

BILL & MELINDA GATES *foundation*

Teams-ready Conference Room

Getting Started Guide

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Need help? Please call AV Support.

x3545 or +1 (206) 709-3545, option 2.

PLEASE DO NOT REMOVE THIS GUIDE FROM THE ROOM

Last-minute meeting

Meet with remote attendees

- 1 Tap **New meeting** on the in-room console to start a new Teams meeting.



- 2 **Invite your attendees** using the console's people search.



Invite yourself to the new meeting if you'd like to share wirelessly from your device.

Present in this room without Teams

Plug in using the HDMI cable.

Sharing automatically begins about 5 seconds after plugging in the HDMI cable.

To stop projecting, unplug your device.




Please **do not** use the **USB** cable with Teams or Skype one-touch join meetings.

Share content wirelessly

- 1 From the in-room console, tap **Join** to connect to your meeting.




 If there isn't a Join option for this meeting, flip to the **Invite this Room** page.

- 2 Open the Teams app **on your laptop or phone.**



- 3 From the **calendar tab**, find your meeting and **click Join.**



 Joining from an email link? You'll get a **Join conversation** page - choose **Launch it now.**

- 4 **Turn off your device's microphone and speakers** from the app when joining.



- 5 **Tap the share button** from within the meeting **on your device** to share an app or your desktop.




Invite this room: Teams

- 1** **On your laptop**, open the meeting using the the **Join Microsoft Teams Meeting** link in the calendar invite.




You might need to click “Join on the Web” or “Launch now” from your browser before the meeting opens.

-  Hold on! When Teams opens your meeting, **don't click Join now**. Instead, go to Step 2.


- 2** From the **Choose your audio & video settings** screen, click **Add a Room** in the lower right.



-  If you see an **Add this room and join** popup for the current room, click it and skip step 3!

- 3** **Select the current conference room** from the list shown. Your laptop will also join the call, but muted.



-  If you don't see the current room on the list, change the room list from the dropdown.

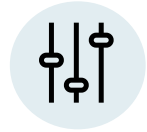
- 4** **Accept the call** from the in-room console.



Other ways to share content

Use the in-room PC

1 Open the **Display** tab in the **More > Room Control** menu.



2 Under Teams and Skype, turn **Share from the in-room PC** on.

3 Use the in-room keyboard to **sign in with your credentials**.



Please take a moment to turn PC sharing off again before leaving the room.

Share without wireless connection

Plug in using the HDMI cable.

Sharing automatically begins about 5 seconds after plugging in. To stop projecting, unplug your device.

The USB connection is **only** used when hosting a conference call from your laptop (see page 5).

Join from another conference app (Zoom, BlueJeans, WebEx, etc.)

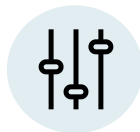
1

Plug in your laptop using **BOTH** the room's **USB cable** **AND** the room's **HDMI cable**.



2

On the in-room console, go to **More > Room Control**.



3

From the **Display** tab, select **Another App** mode.



4


Join your meeting from your laptop in an app OR a browser window. (Zoom, BlueJeans, WebEx, etc.)



5

From the **meeting's audio settings**, select the room's microphone and speakers using the names below.



 **MICROPHONES:** Dante USB I/O Module

 **SPEAKERS:** Dante USB I/O Module

6

OPTIONAL
Open the **meeting's video settings** and select the room's camera.



 **CAMERA:** USB Capture SDI