



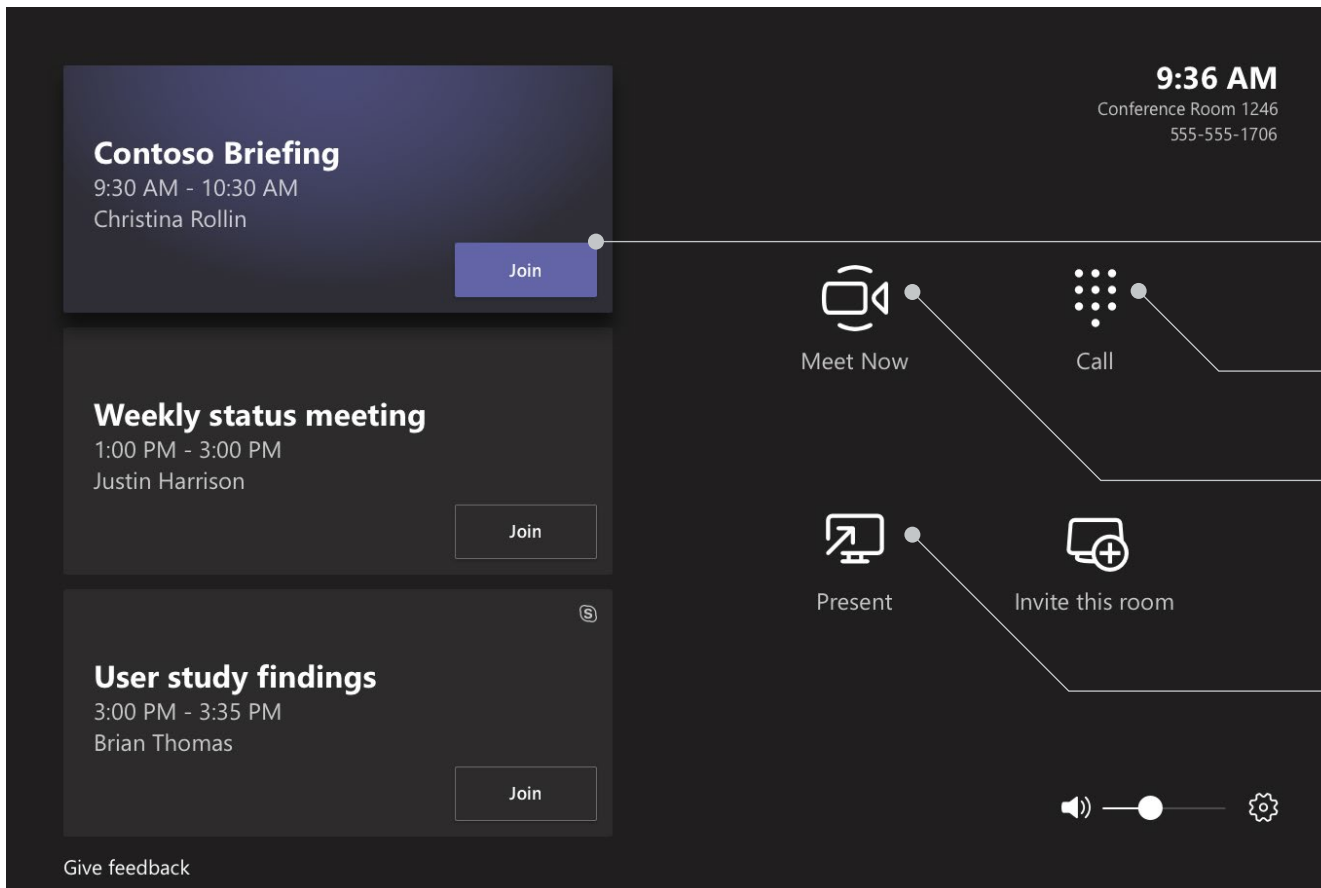


QUICK REFERENCE CARD FOR MICROSOFT TEAMS

-  **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.



The screenshot shows the Microsoft Teams interface. On the left, there is a calendar with three meetings: 'Contoso Briefing' (9:30 AM - 10:30 AM, Christina Rollin), 'Weekly status meeting' (1:00 PM - 3:00 PM, Justin Harrison), and 'User study findings' (3:00 PM - 3:35 PM, Brian Thomas). Each meeting has a 'Join' button. On the right, there is a control panel with a clock showing 9:36 AM, the location 'Conference Room 1246', and the phone number '555-555-1706'. Below the clock are four buttons: 'Meet Now' (with a video camera icon), 'Call' (with a grid of dots icon), 'Present' (with a monitor and arrow icon), and 'Invite this room' (with a speech bubble and plus icon). At the bottom right of the control panel are a speaker icon, a volume slider, and a settings gear icon. A 'Give feedback' link is at the bottom left.

