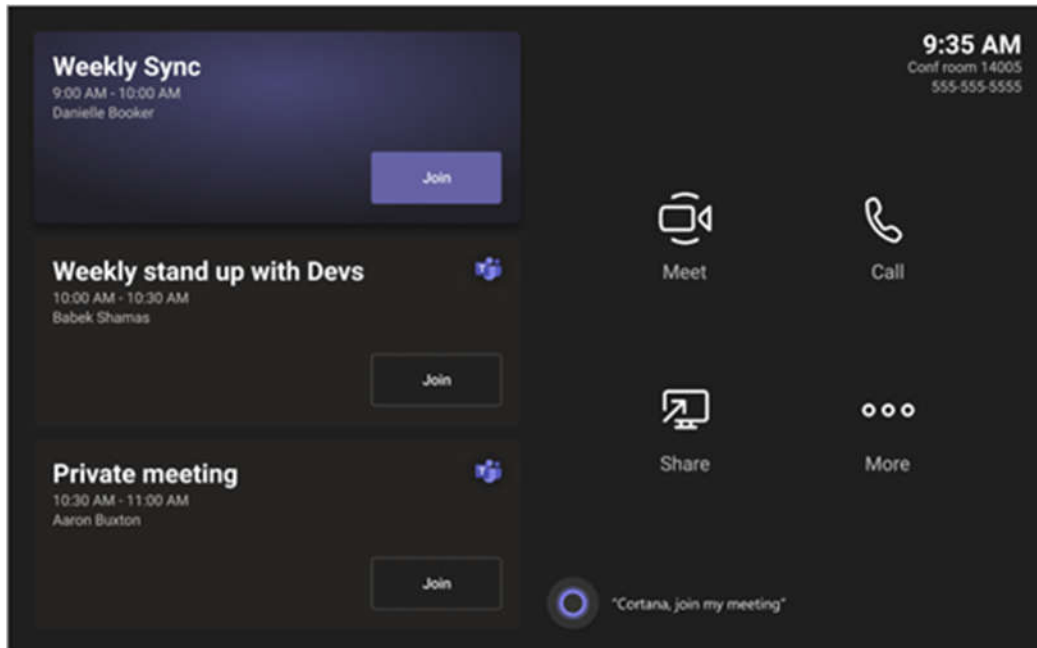# Touchscreen Console:

The touchscreen console in a conference room is the heart of every meeting. It automatically wakes up when it detects motion. On the screen, there are a few things you can do:

- Join an upcoming scheduled meeting by selecting **Join**.

  Note: To get a meeting to show up on the room console, organizers should set the room as the meeting location.

- Start a new meeting by selecting **Meet** .

- Make a phone call by selecting **Call** and dialing a number.

- Use Cortana voice assistant to join a meeting, or call someone by saying "Hey, Cortana," or selecting the Cortana icon (push-to-talk).

- Project your laptop by plugging in the cable connected to the console. Depending on the room settings, it may be projected to the room automatically, or you may have to select **Share** on the room console.

- Select **More** ⋯ for instructions on how to add the room to a meeting, give feedback on the device, see accessibility options, or change settings. You can also snooze Cortana from here and adjust volume levels for system sounds (incoming calls, HDMI content audio playback, and system notifications).

- Select **Room controls** to switch to an OEM-provided application for in-room media or room lighting and/or blind controls. This option is available when configured by your IT admin.

