

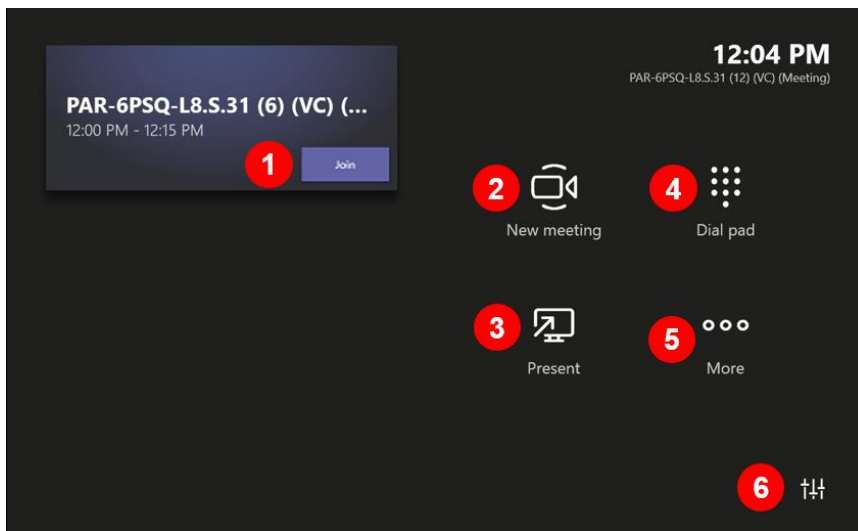
Meeting room technology overview

In this user guide you can learn about key features of the meeting room consoles:

1. [Main console interface](#)
2. [Microsoft Teams meeting interface including:](#)
 1. [Main console](#)
 2. [More options menu](#)
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1. Main console interface

- 1 When you first enter the room the main console interface will display.



1 Join a scheduled meeting by tapping **Join** for the scheduled meeting. Ensure you have checked in using the room booking panel before starting the meeting.

2 Start a new meeting by tapping **Meet Now**. You will be able to enter the email address of invitees as well as other Microsoft Teams Meeting rooms. Refer to the **Join or Start a new meeting within a room** user guide for suggested processes.

3 To present your screen from your laptop without starting a Teams meeting, insert the HDMI cable and tap **Present**.

4 Make a phone call by tapping **Dial Pad**. You will be able to dial a phone number. There are no extra steps for calling an outside line.

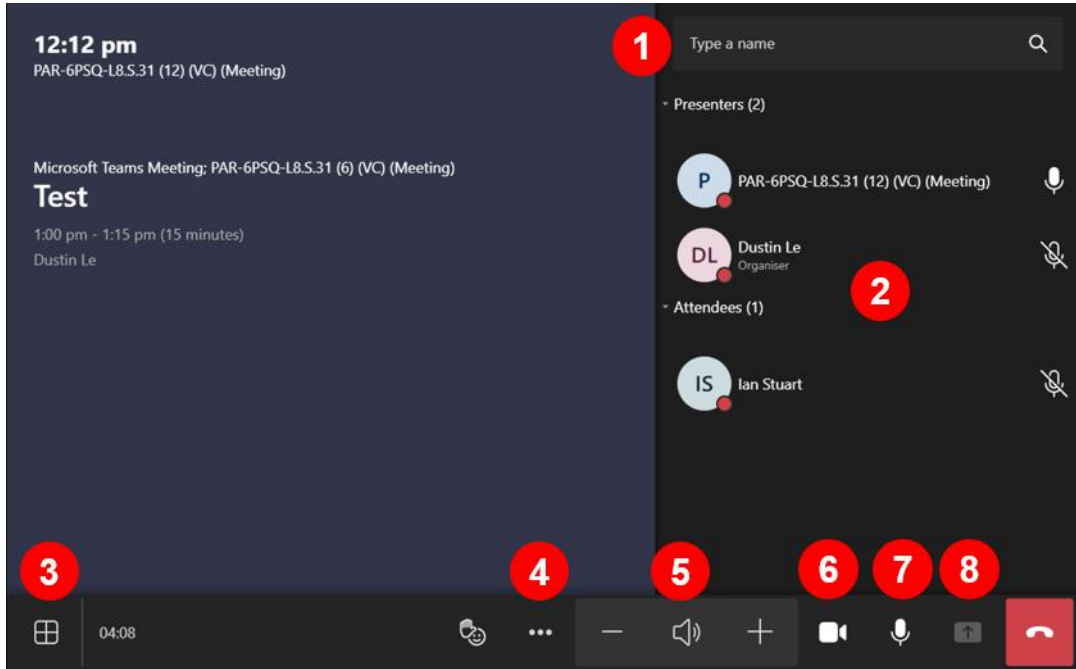
5 Under **More** you will find options to:

