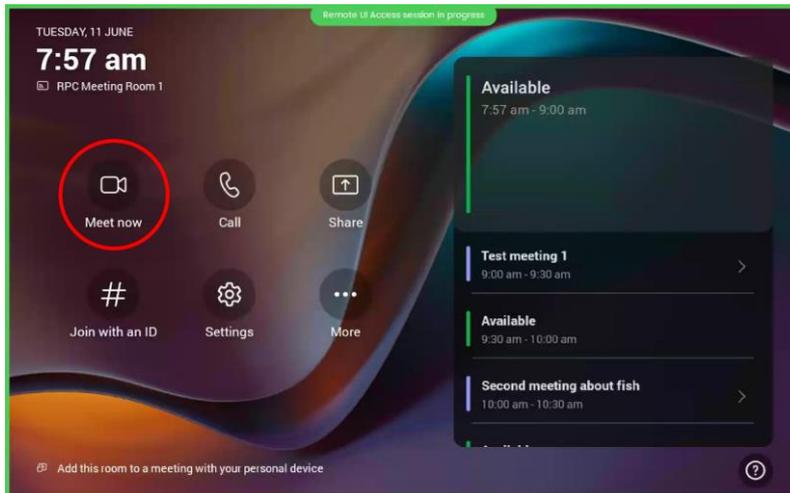


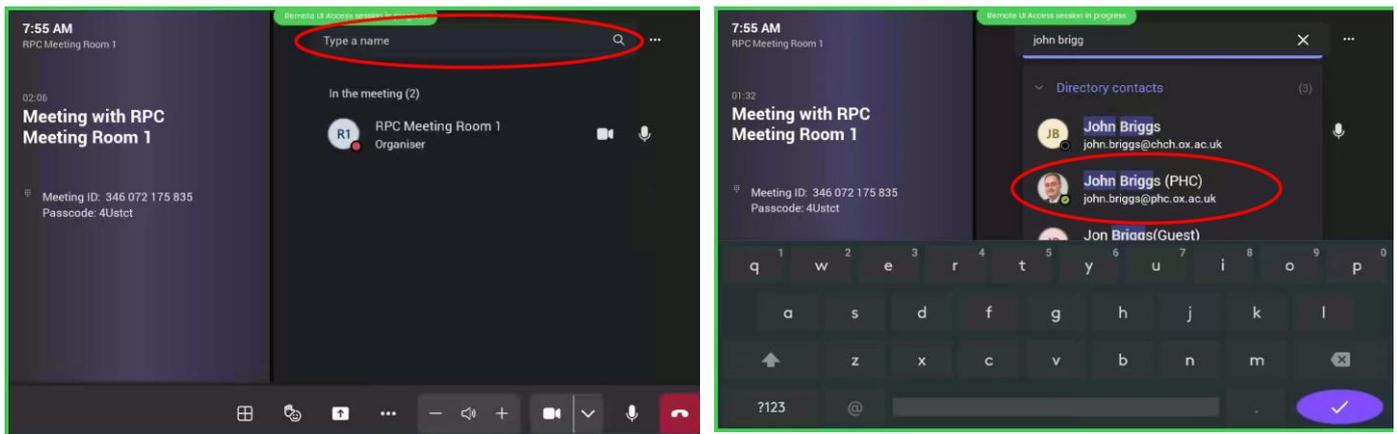
Starting a new meeting

You are in the meeting room and want to call a number of colleagues into a Teams meeting.

Press on the 'Meet Now' button



On the next screen press on the 'Type a name' field to bring up the keyboard and start typing the name of the person you want to add to the call. Press on the name of the person from the list to call them into the meeting.