When you're in a meeting, you'll have options to manage your camera and mic, share content, manage participants, invoke reactions, change layouts for the in-room display, and end the call.
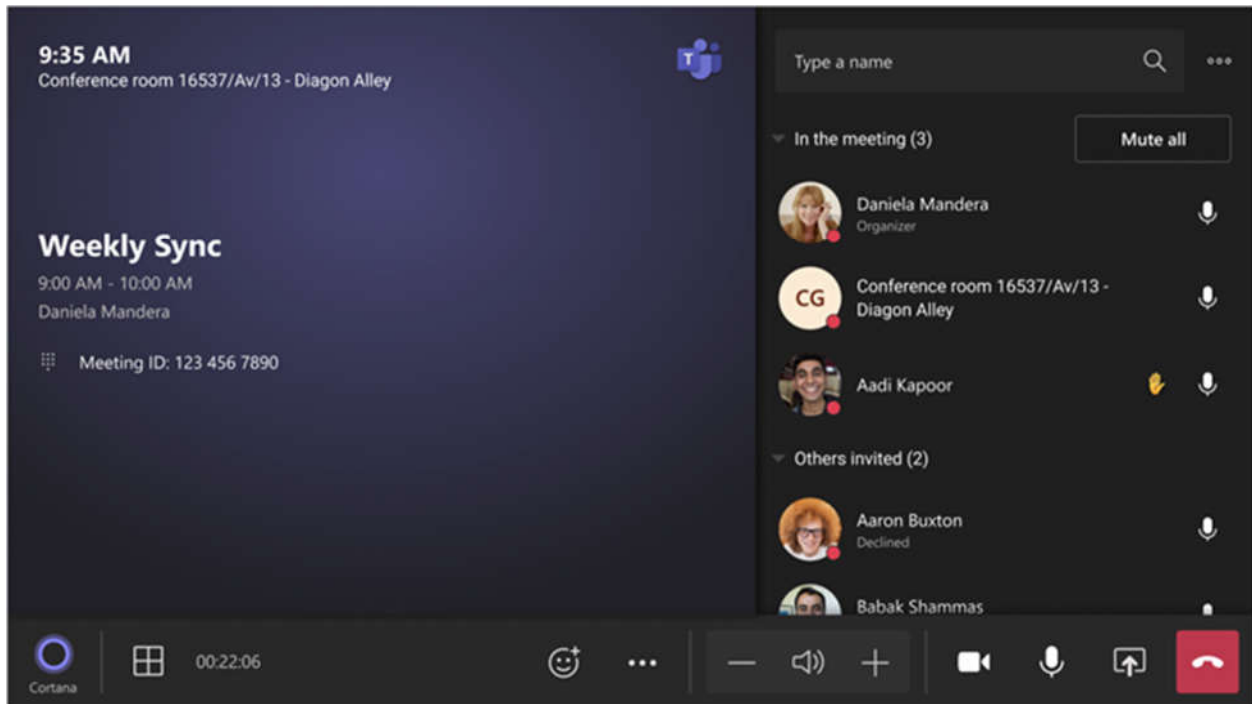
Invite a room to a meeting:

Use Outlook to reserve a room equipped with Microsoft Teams Rooms

1. Open Outlook and go to your calendar.

2. Select **New Teams Meeting** in the **Teams Meeting** section or **New Meeting**, then **Teams Meeting**.

3. Select **Room Finder** in the meeting scheduler or type the conference room email address.

4. Select **Show a room list** and find a building or list.

5. Choose a room from the list of available rooms.

6. Complete the meeting invitation as you would for any other meeting before sending.

Use Microsoft Teams to reserve a room equipped with Microsoft Teams Rooms

1. Open Microsoft Teams and go to your calendar.

2. Select **New meeting** to schedule a meeting. Select a meeting type from the drop-down menu to schedule a webinar or live event.

3. Select **Add required attendees** in the meeting scheduler and type the conference room name or address.

4. Choose a room from the list of available rooms.

5. Complete the meeting invitation as you would for any other meeting before sending.

Note: For live events, you can add a room as a presenter but not as a producer or attendee.

Use Microsoft Teams to add a Microsoft Teams Room to an existing meeting

1. Join the meeting from your personal device.

2. Select **People**.

3. Search for the room name (it's on the console) and select **OK**.

4. Accept the call on the console to join the meeting.

## Use Teams or Outlook to add a Microsoft Teams Room to an existing meeting

1. Open the meeting in Teams or Outlook on your personal device.

2. Add the room name (it's on the console) to the participants list or find the room using **Room finder** in the meeting scheduler (available in Outlook) and send the update.

