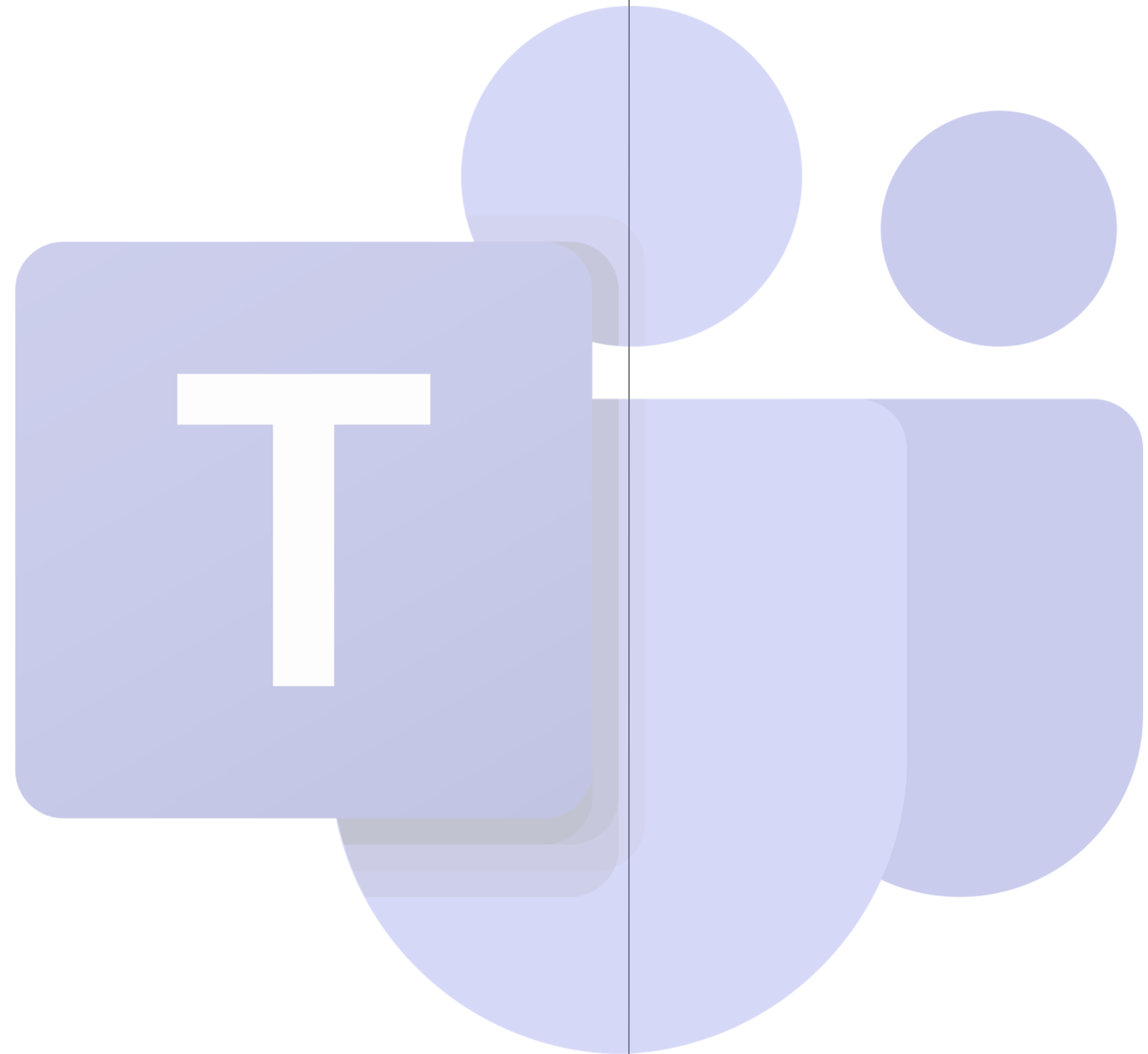


Quick Reference Guides Ms Teams





Scan to reserve

9:30 AM

Monday, August 7, 2023



Before starting the meeting, select **HDMI 1** as the source on the TV.



Available

9:30 AM - 11:00 AM

Reserve

New Hire Meeting

11:00 AM - 12:00 PM

Available

12:00 PM - 4:00 PM

New Hire Meeting

4:00 PM - 5:00 PM



Home Screen.



