Instructions for Fire2-Dining Room

HOW TO JOIN A TEAMS MEETING SCHEDULED IN THIS CONFERENCE ROOM

NOTE: The conference room must be added to the Teams meeting request in Outlook. This can be done by inviting the room to the Teams meeting (see "Instructions for adding a conference room to a Teams meeting" section) or by forwarding the Teams meeting notice to the room in Outlook.

1. Using the Crestron touch panel located on the side counter, select 'Teams' from the main screen.
2. Using the smaller touch panel located on the side counter, select the 'Join' button for your meeting.
3. The audio system and camera will automatically activate and the monitors will display a view of the meeting room.

HOW TO MAKE A TEAMS CALL IN THIS CONFERENCE ROOM

1. Using the Crestron touch panel located on the side counter, select 'Teams' from the main screen.
2. Using the smaller touch panel located on the side counter, select the '**Meet'** option.
3. Select the 'Invite Someone or Dial a Number' option at the top of the screen.
4. Using the keyboard on the touch panel, type the person's name you'd like to call and select them from the list.
5. Select '**Request to Join**'. The audio system and camera will automatically activate, and the monitors will display the normal Teams view for a call.

HOW TO DISPLAY YOUR CONTENT ON THE MONITOR WHILE IN A TEAMS MEETING

NOTE: You will not need to connect your laptop to any of the equipment in order to display content on the monitor.

1. To display content from your laptop, click on the **Join Teams Meeting** as you normally would from your laptop.
2. Before clicking **Join now**, click on the **Don't Use Audio** option (lower right). This will remove the possibility of an echo occurring.
3. Click on **Join now** and then click on the **Share content** icon in the upper right (square with up arrow).

If you have any issues, please contact the service desk at 612-726-8183

OPTIONS AVAILABLE DURING YOUR TEAMS MEETING

The following options are available on the bottom of the smaller touch panel:

- **Mute/Un-Mute** the conference room microphones by touching the microphone symbol. Ceiling speakers will be red when muted and green when un-muted.
- Change the **volume** by touching the plus/minus symbols (+/-).
- Change what is displayed on the monitors (Content + People, Content only, People only) by touching the symbol located all the way to the left at the bottom of the screen.
  - NOTE: Content options are only available when someone is presenting.
- Camera options:
  - Turn the **camera** on/off by touching the camera symbol.
  - **Switch** between the two cameras in the room by touching the downward arrow located to the right of the camera symbol.
    - Touch the downward arrow to the right of the source name (Polycom EagleEye IV USB Camera)
    - Touch the non-hi-lighted camera name in the list. You should see the view of the room change.
  - **Adjust** the camera view by touching the '…' at the bottom of the screen and select 'Room Controls' from the list.
    - Select the camera to adjust by touching the arrow next to the camera name located at the bottom right of the screen.
      - Front Camera – located in the corner next to the monitor with 9 displays
      - Rear Camera – located next to the monitor with the single display
    - User **Presets** to adjust the camera view.
      - Touch the meeting name listed under Presets and the view of the camera will adjust.
    - Use **Manual** options to adjust camera view.
      - Touch the arrows to move the view of the camera.
      - Touch the plus/minus symbols (+/_) to zoom in and out.
    - Select the '←' to return to the main menu.

INSTRUCTIONS FOR ADDING A CONFERENCE ROOM TO A TEAMS MEETING

NOTE: The meeting must be set up as a Teams meeting to use the equipment in the conference room.

1. Go to your **Outlook Calendar** and open the meeting to add the conference room.

2. Click on **Location.** A list of possible conference rooms will appear

   - **Note**: if the room is set up with Teams Rooms it will be indicated in the Location column.

3. Choose your preferred room. Outlook will ask you if you wish to update the location. Click **yes**.

4. To check the room's availability, click on **Scheduling Assistant.** If the chosen room is not available at your preferred time, return to the Location button and choose another OR change your meeting time.

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