

QUICK REFERENCE CARD FOR MICROSOFT TEAMS



JOIN A MEETING

Join a scheduled meeting with a single touch.



MAKE A CALL

Dial a phone number and make a call, just like that.



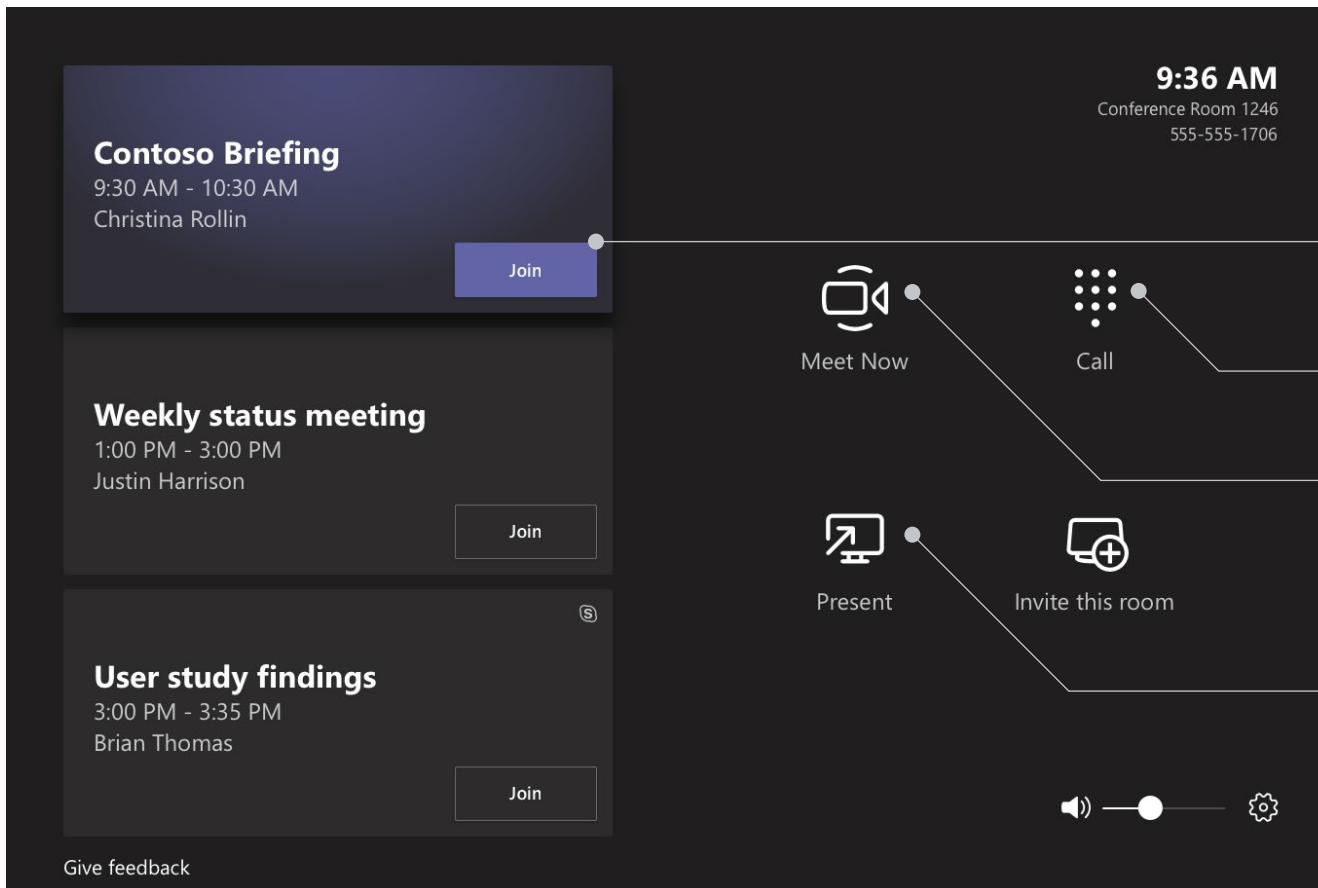
START A MEETING

Easily start a new meeting and add invitees.



PRESENT

Share content from the connected console.



Join a scheduled meeting by tapping the calendar entry.

