Setting Up a Hybrid Teams Call in a Large Meeting Room at 25 Sheppard

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

Note: Please do not shut down or log off the room computer after you are done using it. Please minimize Teams and leave the PC on desktop screen

- Touch the tablet screen to wake the device, then select 'Presentation' > 'Room PC'
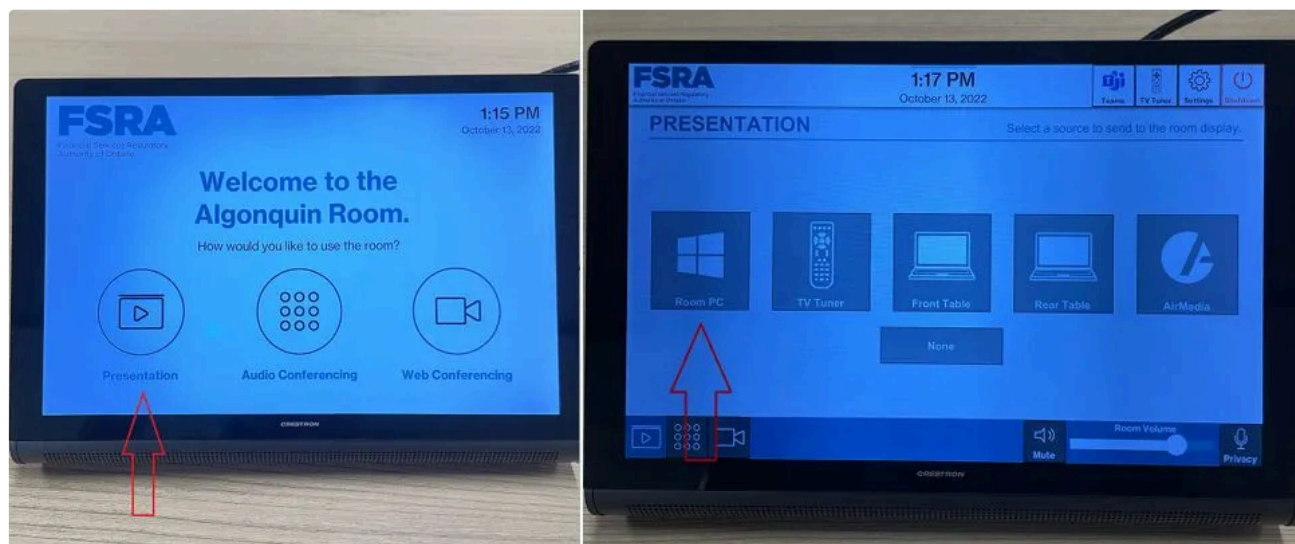
- Selecting 'Presentation' then 'Room PC' will turn on the TV screen and wake the room's computer.
- To use navigate the computer, use the keyboard and mouse located inside the room.


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'
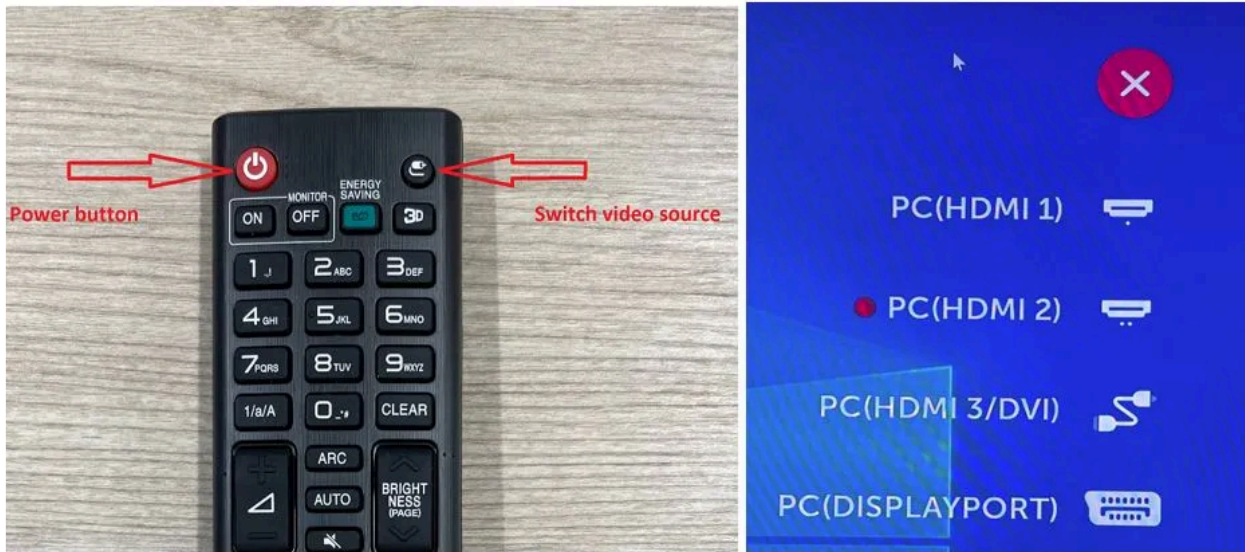
Note: If the room PC is stuck at login screen with a password requirement, restart the computer and it should automatically login to the account after reboot.