- **Invite this room.** This provides instructions on inviting the room to a meeting.
- **Change accessibility settings.** This enables you to change the panel to high contrast and instructions for starting Narrator.
- **Restart Device:** This will restart the device.

6 In some rooms you are able to adjust the **Camera Settings**. You can zoom in or out or use the presets.

2. Using the Microsoft Teams interface on the console

1 While in a Teams meeting connected to the room, the console will display the following screen.



1 To add participants, type the email address or room into the search bar and select the participant. You may be prompted to search externally for some users.

2 You can mute participants from the list. Select a participant to open more options. See the **Participant settings** step for details.

3 You can change how you display participants on the call on the monitor. Your options are:

- Gallery: Default setting which focusses on active participants.
- Large gallery: Enables you to display up to 49 people all at once.
- Together mode: Digitally places all participants within a shared background, making it feel as though all participants are in the same room.

4 The **More options** option displays a menu with further controls. Refer to the next step for details.

5 Increase or decrease the room volume.

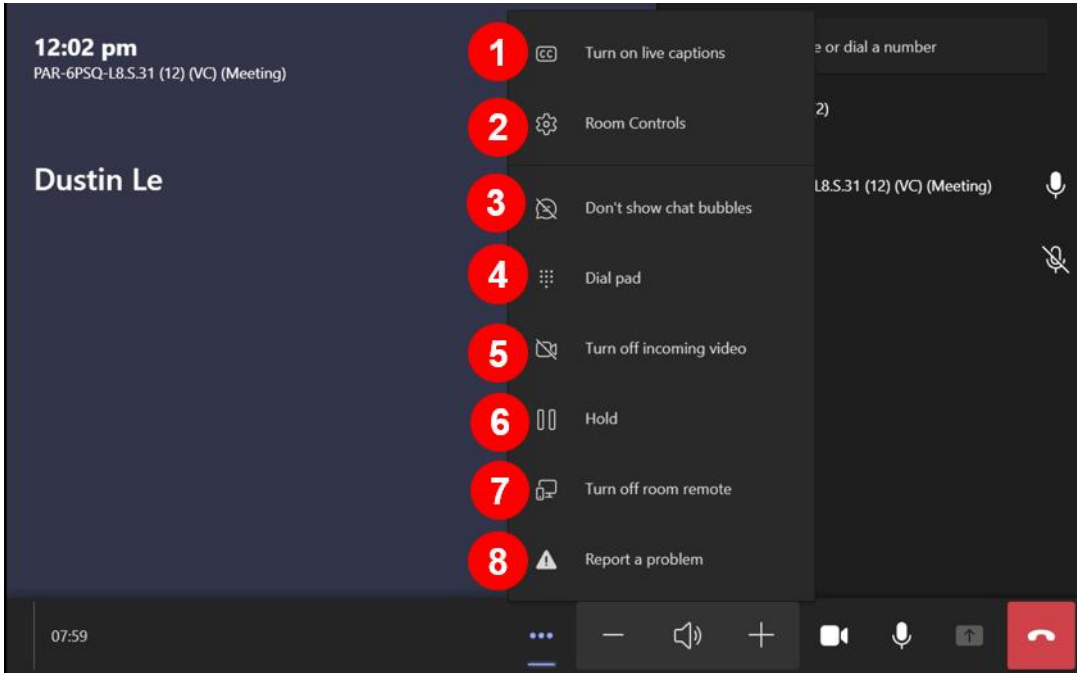
6 The **Camera icon** enables you to turn the camera on and off.