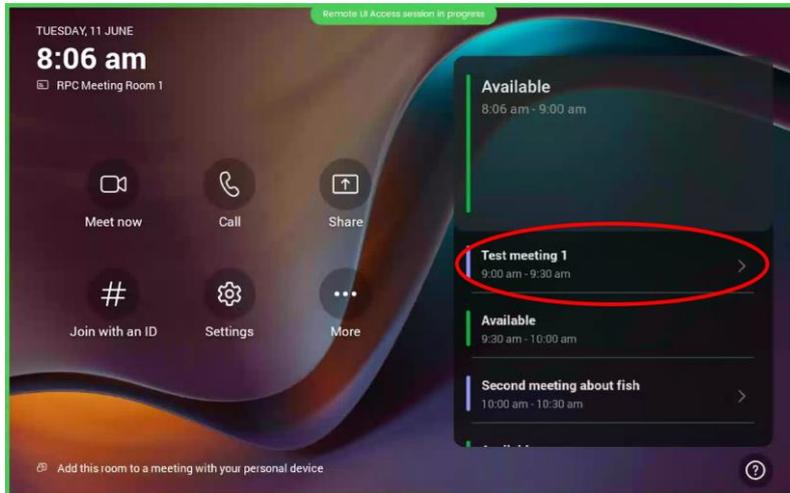


You can add more people by doing the same process. The main display will show the camera or computer screen and update as people join the meeting.

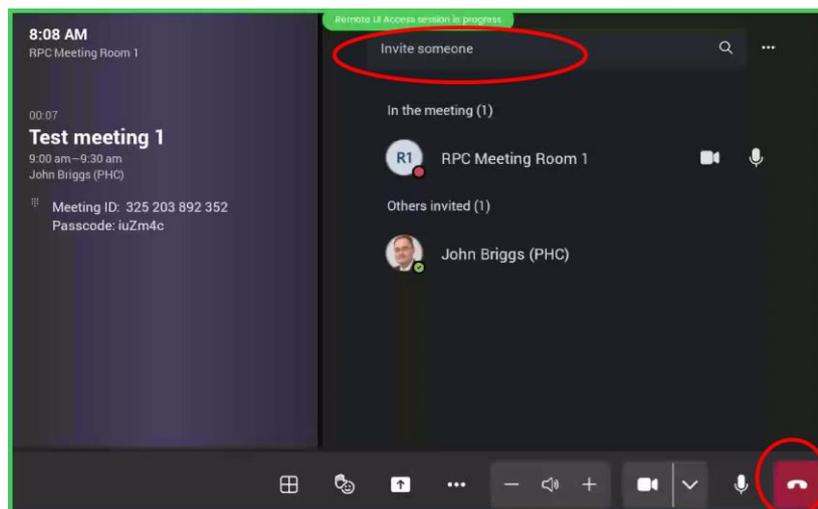
To finish a call press the red 'call hangup' icon  in the bottom right of the touch screen

Joining a scheduled meeting

You can invite the room to your meeting by including 'RPC Meeting Room 1' as a member on your invite list. Doing this allows you to start the meeting from the main screen by clicking on your meeting in the calendar display (see below)



In this example we are going to join the meeting at 9:00am entitled Test Meeting 1

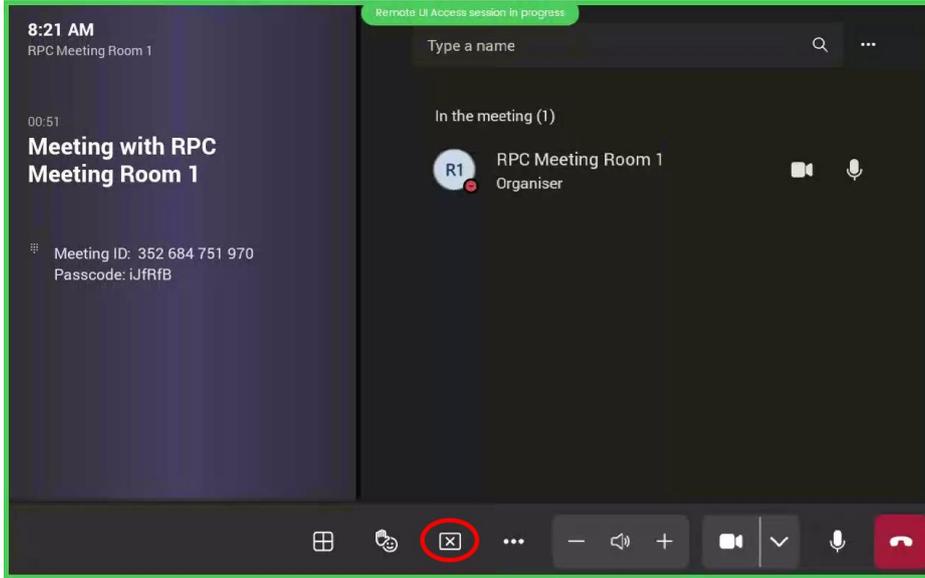


From this screen you can invite other users to the call, or wait for them to join. The main display will show the camera or computer screen and update as people join the meeting.