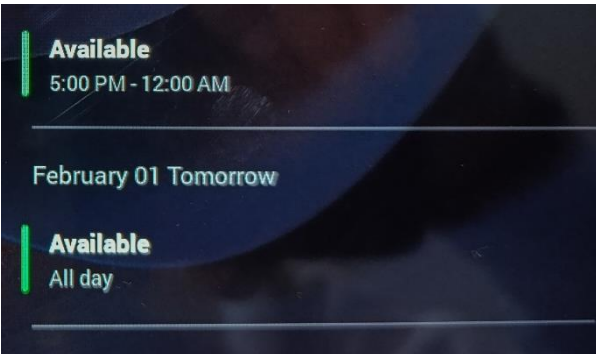
Scan this barcode to join a meeting.



Current time, day, date, and meeting space details.



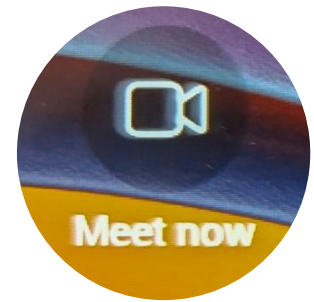
Meeting space availability and meeting details.



Upcoming Calendar.



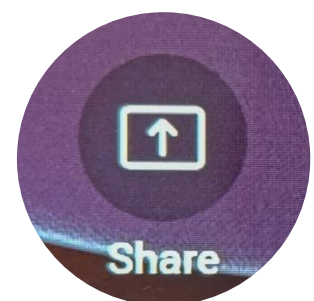
Home Screen Button.



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.



Make a phone call by enter a name or number.



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



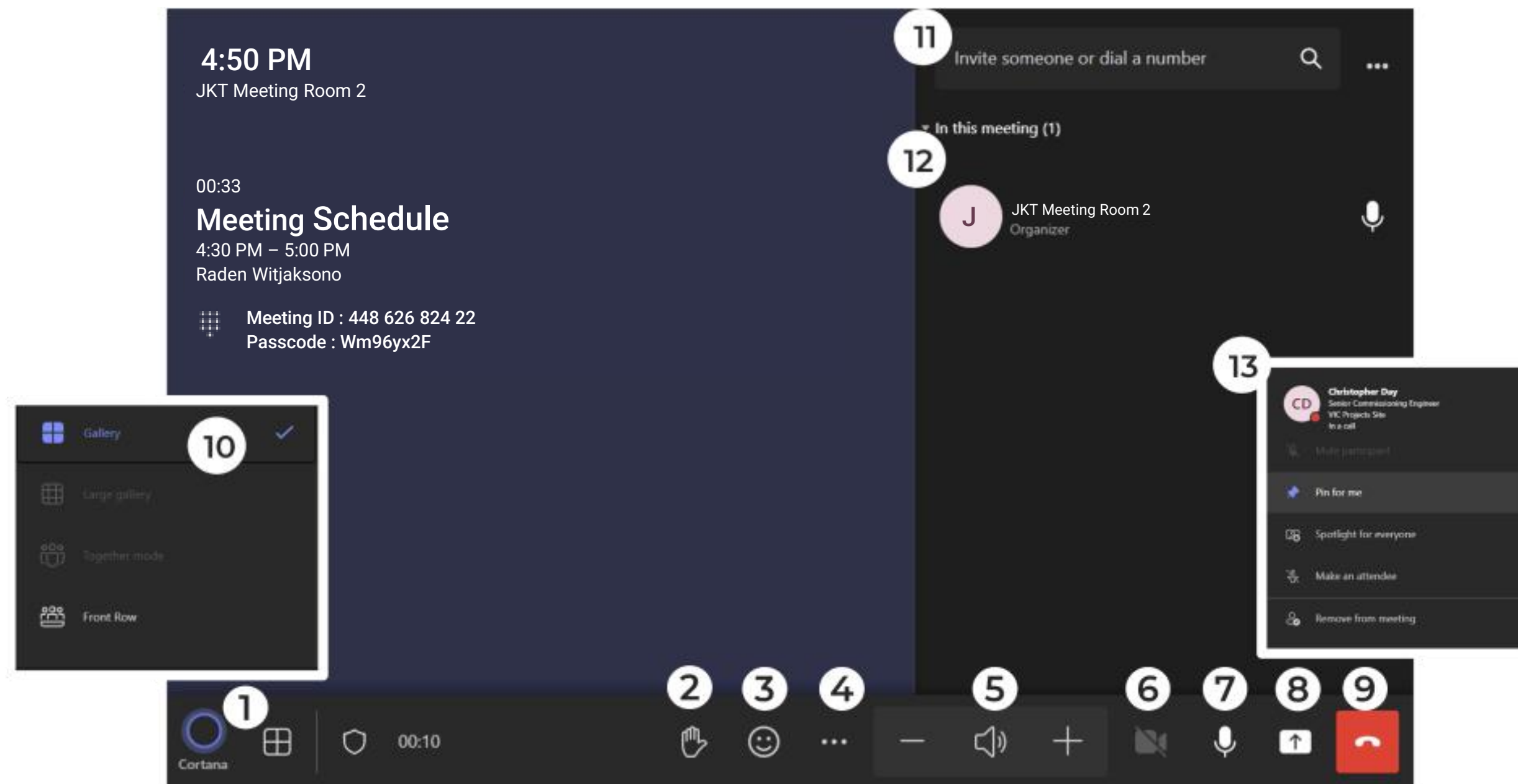
To open the Whiteboard.



Another way to join a meeting from the room is to add the meeting ID. Every teams Meeting has a unique 12-digit ID.



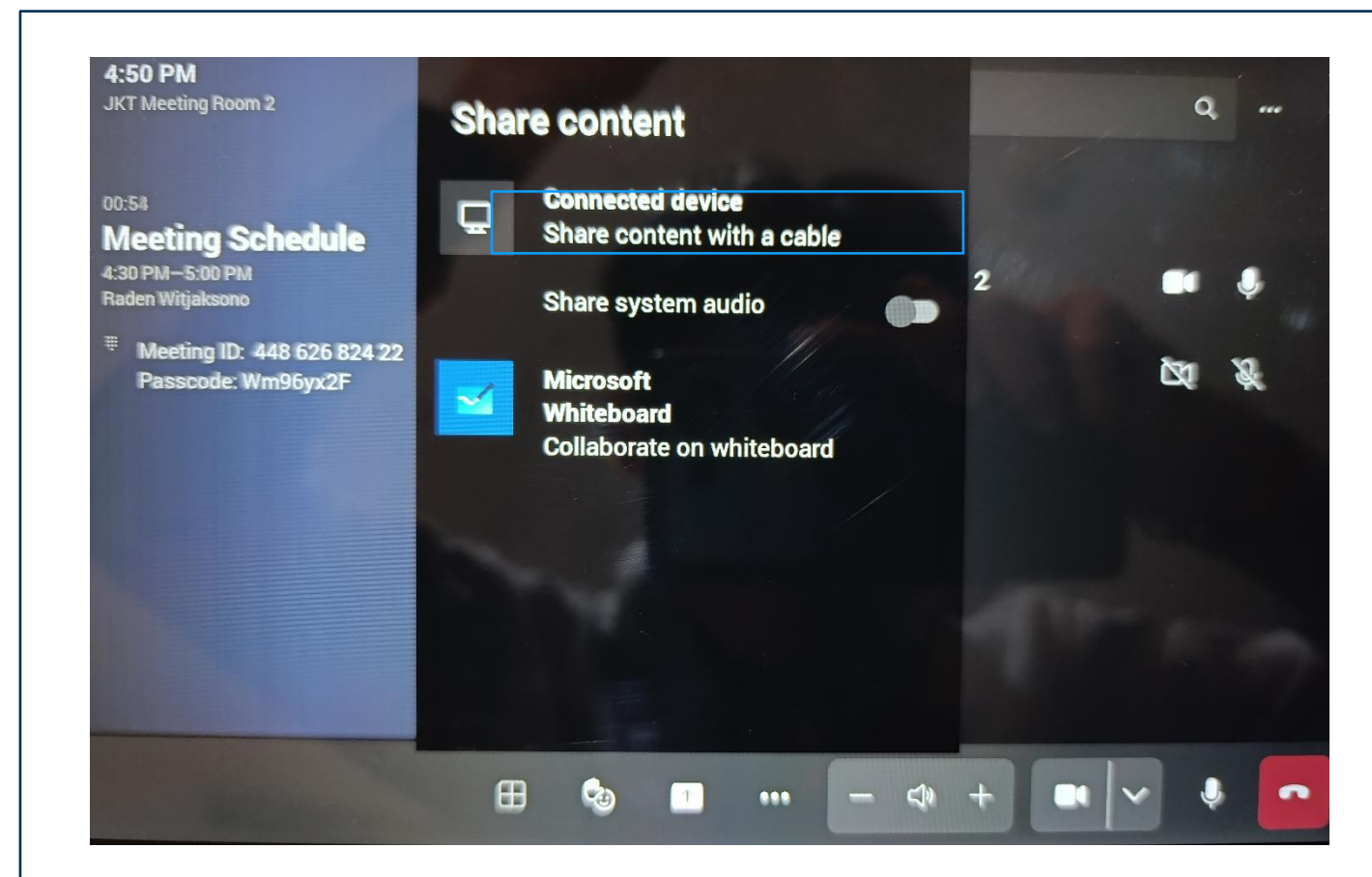
Meeting Controls.



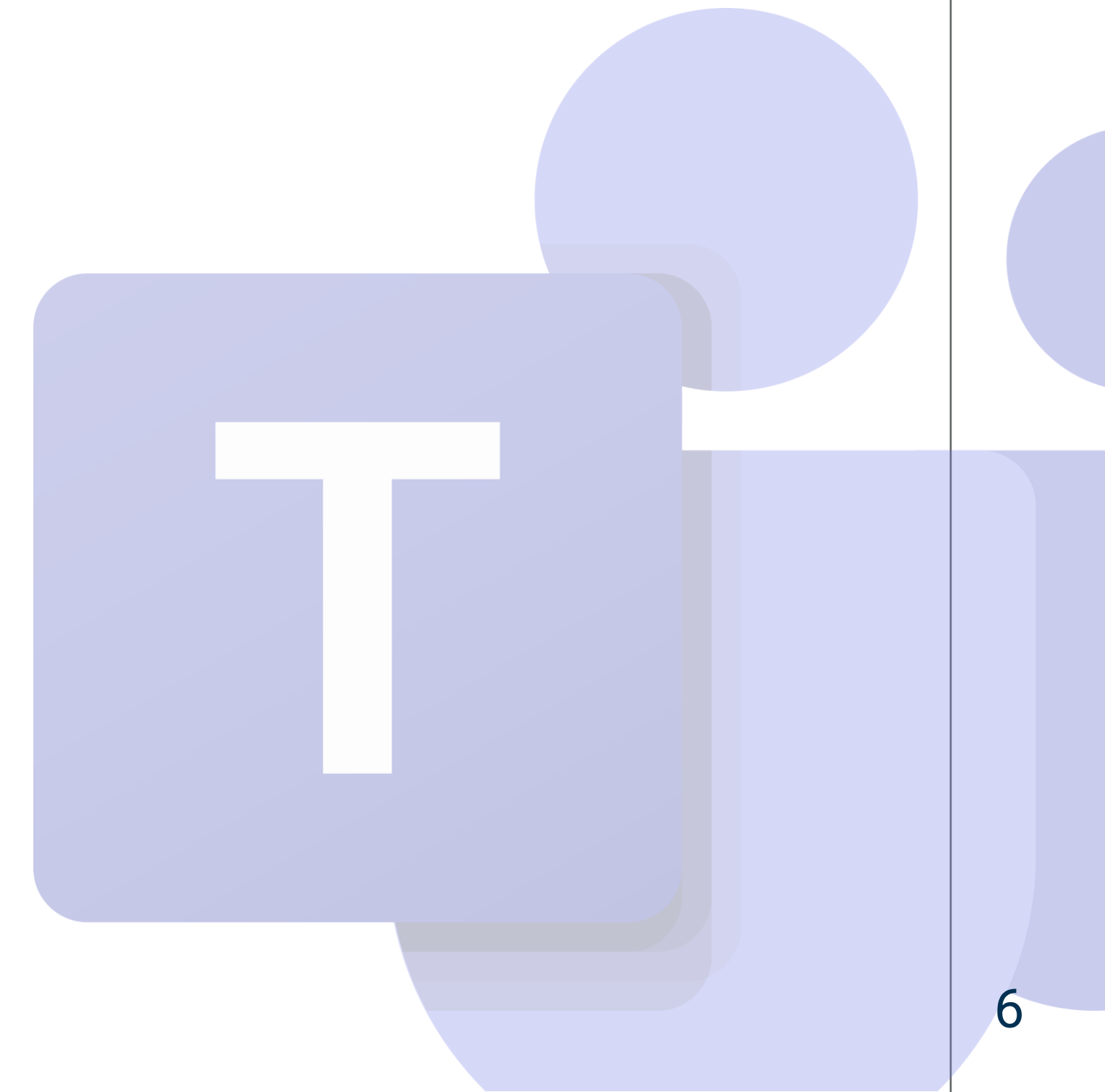
Here's a quick overview of the controls available when you are in a meeting.

1. View Options
2. Raise your hand
3. Reactions
4. Options
5. Volume control
6. Camera on/off
7. Mute on/off
8. Share Content
9. End Call
10. Change View Mode
11. Invite someone
12. Participants (tap to manage)
13. Manage Participants

Share Content.



Before starting share content, turn Share System Audio off. If Share System Audio is on, the voice of the meeting participant will not be heard. The sound that will be heard by the audience is the sound of the shared content.



Additional Notes.

Also can be invited without using a Laptop by inviting the email below :

- jktmeetingroom1@jadestone-energy.com as meeting room 1
- jktmeetingroom2@jadestone-energy.com as meeting room 2



If you have any questions or need help contact our IT Support Team.