How To Guide: Using Polycom Technology for Teams Meetings

1. Add meeting room as a Teams meeting participant:

To successfully join your scheduled Teams meeting with Polycom enabled room, ensure to add the available room as a 'Required' participant when scheduling using Outlook at least five minutes prior to the meeting start time. Ensure you receive an email from the room that it accepted the invite.

2. To join your Teams meeting in the room:

You should see your meeting on the touch panel located (see picture below) in the room. Simply select the 'Join' button on the meeting room touch panel. Ensure you mute your laptop when joining to avoid microphone feedback.
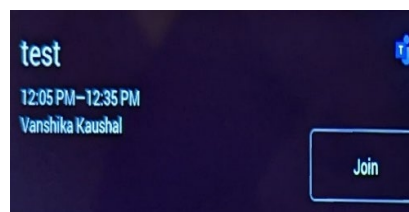
3. Display content on screen when not in a Teams meeting:

If you would like to share your screen without connecting to a Teams meeting, follow the instruction below:

1. Press the 'More' button on the touch panel
2. Press the 'Share' button
3. Connect your laptop to the display using the HDMI cable or connect via Air Media.