



Setting Up Teams Calls in the Ontario Room (113) 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' > 'Front Floor'

Make the following connections:

- A) Connect an HDMI cable from your laptop port to a 'table HDMI port'
- B) Next, connect an IT provided ethernet cable from the ethernet port on the back of 'table HDMI' box to the 'silver colored floor ethernet port'. There are 2 floor ports in the Ontario room, one in the front & other towards the back of the room

- Next, unlock the room laptop by pressing CTRL+ALT+DEL and enter in the room account credentials below:
 - Username: Ontario.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 room speakers in the Ontario 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)

The Ontario room **does not have a room microphone or camera.**

Note: if the room speakers 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 controls in the Ontario 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 volume controller to adjust the volume in the room.

