


# Teams Meetings Quick Reference Guide

## PRESENTATION ROOMS

### START & END TEAMS MEETINGS

- Tap **Join** for the 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 **Leave Meeting**  on the control panel when the meeting is over.

### ROOM CONTROLS (Screen, Camera, Lights, Shades, Microphones, Speakers)

- (1) Press the ... button on the control panel frame to bring up the room controls and other display options.
  - (2) Tap **Environment** to adjust the lights and shades. Control the lighting via the On through Off buttons. Raise/lower shades via the **Shades** buttons.
  - (3) Tap **Camera** to adjust the display. Select the **Presenter** or **Audience** cameras (Audience will show the room/audience). Use the camera rotation and zoom buttons as needed. The **Preset** buttons are for using predefined camera views of the room.
  - (4) Ceiling Microphones: Tap Mute/Unmute for the overhead microphones and use the Voice Lift Volume slider to adjust the volume if necessary.
  - (5) Room Speakers: Tap Mute/Unmute icon program volume slider for the room speakers and use the slider to adjust the volume of sound coming out of the speakers.  
**To return to the main screen touch the screen along the border**
- Note: Handheld microphones are not controlled from the control panel. These microphones are numbered and only one of the two can be used at time with the same number, either a hand held mic or the lavalier microphone.

### LAPTOP CONNECTION TO CRESTON FLEX SYSTEM

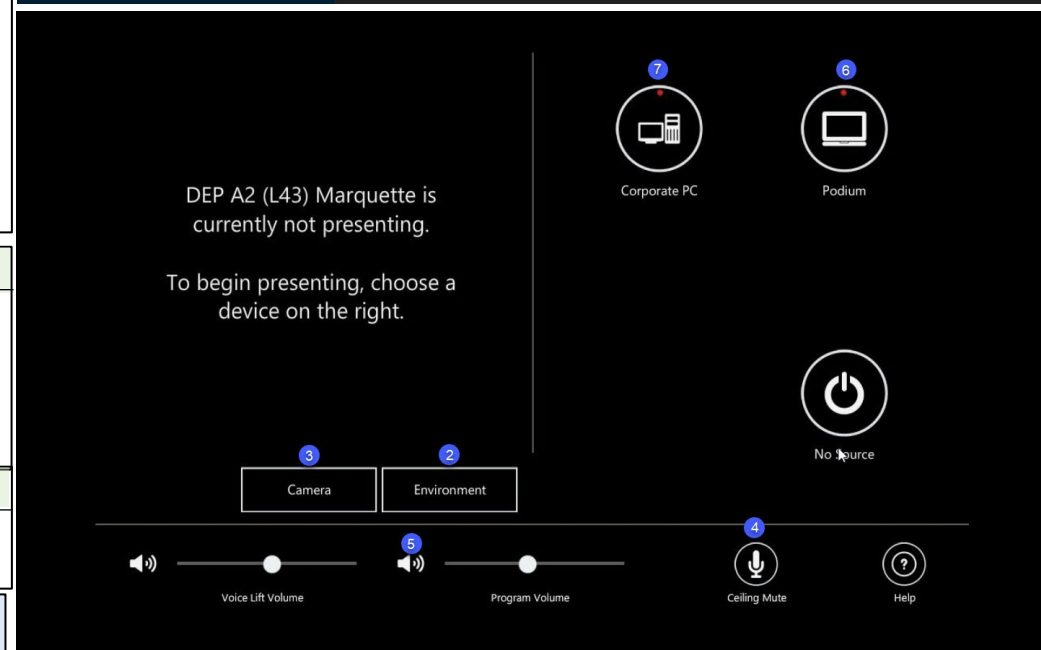
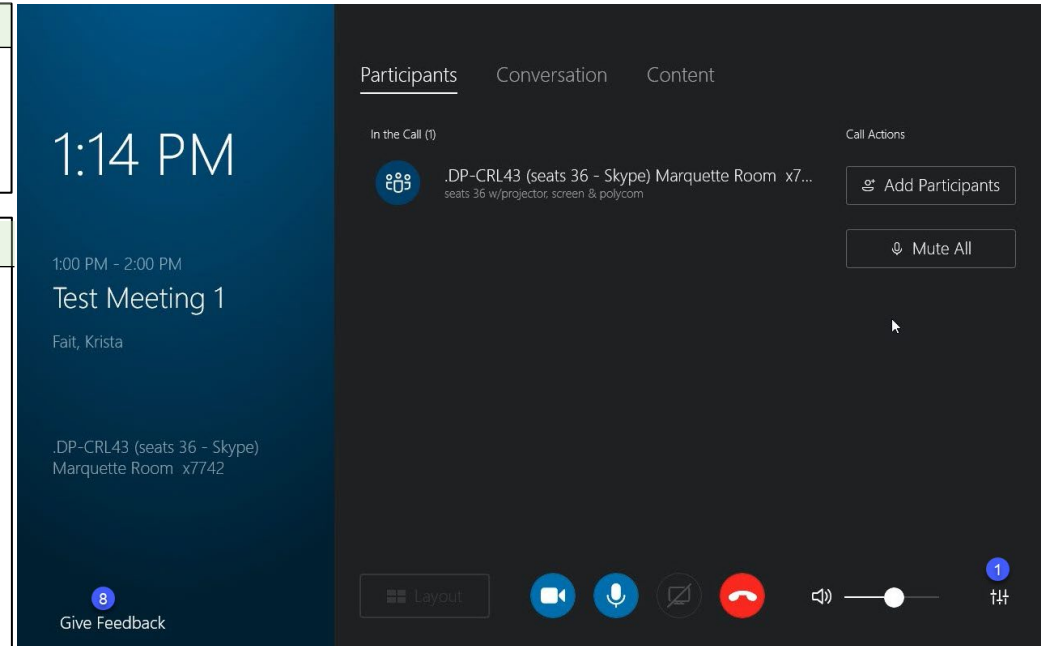
**Only need to connect as a presenter if not joining the Teams meeting from the laptop**