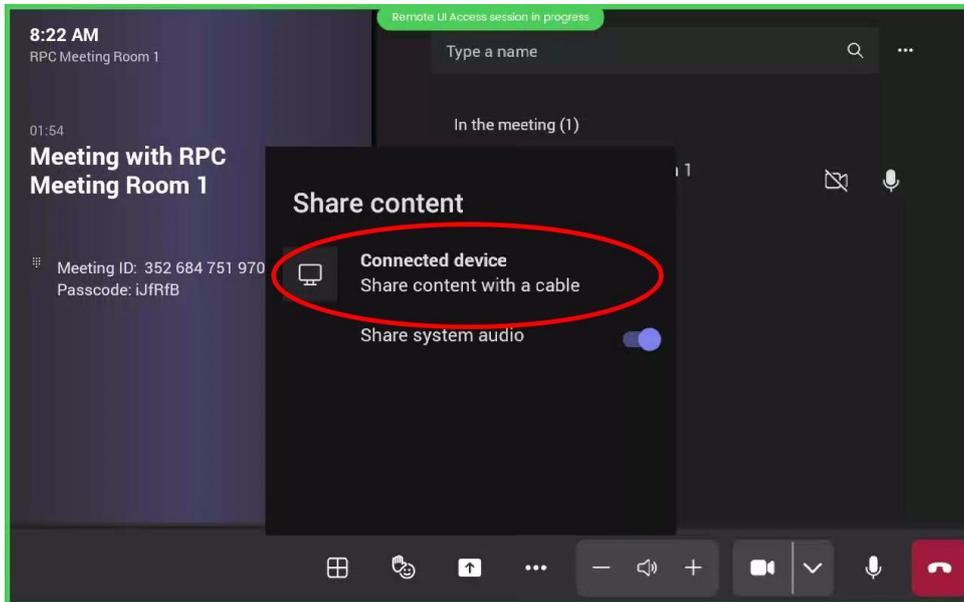
To finish a call press the red 'call hangup' icon  in the bottom right of the touch screen

Sharing the room PC content on a call

By default the room PC will be shared automatically on any call you start or join. You can stop sharing this screen by clicking on the  icon in the bottom toolbar (see below).



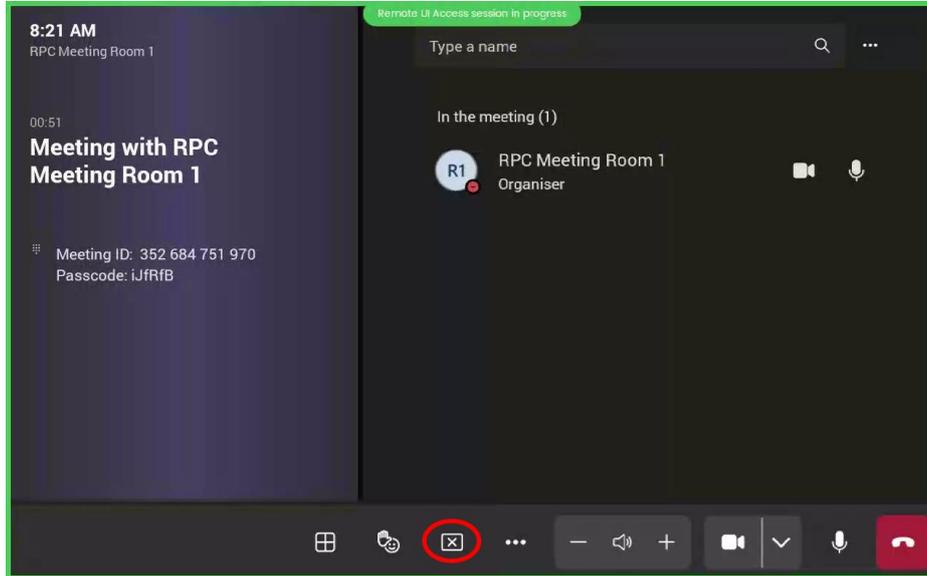
If you want to re-share the local room PC, press the  icon and press on the 'Connected device' option (see below)



Sharing your laptop display on a Teams call

To show your laptop screen on the Teams call rather than the local room PC follow these steps.