3. If the meeting is accepted, it will appear on the console.

4. Select the meeting on the console to join.

Join a Meeting:

Join a scheduled meeting

Find your meeting on the console and select **Join** to enter.
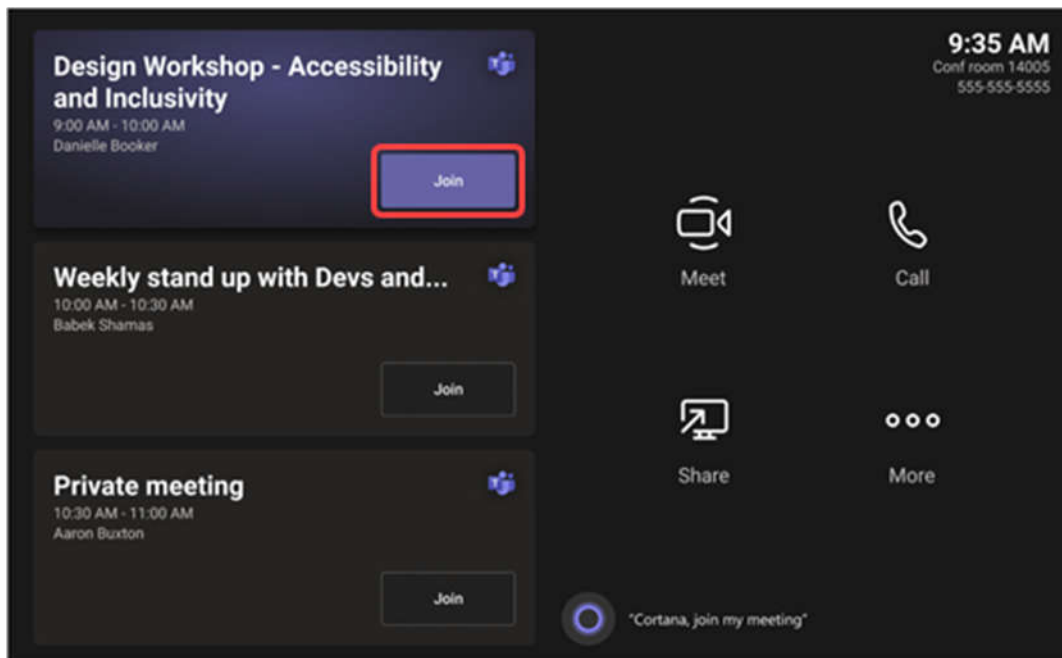
Current meetings will be at the top of the list. After a meeting ends, it'll stay on the screen for a little while so you can easily join again if you need to.

If a scheduled meeting doesn't appear on the console (or if the meeting tile shows **More options** ••• instead of **Join**), you'll need to invite the room or add the room on your personal device.