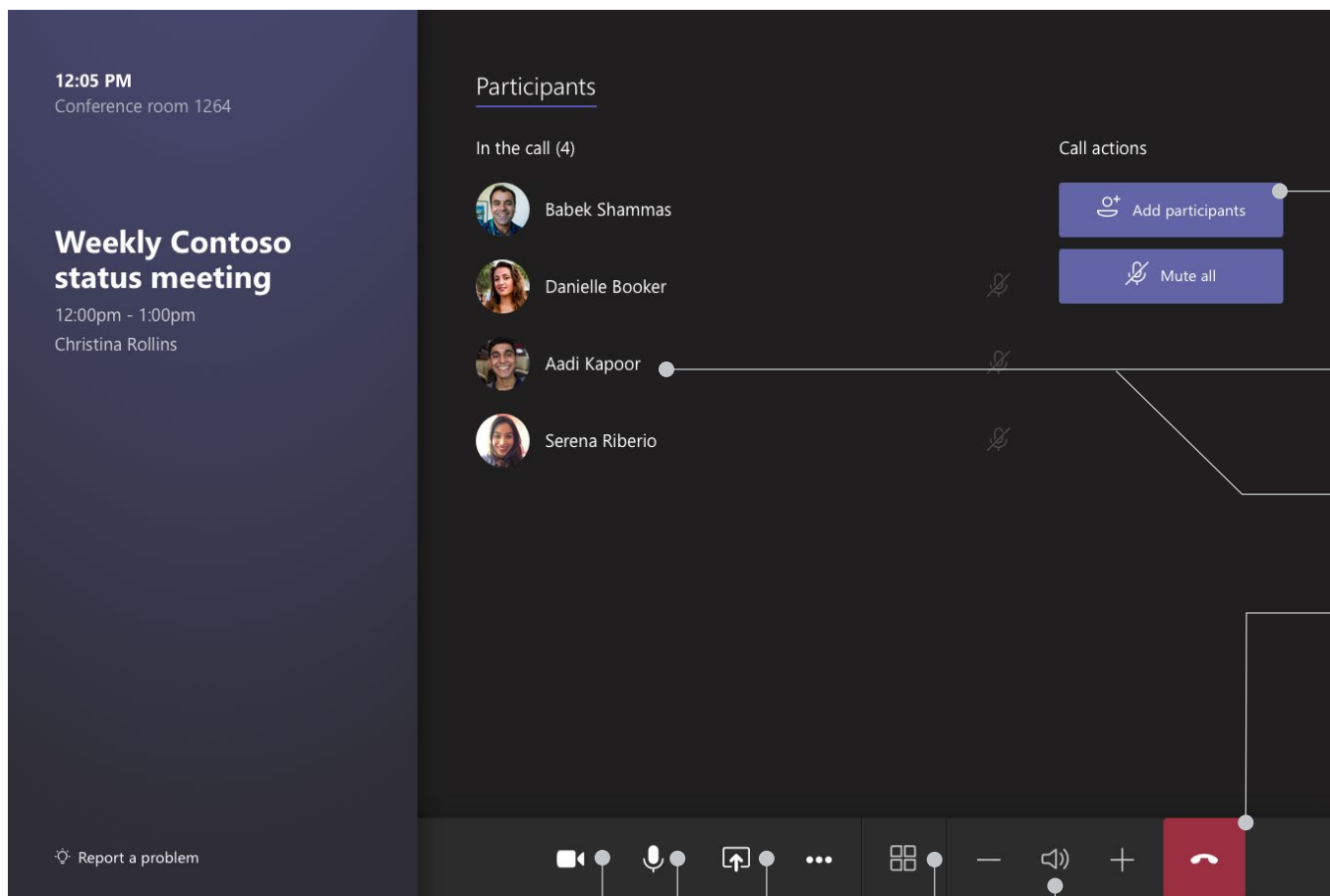
Join a scheduled meeting by tapping the calendar entry.

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



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.

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.

FOR MORE INFORMATION

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