

# Instructions for Fire2-Conference Room, Fire2-Admin Office

## 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 monitor remote, turn the monitor on. When the monitor powers up you should see a list of meetings displayed on the monitor.
2. Using the room’s wireless mouse, click the ‘**Join**’ button for your meeting displayed on the monitor.
3. The audio system and camera will automatically activate, and the monitor will display the normal Teams meeting view.

## HOW TO MAKE A TEAMS CALL IN THIS CONFERENCE ROOM

1. Using the monitor remote, turn the monitor on.
2. Using the room’s wireless mouse, click on the ‘**Meet Now**’ option.
3. Using the room’s wireless keyboard, type the person’s name you’d like to call and select them from the list using the mouse.
4. Select ‘**Start Meeting**’. The audio system and camera will automatically activate, and the monitor 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 at the bottom of the screen:

- Turn the **camera** on/off by clicking on the camera symbol.
- **Mute/Un-Mute** the conference room microphone by selecting the microphone symbol.
- Show the list of **participants** by clicking on the people symbol.
- Change the **view** on the monitor (Participant Gallery only, Content + Participant Gallery, Content only) by selecting the four squares.
  - NOTE: Content options are only available when someone is presenting.
- **Use the '...' to record, raise your hand, turn off incoming video** and get the dial-out pad.
- Change the **volume** by clicking on the plus/minus symbols (+/-).
- Bring up the **camera settings** menu by clicking on the right-hand side of the screen and dragging the mouse to the left.
  - Select **Camera Settings** and then **Camera Control**. Use +/- to zoom the camera in/out.

## 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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