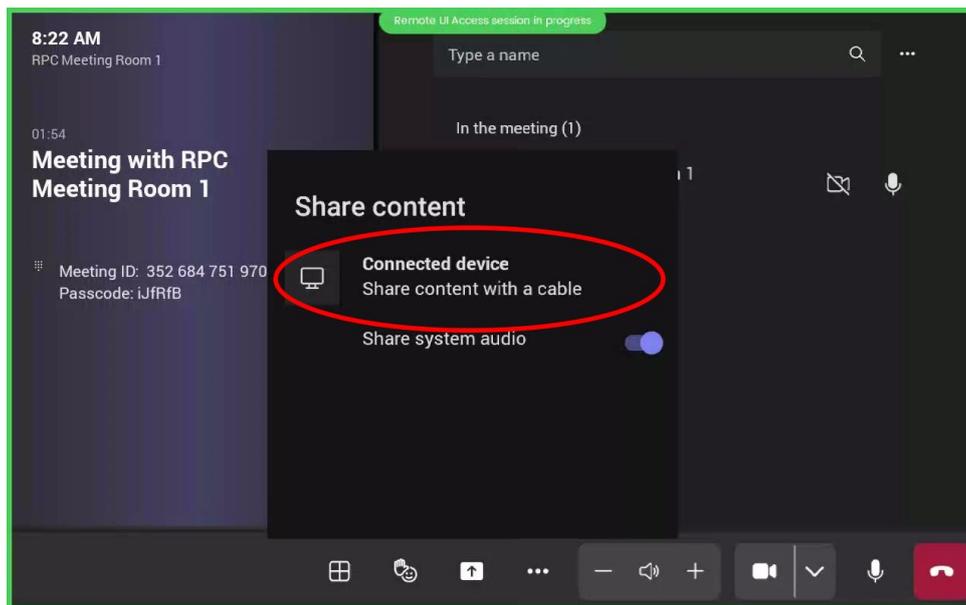
First it is important to **stop sharing the room PC** first by clicking on the  icon in the bottom toolbar



Next plug your laptop into the HDMI cable labelled '**TEAMS SHARING ONLY**'

Important Note: at the moment only Windows based devices are supported, Apple Mac's **DO NOT WORK**

Once your laptop is connected to the HDMI cable press the  icon and press on the 'Connected device' option (see below)



When you have finished, stop sharing the laptop screen using the same process then disconnect your laptop. You can then re-share the room PC if you need to.

Using Teams functions in a call

When you are in a call you have access to the usual features of teams such as putting your hand up, muting your microphone etc. See the following for details on how to use these.

Changing the volume

Press the volume up/down buttons on the toolbar as desired



Turning the room mic off/on

To turn the room mic off or on use the toggle button on the toolbar



Denotes the room mic is **ON** and transmitting



Denotes the room mic is **OFF** and **NOT** transmitting

Turning the room camera off/on

To turn the room camera off or on use the toggle button on the toolbar



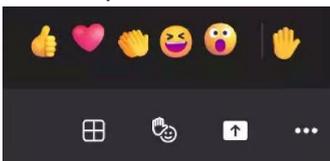
Denotes the camera is **ON** and transmitting



Denotes the camera is **OFF** and **NOT** transmitting

Putting hand up and other emoji icons

To raise your hand, smile etc press on the  button on the toolbar and press the desired option from the list



Note: the reaction will come from RPC Meeting Room 1, not a person

Other Teams features

Text chat feature

Although it is possible to do text chat from the touch panel it can be a little cumbersome so we recommend joining the call from your own laptop and using this to type text comments.

Recording of meetings

If you are wanting to record your meeting (assuming you have followed the normal IG process) you will need to do this from your own laptop and join the call as well as the room.

Echo or feedback on the call

If you are getting feedback in the room, make sure all other users who are joining the same call on their laptops turn off their microphones and speakers and rely on the room audio. An alternative is for users to use headsets.