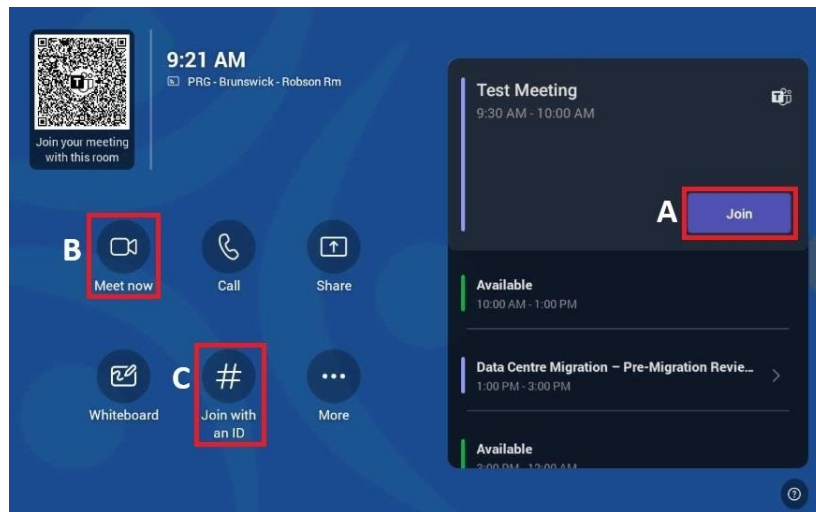


How to use a Teams Room

Locate the room controller. The touch panel is positioned either on the table or on a shelf on the wall by the screens. This is your main interface for managing meetings and room functions.

Joining or Starting a Meeting

You have several options on the controller:



- A Tap **Join** to instantly connect to the scheduled Microsoft Teams meeting
- B Tap **Meet Now** to begin a meeting immediately. You can invite participants from a list—this will call them directly in Teams.
- C If you have a Meeting ID and Passcode, tap **Join with an ID** to enter the meeting manually.

Sharing Content from your Laptop

Connect your laptop using either:

- **HDMI cable**, or
- **USB-C cable** (*note that the room may not have this option*).
- On your laptop, press **Windows key + P** to select the appropriate display mode (e.g., Duplicate or Extend).

Alternatively, you can **share wirelessly**:

- Join the Teams meeting on your laptop.
- Share your screen directly within Teams.
- Mute your laptop's microphone and speakers.

For additional Teams Room information, scan this QR code:

