

# Teams Room – User Guide



## INTRODUCTION

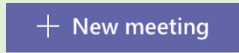
This user guide aims to provide instructions on how to host a meeting using a Teams Room.

A Teams Room is an AV-enabled meeting room which has been setup with a **Crestron Mercury** unit. 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

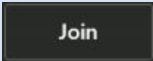
### 1

### 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

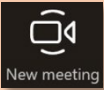
### ATTENDING THE MEETING

- 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 **Crestron Mercury** device to start the meeting:
  - The wall-mounted screen will display your invited participants
  - The camera installed under the screen will capture in-room video
  - The microphone within the **Crestron Mercury** unit will capture audio

### 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 the room is available – you can use this to book your meeting in-situ if you wish.
- 2) If the room is free, press **New Meeting** on the **Crestron Mercury** 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.

## Hosting a Non-Teams Meeting

### 1

## CONNECTING A PERSONAL DEVICE

In order 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:

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

## Further Information



## IN-CALL TOUCHSCREEN CONTROLS



### SCREEN SHARE

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



### CAMERA ON/OFF

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



### MICROPHONE MUTE

Press to switch the **Crestron Mercury** microphone on or off.

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