



Setting Up a Hybrid Teams Meeting in the Superior Room (112) at 25 Sheppard

Configuration of the Ontario and Superior Rooms at 25 Sheppard:

There is a retractable dividing wall that separates the Superior room (112) and Ontario room (113) at 25 Sheppard. This wall can be retracted or extended by contacting General Services.

If the dividing wall is extended, the Ontario and Superior rooms behave as 2 separate rooms:

- The screens in each room act as separate screens, independent from one another
- Each room has its own ceiling speaker
- Each room has 1 handheld microphone and 2 lapel microphones.
- The Superior room has a room mic and podium camera.
- The Ontario room does not have a room microphone or room camera.

If wall is retracted, the Ontario and Superior rooms behave as a single space:

- Screens replicate one another.
- Speakers in 112 and 113 both output the same audio.
- The joined room has 2 handheld mic's and 4 lapel microphones.
- The Superior room ceiling mic does not pick up input sound from the Ontario room area.

Instructions

Section 1: Including the meeting room on the Outlook invitation

- First identify the meeting room as the 'Location' of your meeting while creating the invitation in Outlook (this will also book the room in Office Space).
- Ensure the room is also invited as a 'Required' attendee to your meeting.

Section 2: Joining your Teams call from the meeting room

- Touch the tablet screen to wake the device – select 'Presentation' > '112 Wall Plate'

- Connect/reconnect the following cables from the wall ports to laptop ports:
 - HDMI (For video out and sound out)
 - USB (for room microphone input and room camera)

Note: if cables are already connected, reconnect them to wake up the AV system as it can go to sleep after long period of inactivity

- Unlock the room laptop by pressing CTRL+ALT+DEL and enter in the room account credentials
 - Username: Superior.Room@fsrao.ca
 - Password: TeamsBAdmin25
- Entering the room account credentials will turn on the TV and wake the room's laptop.

Note: If the TV does not automatically turn on, it may have been powered off using the TV remote. Press the power button and then switch the video source to navigate

to 'HDMI 2'

- Next, launch Teams on the room laptop and click on the Calendar.
- Join meeting using the 'Click here to Join meeting' button

Section 3: Using the room speakers, microphone, and camera in the Superior room

- To use the room AV equipment within the room, please ensure that you have selected the following settings on "Choose your video and audio options" Teams page (this appears after clicking the Join meeting button)

Microphone and Speakers:

Camera

Note: if any of the above devices do not show up on Teams settings, the room may need a hardware restart. If this happens, please contact the Service Desk by email at ServiceDesk@fsrao.ca or call (416) 590-7111.

Section 4: Using volume and camera controls in the Superior room

- To control volume within the meeting room, use the Windows sound settings.

- Use the Mute button to mute the in-room speakers.
- Use the privacy button to mute the microphones.
- Use the volume controller to adjust the volume in the room.

- The camera is also controlled via Teams video on/off toggle
- To pan or zoom the camera, use the camera button on the tablet.