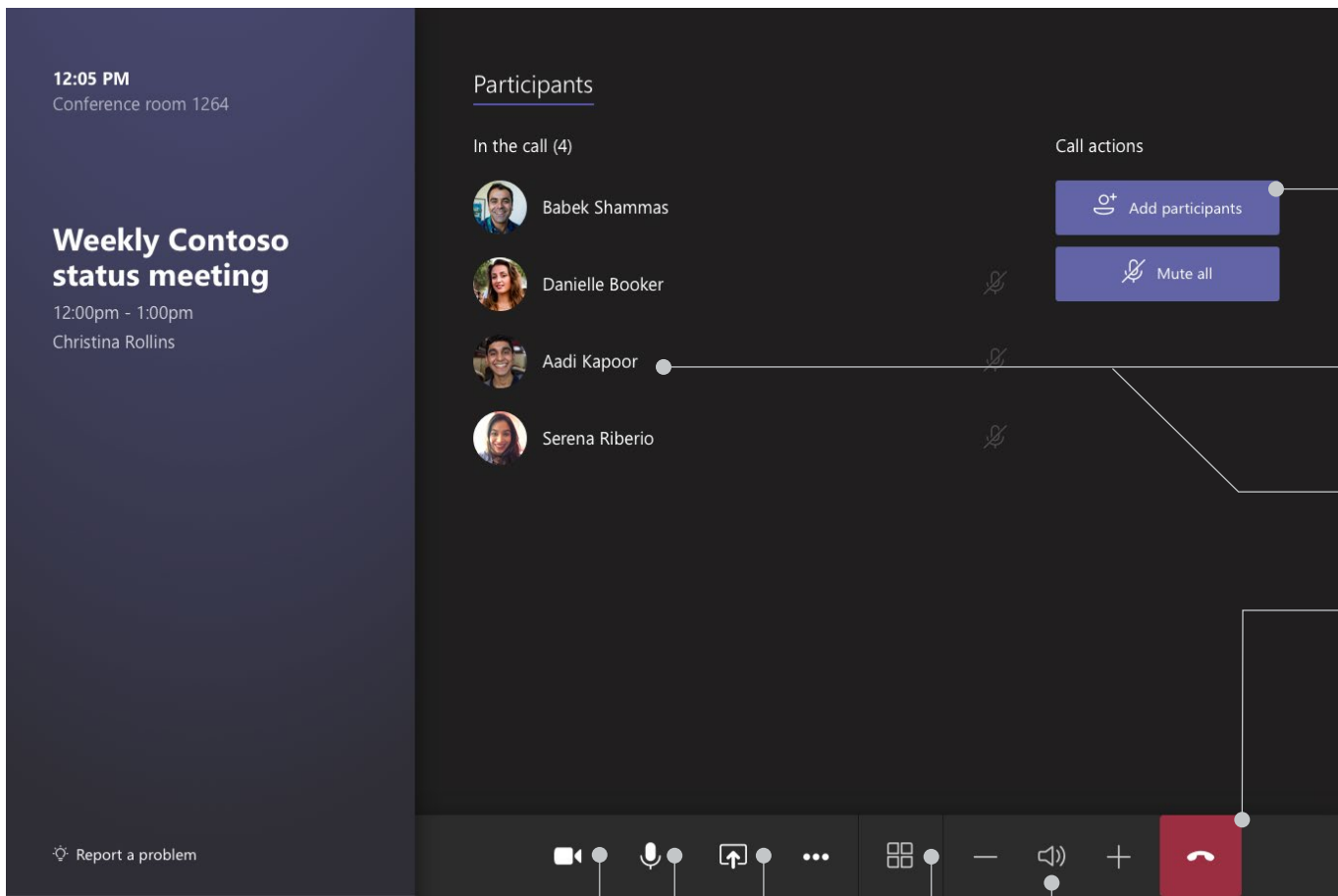
Make a phone call by selecting **Dial Pad** and dialing a number.

Select **Meet Now** to start a new meeting. Enter a name or number to invite people. After invitees are added to the list, select **Invite**. Your meeting will begin automatically.

To share content, plug the HDMI cable connected to the console into your laptop. If content is not automatically projected to the room, select **Present** on the room console. You may also share content by joining the Teams meeting from your device.



MEETING CONTROLS



The screenshot shows a Microsoft Teams meeting interface. On the left, a dark blue sidebar contains the meeting title "Weekly Contoso status meeting", the time "12:00pm - 1:00pm", and the host "Christina Rollins". Below this is a "Report a problem" link. The main area is titled "Participants" and shows a list of four people: Babek Shammass, Danielle Booker, Aadi Kapoor, and Serena Riberio. To the right of the list is a "Call actions" menu with "Add participants" and "Mute all" buttons. At the bottom is a room console with icons for camera, microphone, content sharing, more options, layout, volume, and a red end call button. Lines connect these elements to descriptive text blocks on the right.

12:05 PM
Conference room 1264

Weekly Contoso status meeting
12:00pm - 1:00pm
Christina Rollins

[Report a problem](#)

Participants

In the call (4)

- Babek Shammass
- Danielle Booker
- Aadi Kapoor
- Serena Riberio

Call actions

- Add participants
- Mute all

Select **Camera** on the room console to turn the in-room camera on and off. Choose which video device you want to use, or tap **Camera Off** to stop streaming the room's video

Activate **Content Sharing** via HDMI cable or content camera within the room.

Manage audio by selecting **Mic** on the room console to mute or unmute the room mic.

Tap **Add participants** to select people you want to invite to the meeting. Select names to add to the invitation list, then tap **Invite**.

To remove someone from a meeting, select their name on the room console, then **Remove participant**.

Mute participants selecting participant's name, and then **Mute participant**.

Leave the meeting.

Select - or + to adjust the in-room speaker volume. Press speaker icon to Mute/Unmute.

Select **Layout** on the room console. Toggle between different layouts for your room display. Note: If you have a single display, you can choose between showing just shared content or showing content and a row of people. If you have two displays, one will show content and the other will show people. Selecting Layout will swap which display shows which.

FOR MORE INFORMATION

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