If the computer does not auto-login after restarting, kindly contact the Service Desk by email at ServiceDesk@fsrao.ca or call (416) 590-7111.
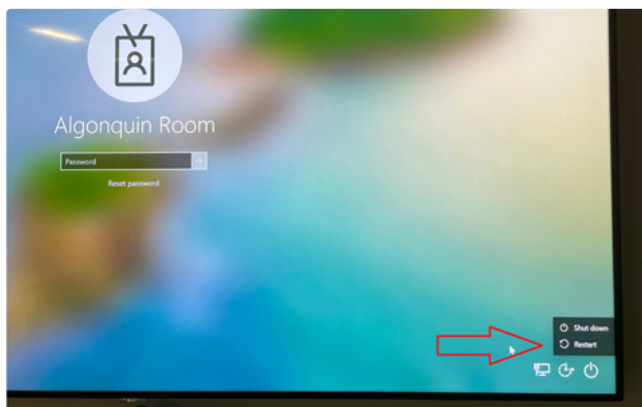
- Next, open Teams using the room computer and click on the Calendar.
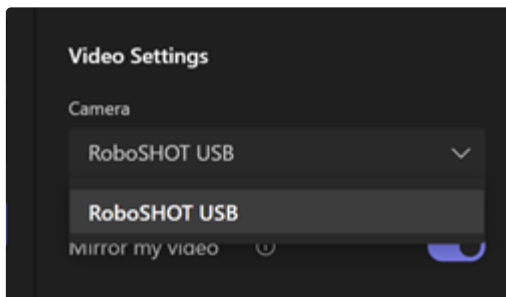- Join meeting using the 'Click here to Join meeting' button
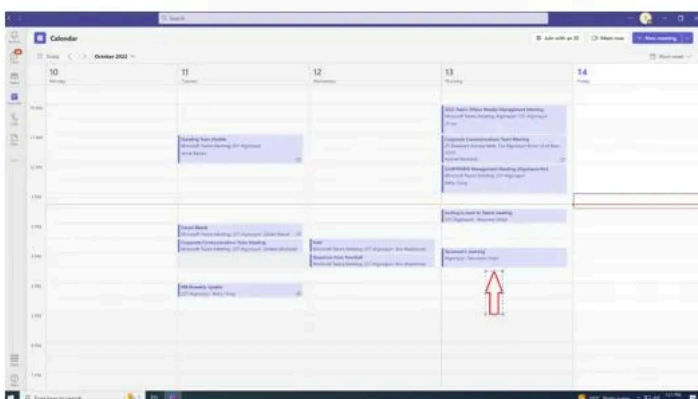
Section 3: Setting up the room's microphone, speakers, and webcam:

- 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:
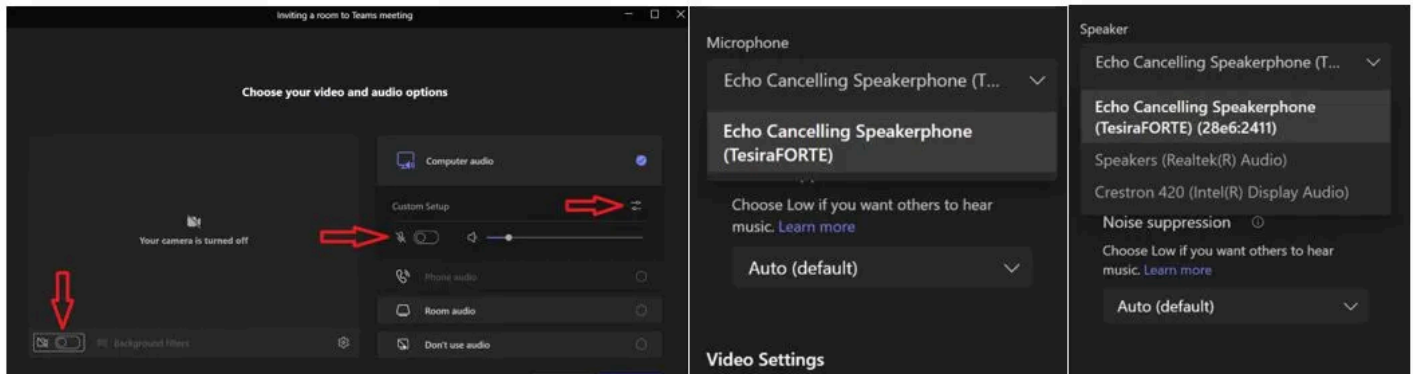
Camera:

Note: if any of the devices listed above do not show up on Teams settings, the room may need a hardware restart. If this happens, kindly ontact the Service Desk by email at ServiceDesk@fsrao.ca or call (416) 590-7111.
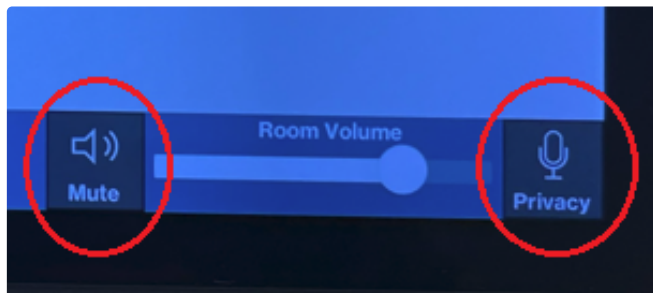
Section 4: Using Audio/Video controls in the meeting room

- To control volume within the meeting room, use the Windows sound settings.
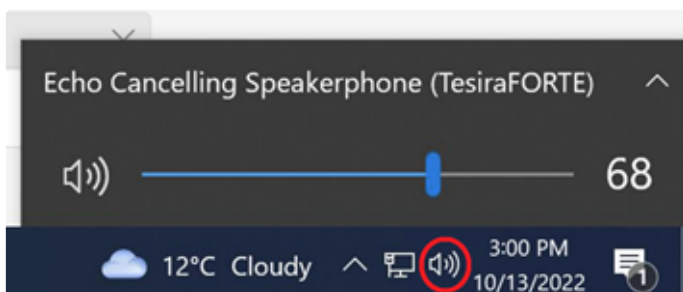
- The microphone can be muted using the Mute/Unmute button within Teams

- Use the mute button to turn off the microphone
- You can also use the Privacy button to mute the microphone

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