7 The **Mic icon** will mute or unmute the room audio.

8 The **Share screen icon** will be active if you have connected to the HDMI cable to share your screen. You can join the meeting from your laptop and present from there.

9 **End** the meeting for the room.

2 Selecting the **More options** icon displays the More Options menu:



1 **Turn on or turn off live captions.** Live captions will automatically create captions from the meeting audio.

2 **Room controls** will open the camera settings window which will enable you to zoom in or out or select presets. This is available in some rooms only.

3 **Don't show or show chat bubbles** enables you to choose whether text chat is displayed on screen or not.

4 The dial pad is not available for a Teams meeting. To add participants, you can type the email address into the search bar on the main console screen.

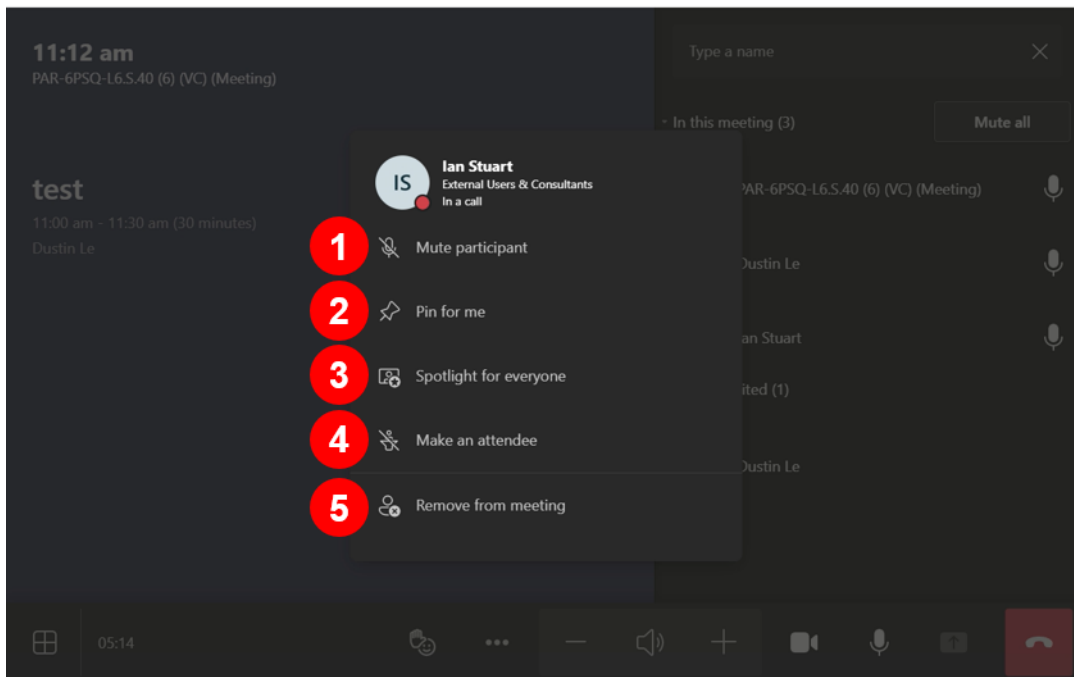
5 You can choose to turn off all participant videos by selecting **Turn off incoming video**.

6 The **Hold** option will pause the meeting.

7 **Turn off room remote** is not available at this time.

8 **Report a problem** will send an email to our internal team in the first instance. You can add a message and a screenshot as required.

3 Selecting a participant from the main console screen will open a Participant Settings menu:



1 Mute participant enables you to mute the participants mic.

2 Pin for me will pin the participant's video to the main screen in the room.

3 Spotlight for everyone will pin the participant for all other participants in the meeting.

4 Make an attendee will toggle on and off to make the participant an attendee or presenter.

5 Remove from meeting will remove the participant from the meeting. The participant will remain as an invitee on the main screen and you can choose to invite them back to the meeting.