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Microsoft Teams Rooms on Cisco Devices Instructions

Contents

Microsoft Teams Rooms on Cisco Devices

Specifications:

- **Product:** Microsoft Teams Rooms on Cisco devices
- **Compatibility:** Works with Webex, Zoom, and USB passthrough
- **Requirements:** Registration to Control Hub and enabled third-party join settings

Product Usage Instructions

Joining Third-Party Meetings:

Before joining third-party meetings on your Microsoft Teams Rooms device, ensure your device is registered to Control Hub and third-party join is enabled in settings.

Using Webex Meetings:

When to Use:

- **Scheduled Meeting:** Use when the room device has been invited in advance.
- **Ad hoc Meeting:** Use for spontaneous meetings where you have the meeting number and need to join immediately.
- **Instant Join Webex Meeting:** Use for on-the-fly meetings, especially on shared devices.

How to Schedule:

1. Swipe from the right on your home screen to open the control panel.
2. Press the Webex button on the touch display.
3. Enter the Webex meeting number when prompted.

Using Zoom Meetings:

When to Use:

- **Scheduled Meeting:** Use for pre-planned meetings where attendees are invited in advance.
- **Join via Zoom Button:** Use for spontaneous meetings where you need to join immediately.

How to Schedule:

1. Swipe from the right on your home screen to open the control panel.
2. Press the Zoom button on the touch display.
3. Enter the meeting ID and passcode to join.

Using USB Passthrough:

When to Use:

- **Scheduled Meeting:** Use for pre-planned meetings to leverage camera, microphone, and loudspeakers for quality experience.
- **Ad hoc Meeting:** Use for spontaneous meetings to connect your laptop quickly.
- **Instant Meeting:** Use for immediate meetings to share content from your laptop.

How to Join:

1. Connect your laptop to the device's USB-C socket.
2. Open Microsoft Teams meeting app and select the device as source for camera, microphone, and loudspeaker.
3. Join the meeting from your laptop using the meeting ID or link.

Frequently Asked Questions

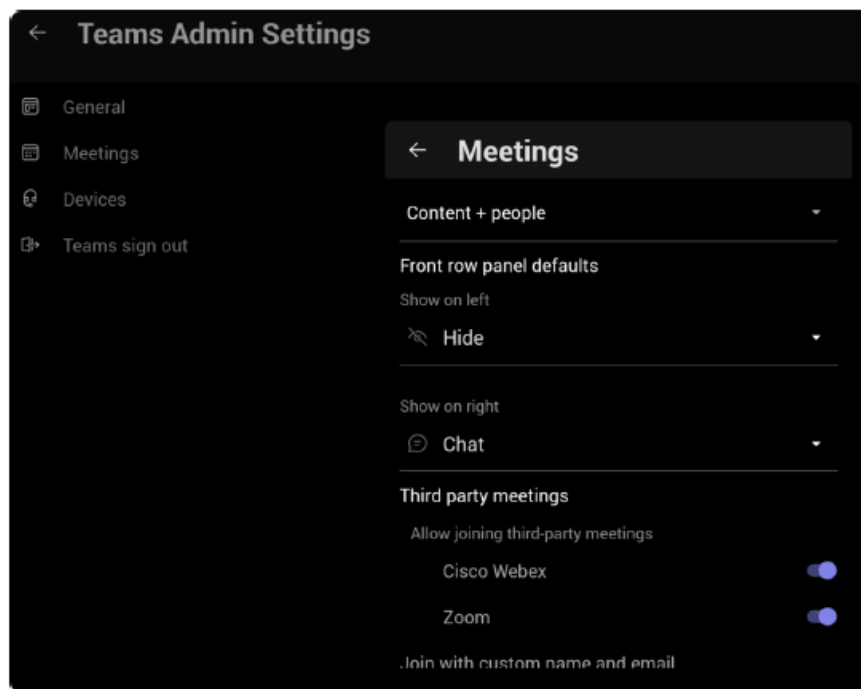**Q: How do I enable third-party join on my Microsoft Teams Rooms device?**
A: Register your device to Control Hub and enable third-party join in your settings. Contact your administrator for assistance if needed.

Q: When should I use USB passthrough on my Cisco device?
A: Use USB passthrough for pre-planned meetings to utilize the device's camera, microphone, and loudspeakers for a high-quality experience.

INTRODUCTION
Whether for Webex, Zoom, USB passthrough, or Microsoft Teams calling, this guide explains when to use each method and how to schedule and join scheduled, ad hoc, and instant meetings.

Prerequisites

Before you can join third-party meetings on your Microsoft Teams Rooms device, you need to register your device to Control Hub and enable third-party join in your settings.

