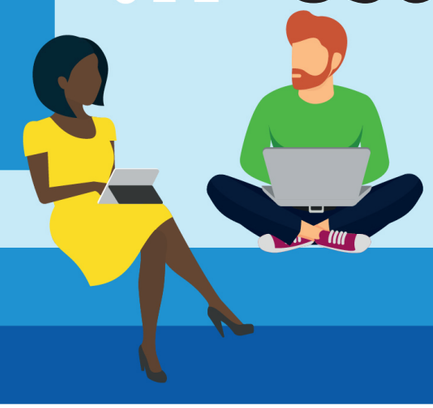
ICT

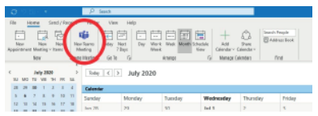
User Guide - Microsoft Teams GSB 220





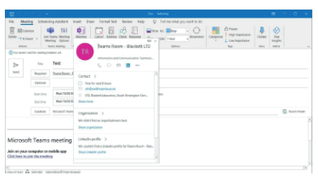
The Microsoft Teams Room (MTR) system allows for Teams call to be made with high-definition audio, video and shared connectivity to devices connected to the lectern.
It consists of a dedicated MTR touch panel and the normal standard room AV control panel.



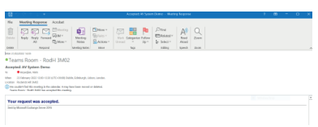


Creating a Scheduled Call from an MTR

Go to your Microsoft Outlook calendar.
Select New Teams Meeting in the Teams Meeting section or New Meeting, then Teams Meeting
Add the room name from the Globe Address List to the meeting attendees – e.g.: Guy Scadding - 220



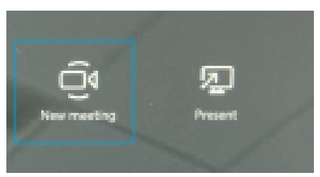
When all meeting participants have been added, send the invitation. The room(s) that have been invited will confirm acceptance by e-mail:

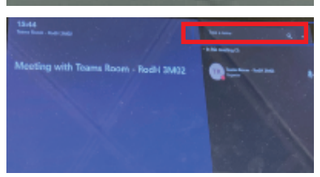


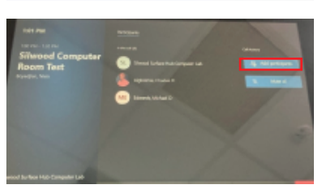
Once the meeting is accepted, it will appear on the console.











Joining a scheduled meeting

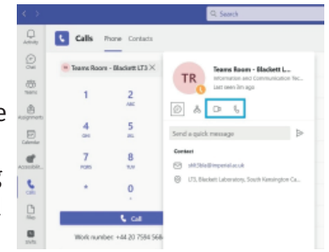
From the lectern push button control panel select ‘Display on’ Please also make sure the Aver media bar and the Samsung screen is switched on. This can bedone by selecting the ‘standby’ button from the remote control

Now move to the Teams control console, find your meeting and select it to join.
Any meetings currently happening are at the top of the list.
After a meeting ends, it'll stay on the screen for a little while so you can easily join again if you need to.

Creating an unscheduled call from an MTR

Select ‘New Meeting’

The MTR will start a new meeting – additional participants can then be added to the “Type a name” field or selecting “Add Participants”











To include an MTR in a Teams call through an external call

Call the device from an external Teams device referencing it Global Address List name:

The Teams console will ring and display the remote caller
N.B. There will need to be someone in the room available to accept the external call from the console as the Teams room will not auto-answer calls.

Managing a meeting in an MTR

Once the meeting is running, content from the lectern sources from the PC and HDMI or VGA can be shared with meeting participants by selecting Share on the MTR console

When finished, select
Stop Sharing on the console.