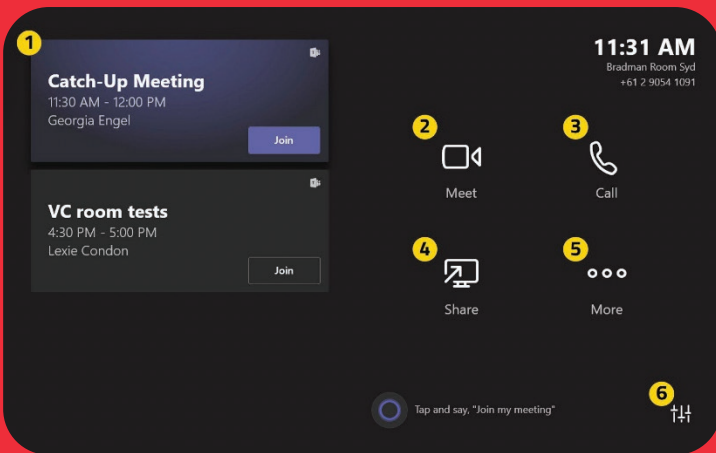


Microsoft Teams Rooms Quick Reference Guide

Home Screen



This is the main screen the MTR will display while not in use. From here, you can access many of the room's features.

1. Join a scheduled meeting
2. Start a meeting
3. Make a call
4. Share content
5. More options

Sharing Content



Share

Content can be shared in the room locally without a Teams meeting in progress by connecting devices to Apple TV.

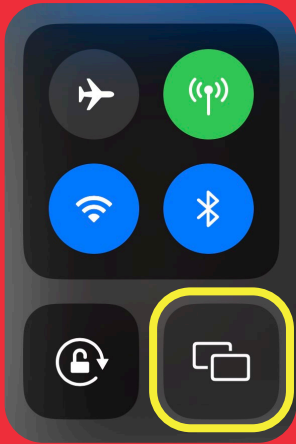
1. Select the Share button to begin sharing from your laptop or iPad or Mobile via AirPlay or USB-C or HDMI cable
2. Click the Share option in the MTR touch panel
3. When you are finished, select Stop Sharing



Stop Sharing

Apple AirPlay Device Name CEO Conference Room

Sharing Content - AirPlay



To Share content via AirPlay,

1. Search for AirPlay device
CEO Conference Room
2. Enter the authentication number displaying on the screen
3. Enable screen mirroring on the device
4. Enable Share on the touchscreen

Sharing Content - HDMI



To Share content via HDMI,

1. Connect the HDMI cable to the laptop
2. Click the Share button on the touchscreen

Sharing Content - USB-C



To Share content via USB-C,

1. Connect the USB-C cable to the laptop
2. Click the Share button on the touchscreen

Start a Meeting.



Meet

The Meet button allows you to start a new ad-hoc meeting and invite people to it by searching a name in the text field.

Invite someone or dial a number



▼ In this meeting (1)



Bradman Room Syd
Organizer



Join a Scheduled Meeting.

Catch-Up Meeting

11:30 AM - 12:00 PM

Georgia Engel

Join

When meetings are scheduled for the room, they will be listed on the home screen. To forward meetings to the room, use the email ID below:
ceoconferenceroom@rakbank.onmicrosoft.com
To join your scheduled meeting simply tap the Join button.