- (6) Tap **Podium** or **Wall Plate** (if there is no podium in the room) the control panel when using an individual's laptop, and connect the laptop to the HDMI cord.
- (7) Tap **Corporate PC** when using the corporate PC provided in the conference room.

### GIVE FEEDBACK

- (8) 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"

**Do not attempt to reset the equipment**




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### PARTICIPANTS

- To see who are the active participants: Tap **Participants** on the control panel.
  - The icons to the right of their name/number indicate how they are connected (phone, video, and/or presenter).
  - The conference room is a meeting participant.
  - Tap a **specific participant** to bring up a menu of options to apply to them.
- To invite more people once the meeting has started: Tap **Participants** > tap **Invite More People** > 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

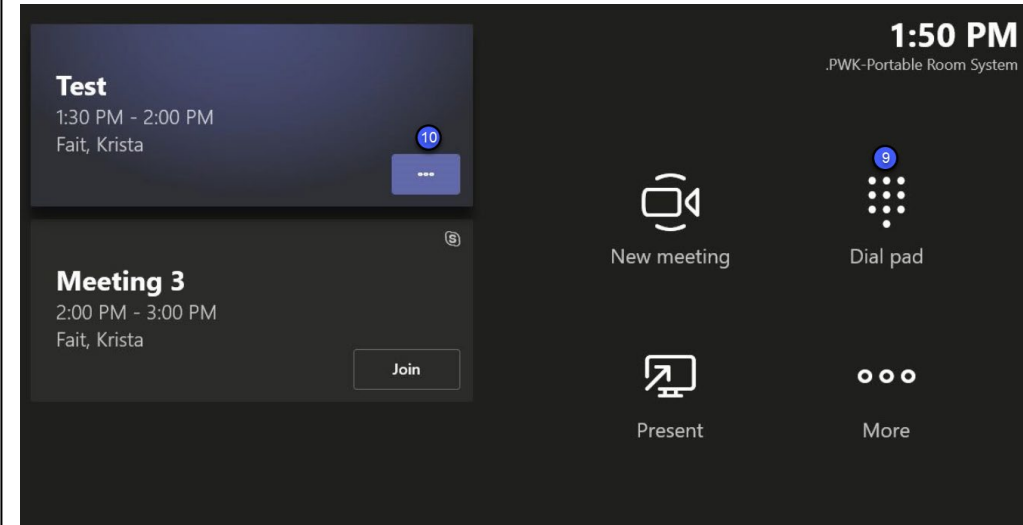
- To share your desktop/program as a presenter: Click the **Present** icon (i.e. the monitor icon) in the Teams Meeting Conversation window > click **Present Desktop**, **Present Programs**, or **Present PowerPoint Files** from the Present menu > if applicable, select the program(s) or file > click **Stop Presenting** on the toolbar when done.
  - Using PowerPoint Files:
    - The annotation functionality is only applicable to PowerPoint presentations.
    - Files can be attached to the Teams meeting prior to or during the meeting.
    - To attach files:** Join the Teams meeting > click the **Present** icon in the Teams meeting window > click **Present PowerPoint Files** > locate the file & click the **Open** button > the file is uploaded > click the **Stop Presenting** button \*\*.
    - To present files:**
      - Via the Teams Meeting Conversation window:** Click the **Present** button > click **Manage Presentable Content** > click **Present Now** under the desired file name.
      - Via the control panel:** Tap **Content** > tap the file from the list of content \*\*.
- \*\* If the room is not a designated presenter, the file will not be listed on the control panel. Resolve by having any designated presenter change the file's permissions via their Teams Meeting Window: Click the **Present** icon in the Teams meeting window > click **Manage Presentable Content** > click **Permissions** > **Everyone** under the file name.

### TO MAKE NON-VIDEO CALLS

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

### IMPROMPTU MEETINGS

- (10) 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 screen.



**Do not attempt to reset the equipment**