Join a scheduled meeting that's not on the console

1. Join the meeting on your personal device.

2. When you're choosing your audio and video settings, you'll have the option to add a room and use that room's audio and video equipment. Your personal device may even detect a nearby room using Bluetooth. If it does, you'll see **(suggested)** next to **Room audio**. If the nearby room has already joined the meeting, just select **Audio off** to join with your audio off and avoid disrupting the meeting.
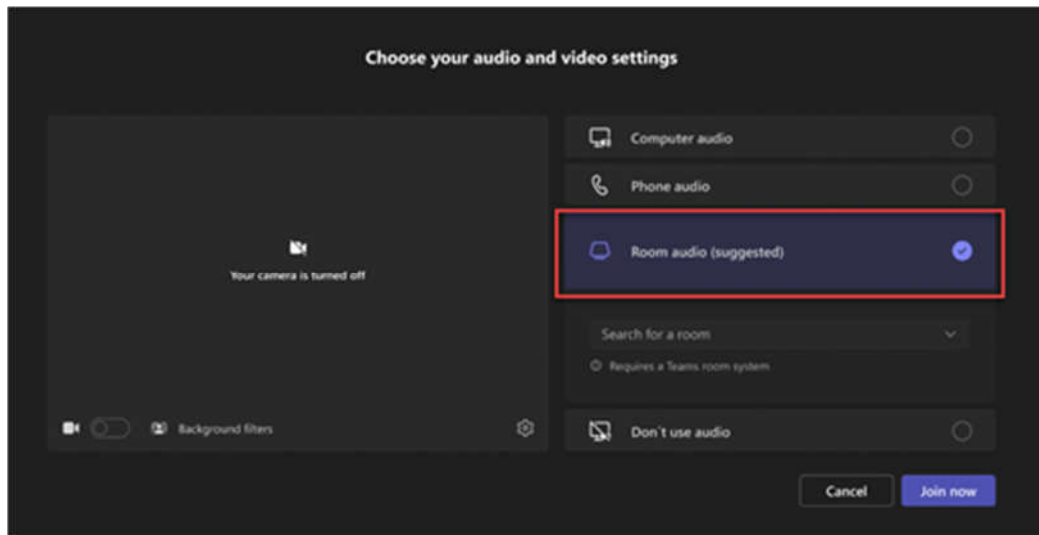
3. If your device doesn't detect the room nearby, select **Room audio** and search for a room.
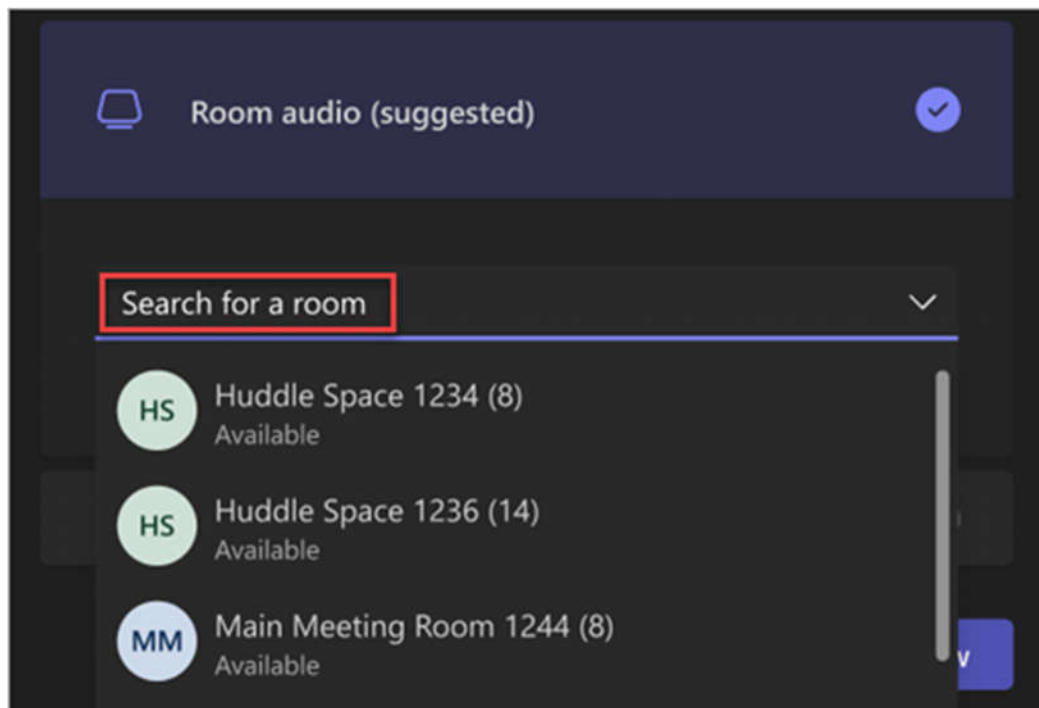
4. If you've already joined the meeting on your personal device, you can select **Show participants** 👥⁺ , then go to **Invite someone or dial a number** and search for the room name. Then, select the room and **OK** to call it into the meeting.

5. Then, the room will ring. To join the meeting, select **Accept** on the room console.

> **Note:** Make sure the audio on your personal device is off before you accept the call on the room console, or you could cause echo.

Share Content:

Share your screen with in-room participants

To share your desktop with in-room meeting participants, connect your personal device to the appropriate cable connected to the room console.

Depending on your room settings, your screen may be shared automatically, or you may have to select **Present** on the room console.

### Share your screen with all meeting participants

There are two ways to share with both in-room and online participants from a personal device:

1. Join the meeting on your personal device and select **Share** , then the item you want to share. Go to Share your screen in a Teams meeting to learn more.

2. Connect your personal device to the cable connected to the room console. Depending on your room settings, your screen may be shared automatically, or you may have to select **Share** on the room console.

Share in-room content

Content cameras allow you to stream a traditional whiteboard into meetings so remote participants can clearly see what's being drawn. While you write, we'll square up the board, enhance the ink, and make anyone in front of the whiteboard transparent.