Register your device to Control Hub:

- This ensures the Webex meeting is optimized for the best experience.
- Without Control Hub activation, you will only get the guest join experience.

To enable third-party join in the device settings:

- Tap More on the home screen and select Settings.
- Choose Device settings.
- Tap Teams admin settings.
- On the meetings menu, navigate to Allow joining third-party meetings.
- Toggle on Cisco Webex and/or Zoom.

To enable Zoom button in the side panel for ad hoc join:

- The Webex button will be there by default.
- Enable configurations in Control Hub for Zoom.

If you need assistance, contact your administrator.

INSTRUCTION

Platform	When to use	How to schedule	How to join
webex by CISCO	**Scheduled meeting** Use Webex on Microsoft Teams Rooms for pre-planned meetings where the room device has been invited in advance.	• Invite the Microsoft Teams resource account to the Webex meeting by adding the resource account's email as an attendee or forwarding the meeting to it. • The resource account is the account the Teams Rooms device logs into and is what users invite to book the Teams Room.	• Tap the **Join** button on the home screen that appears shortly before the meeting begins.
	Ad hoc meeting Use for spontaneous Webex meetings where you have the meeting number and need to join immediately.	• No scheduling is needed for ad hoc meetings.	1. Swipe from the right on your home screen to open the control panel. 2. Press the **Webex** button on the touch display. 3. Enter the Webex meeting number (access code) when prompted on the device.
	Instant join Webex meeting Use for on-the-fly Webex meetings, especially on shared devices, where you want to quickly invite others using a QR code or via email.	• No scheduling is needed for instant join Webex meetings.	1. Swipe from the right on your home screen to open the control panel. 2. Tap the Webex button on the touch display. 3. Select **Start a new meeting. Add Participants:** • **Search:** Invite people directly, or search for their name. • **Email:** Send the meeting invitation to your email, open it on your computer or mobile device, and forward it to participants. • **Share meeting link:** Scan the QR code on the device and follow the instructions on your mobile device to join the meeting.

Join

Platform	When to use	How to schedule	How to join
zoom	**Scheduled meeting** Use Zoom on Microsoft Teams Rooms for pre-planned meetings where attendees are invited in advance.	• Invite the Microsoft Teams resource account to the Zoom meeting by adding the resource account's email as an attendee or forwarding the meeting to it. • The resource account is the account the Teams Rooms device logs into and is what users invite to book the Teams Room.	• Tap the **Join** button on the home screen.
	Join via the Zoom button Use for spontaneous Zoom meetings where you have the meeting ID and need to join immediately.	• No scheduling is needed for ad hoc meetings.	1. Swipe from the right on your home screen to open the control panel. 2. Press the **Zoom** button on the touch display. 3. Enter the meeting ID and passcode and press **Join**.

Join

Platform	When to use	How to schedule	How to join
USB passthrough	**Scheduled meeting** Use USB passthrough to leverage the Cisco device's camera, microphone, and loudspeakers for a high-quality video and audio experience in pre-planned meetings.	• No additional scheduling is needed beyond the initial meeting setup.	1. Connect your laptop to the device's USB-C socket. 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone, and loudspeaker. 3. Join the meeting from your laptop.
	Ad hoc meeting Use USB passthrough for spontaneous meetings to quickly connect your laptop and utilize the device's advanced web camera features.	• No scheduling is needed for ad hoc meetings.	1. Connect your laptop to the device's USB-C socket. 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone and loudspeaker. 3. Enter the meeting ID or meeting link in your Microsoft Teams meeting app to join.
	Instant meeting Use USB passthrough for immediate, on-the-fly meetings when you need to quickly connect and share content from your laptop using the Cisco device's peripherals.	• No scheduling is needed for instant meetings.	1. Connect your laptop to the device's USB-C socket 2. Open your Microsoft Teams meeting app and select the device as the source for the camera, microphone, and loudspeaker. 3. Tab **Meet now** to start or join a meeting immediately from your Microsoft Teams meeting app.

Platform	When to use	How to schedule	How to join
The call app	When calling any SIP URI directly from your device. To use these features, your device must be registered to Control Hub. Contact your administrator if your device is not registered.	• No scheduling is needed.	**Accessing the call button in the side panel** 1. Swipe from the right on the home screen to open the control panel. 2. Tap the **Call** button. **Placing a Call** 1. You can call someone from your favorites, recents, or directory list. 2. Alternatively, start typing the name, video address, or number of your contact in the search field. 3. Select a contact and tap the **Call** button to place the call.

Documents / Resources

[image]	**CISCO Microsoft Teams Rooms on Cisco Devices** [pdf] Instructions Microsoft Teams Rooms on Cisco Devices, Teams Rooms on Cisco Devices, on Cisco Devices, Cisco Devices

References

- **User Manual**