name (.PWK-Portable Room System). On the right, the main meeting area shows tabs for 'Participants', 'Conversation', and 'Content'. Under 'Participants', it lists 'In the Call (3)' with three entries: '.PWK-Portable Room System', 'Fait, Krista (Sr IT Project Portfolio Manager)', and 'Dietrich, Derek (Sr System Eng)'. To the right of the list are 'Call Actions' including 'Add Participants' and 'Mute All'. At the bottom, a control panel contains icons for 'Layout' (circled in red), a video camera icon, a microphone icon (circled in red), a share icon (circled in red), a red phone icon, and a speaker icon with a volume slider. A 'Give Feedback' button is located at the bottom left of the control panel.

IMPROMPTU MEETINGS

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- To convert a scheduled non-Teams Meeting into a Teams Meeting the Organizer will have to add the Teams invite into the Outlook calendar invite and resend.
- If you see an ellipses (“...” see image below) in the meeting calendar tile on the control panel instead of the Join button this is an indicator that it was not set up with a Teams link.
- **If there is no meeting scheduled:** tap **New Meeting** on the control panel > enter the name of an internal contact, or enter the phone number to call (no leading ‘9’ for outside numbers) > tap the number or full name listed below the entry box to move it to the Participants box > add additional participants until all are in the Participants box > tap **Start Meeting** > the meeting calls the participants.
- To project from a laptop when not joined to a Teams Meeting, plug the HDMI cord into the display port of the laptop that is to display on the touch screen.

TO MAKE NON-VIDEO CALLS

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- Touch the control panel to activate it if it is a blank screen.
- Tap **Dial Pad** on the bottom banner of the control panel. Enter the phone number (no leading ‘9’ for an outside number).

VERIFY AUDIO & VIDEO SETTINGS ON A LAPTOP/DEVICE

Use as a reference to assist participants having audio/video issues with laptop.

AUDIO SETTINGS:

1. In the Teams for Business main window click ... **Options** ⚙️
2. Click **Audio Device** from the options listed on the left side of the Options window.
3. Select the device to use for Audio calls.
4. Click the green arrow next to **Speaker** to hear a sample tone, and drag the slider to adjust the volume as needed.
5. To test the microphone volume, speak for a few seconds. The volume is optimal when the progress bar reaches the middle of the test area. Drag the slider next to **Microphone** to adjust the microphone volume.
6. Click the green arrow button next to **Ringer** to hear a sample ring of an incoming call, and drag the slider to adjust the ringer volume.
7. If you have more than one audio device, you can choose to set both to ring for an incoming call. Under **Secondary Ringer**, check **Also ring**, and select the additional device. Check **Unmute when my phone rings** to automatically unmute the device speakers when you receiving a Teams for Business call.
8. Check **Allow stereo audio playback when available** to make sure the best audio quality is available during a meeting.
9. Click **OK** to save the settings.

VIDEO SETTINGS (a camera is needed to share your video but not to see other’s videos):

1. In the Teams for Business main window click **Options** ⚙️ .
2. Click **Video Device** from the options listed on the left side of the Options window.
3. Your video preview should be displayed; if not, make sure the camera is working correctly.
4. Click the **Camera Settings** button to adjust any video settings.
5. Click **OK** to save the settings.