If you're in a room that has a content camera, you can share to it by selecting **Present** > **Content camera** on the room console.
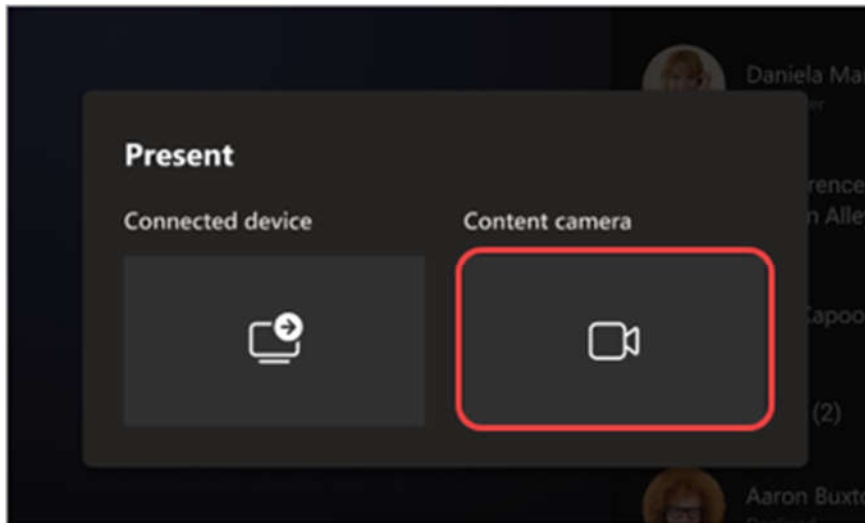
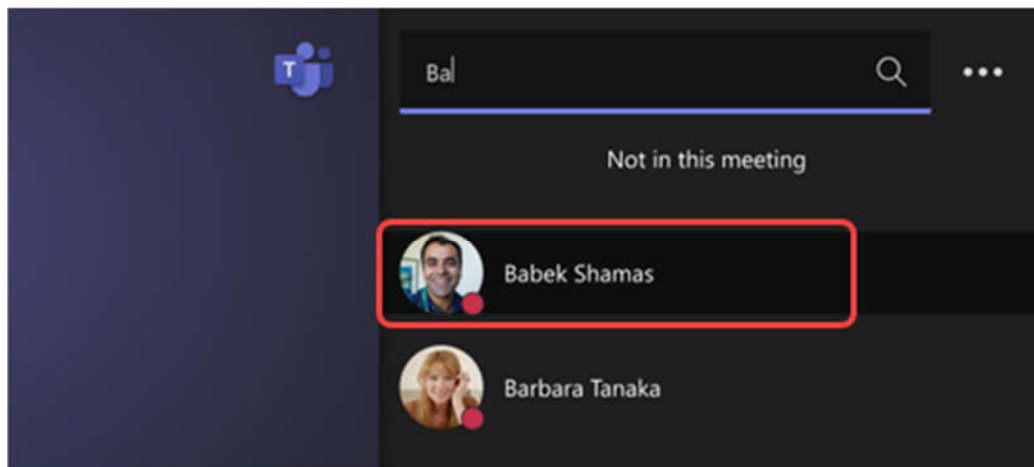To stop sharing, select **Stop presenting** on the console.

Place a Call:

1. Select **Call** on the room console.
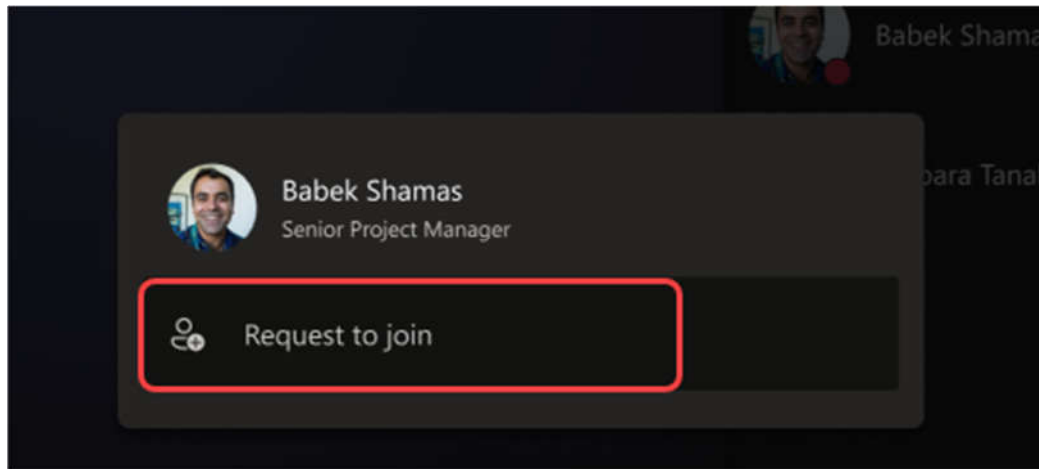
2. Dial a number, then select **Call**.

Manage a Meeting:

