

# Teams Room – User Guide



## INTRODUCTION


This user guide aims to provide instructions on how to host a meeting using a Teams Room.

A Teams Room is an AV-enabled meeting room which has been setup with dedicated Teams hardware. It provides video conferencing facilities directly from Microsoft Teams without the need to login to a PC. Users are also able to schedule meetings, call participants and present from their own devices.

## Hosting a Teams Meeting

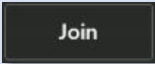
### 1

### BOOKING THE MEETING

- 1) Schedule a new meeting in your Microsoft Teams calendar: 
- 2) Invite the participants you would like to attend by adding them to the **Add required attendees** list.
- 3) Add the Teams Room in which you'd like to host the meeting to the list of invited attendees, just like you'd add a colleague. For example, to host your meeting in room **S203**, simply type *S203* – the room will appear as **IT Meeting Room S203** and can then be selected and added as a participant.
- 4) Suggested available times will be displayed in the **Scheduling Assistant** tab. If the room is available at your chosen time, complete the booking by clicking **Send** – this will then schedule the meeting and reserve your chosen Teams Room.

### 2

### ATTENDING THE MEETING

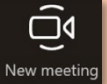
- 1) When you arrive at the Teams Room you have booked, the **Occupancy Panel** outside the door will show the details of your reservation.
- 2) Inside the room, press the  button on the touchscreen of the Teams device to start the meeting:
  - The wall-mounted screen will display your invited participants
  - The camera installed in the room will capture in-room video
  - The microphone(s) installed in the room will capture audio

*NOTE: The location of the camera and microphone(s) will differ depending on the size and layout of the Teams Room you are in.*

## 3

## HOSTING AN AD-HOC MEETING

As an alternative to scheduling and booking a meeting in advance, you are also able to arrive at an available Teams Room and start a meeting there and then:


- 1) Use the **Occupancy Panel** to check if the room is available.
- 2) If the room is free, press **New Meeting** on the Teams device touchscreen: 
- 3) In the search box, enter the name of the person(s) you wish to add to the meeting.
- 4) You are also able to add participants from outside of BU by entering their email addresses – external attendees **MUST** have a Teams account in order to do this. (i.e. you cannot add a *Zoom* participant in this way – see more below).

## Hosting a Non-Teams Meeting

## 1

### CONNECTING A PERSONAL DEVICE

To attend or host a video conference on a platform other than Microsoft Teams, a personal device must be connected (e.g. a Laptop or MacBook) – this will also allow you to present content on the wall-mounted display, for example a PowerPoint slideshow:

- 1) Book the room as shown above – using the Teams calendar method is best.
- 2) Setup the *Zoom* call (or similar) on your personal device; inviting attendees etc.
- 3) Connect the supplied HDMI and USB fly-leads to your device and press the **Present** button on the Teams device touchscreen – the HDMI lead allows your content to be shown on the wall-mounted display and the USB lead allows the camera and microphone to connect to your device. 
- 4) Within the settings of your video conferencing software, select the Teams Room microphone and camera devices as your audio and video inputs.  
*NOTE: The names of the devices will differ depending on the Teams Room you are in.*
- 5) You can now use your device to host a video conference, using the in-room AV.

## Further Information



### IN-CALL TOUCHSCREEN CONTROLS



#### SCREEN SHARE

Press to share the contents of your screen within the Teams call.



#### CAMERA ON/OFF

Press to switch the in-room camera on or off.



#### MICROPHONE MUTE

Press to switch the microphone on or off.

- The microphone can also be muted at any time by pressing the microphone icon on top of the Teams device: **GREEN** light = active / **RED** light = muted.