

12:44 PM

Flex Teams Room 01

### Monday Marketing Meeting

9:00 AM - 11:00 AM

Harry Elson

Join



New Meeting



Dial Pad



Present



More



1

2

3

4

5

6

#### 1 Join a Meeting.

If the Teams Room has been invited to a meeting, you can participate in the call by tapping the Join button.

#### 2 Create a Meeting.

Should you want to create a meeting, tap the icon, select your guests and press the invite button to start the call.

#### 3 Share your Content.

You can present your devices content by tapping the icon if the device is connected.

#### 4 Call a Telephone/Mobile.

You can use the Teams Room Hardware to call a phone via it's standard telephone number using the Dial Pad.

#### 5 Adjust settings.

You can use this to adjust certain settings such as: Volume, Accessibility, Teams Settings and Restart.

#### 6 Room Control.

This is where controls for the Room's integrations are such as Camera Controls.

# Microsoft Teams Room

## Quick Start Guide



Audio Visual Professional Services

12:44 PM

Harry Elson

### Participants

In the call (2)

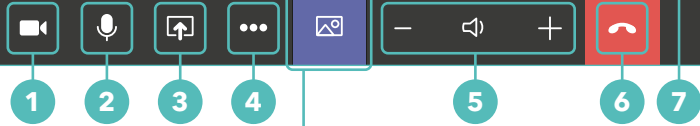
- FO** Flex Teams Room 01
- HE** Harry Elson

Call Actions

Add participants

Flex Teams Room 01

[Report a problem](#)



**1** Enable / Disable the Camera.

**2** Enable / Disable the Microphone.

**3** Share Content in the Call.

**4** Shows: Dial Pad & Room Controls

**5** Increase, Decrease and Mute Audio

**6** Leave the Call

**7** Invite more people to the call.

Change the layout of the call's incoming video.

**Gallery:**

Only displays camera feeds.

**Combined view:**

Displays Content & Cameras

**Presentation:**

Only displays shared Content