Add a participant

1. In the meeting, type the name of the participant you want to add in the search bar.

2. Select the participant's name from the search results.

3. Select **Request to join**.

Pin a participant's video

When there are multiple people sharing video in a meeting but you want to focus on one person's video, select their name on the room console, then **Pin**.

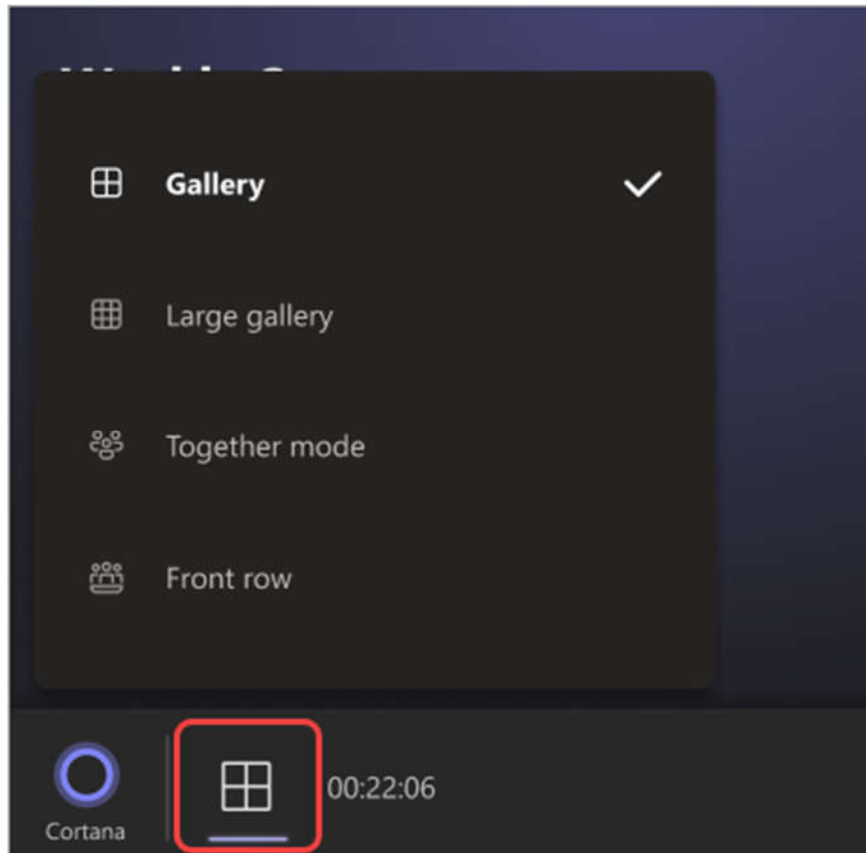**Note:** This will only pin the video for the room, not for others in the meeting.

Remove a participant from the meeting

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

Manage the screen layout

1. Select ⊞ **Layout** on the room console.

2. There, you can 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.

Manage audio

- Select **Mic** 🎤 on the room console to mute or unmute the room mic.

- Select **Volume up** or **Volume down** to adjust the speaker volume or mute the speaker.

- Mute a participant by selecting their name and choosing 🎤 **Mute participant**.

Manage video

1. Select **Camera** □◁on the room console to turn the room camera on and off.

2. Choose which video device you want to use, or tap **Camera Off** to stop streaming the room's video.

   Note: For now, you can only switch between cameras on Skype for Business.

Remove uploaded content

If you leave the meeting room before your scheduled meeting time has ended, you can remove any content that you uploaded for the presentation.

1. Go to **Content** on the room console and select the content that you want to remove.

2. Select **Remove**.

Leave a meeting

Select ⌒ **Leave meeting** on the room console to leave a meeting.