




LIGHTWERKS 5-28-24 Microsoft Teams Rooms User Guide

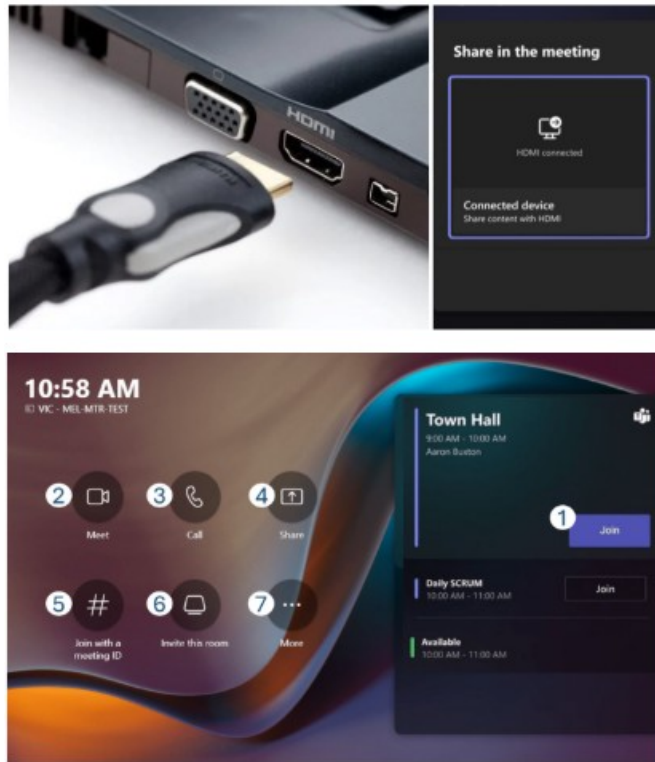
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5-28-24 Microsoft Teams Rooms



Welcome to your Microsoft Teams Room by LightWerks.

This collaboration space can function as a mirrored display of your device.

Alternatively, you can use the Microsoft Teams integration to start or join a Teams meeting, allowing you to view and share your content through the Teams platform.

► Direct (HDMI wired) connection

- This room operates as a mirrored display of your laptop or tablet on the room's display via an HDMI connection.
- Plug in your device (laptop or tablet) using the HDMI cable that is fed into the HDMI input of the room system equipment.

► Wireless connection

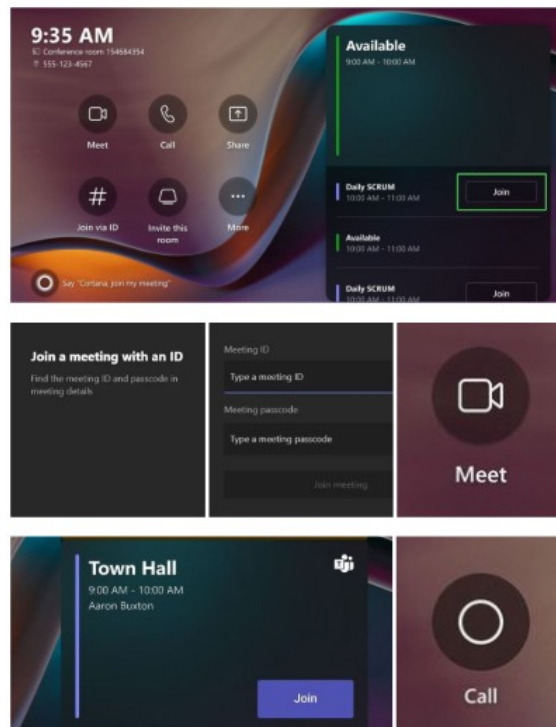
- Connect to the Microsoft Teams app and join the Teams meeting
- Share into the meeting that the room system is joined into.

HOME SCREEN CONTROLS OVERVIEW

This is the main screen MTR displays 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. Join with a meeting ID
6. Invite this room into a meeting
7. More options

STARTING THE MEETING



Join a scheduled meeting from the touch panel

When meetings are scheduled for the room, they will be listed on the home screen. To join your scheduled meeting simply tap the “join” button. You can also join the meeting whilst in the room from your laptop or mobile phone if you want to present or access meeting chat.

Join with meeting ID

Every Teams meeting has a unique 12-digit ID. Another way to join a meeting from the room is to add the meeting ID. You will find the meeting ID and passcode in your Outlook calendar invite.

Start a new ad-hoc meeting

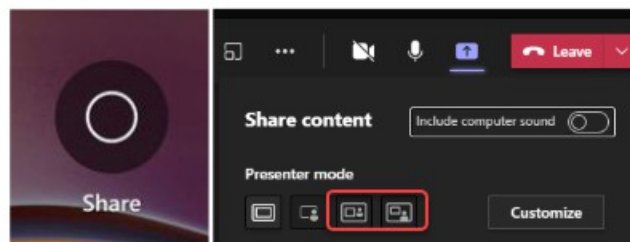
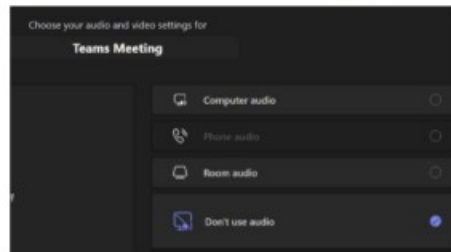
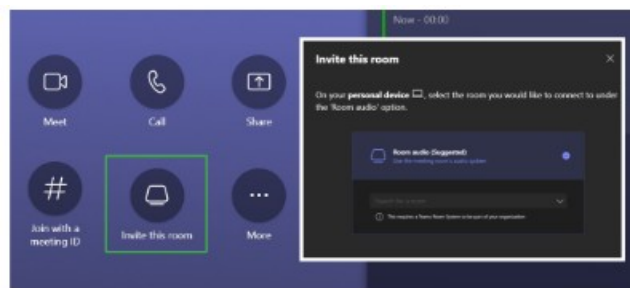
When you want to use the system for a new, unscheduled meeting, the “meet” button allows you to create a new Teams meeting from the MTR system and invite people to it by searching a name or number in the text field.

Make a call

If your organization has telephony set up for the meeting room, pressing the “call” button will bring up a dial pad. Simply dial the number and press “call”.

You can also dial in participants to a meeting once it is in progress.

IN-MEETING CONTROLS



Invite and join the room to a meeting

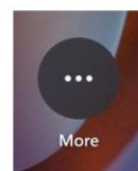
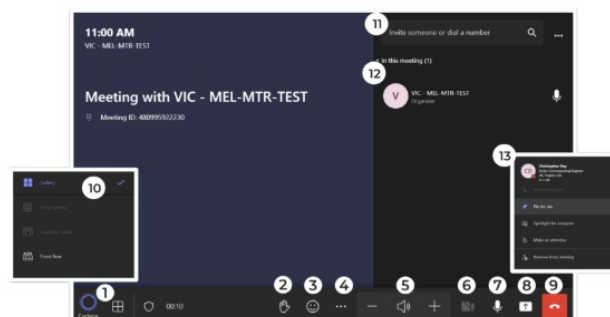
If you have a meeting set up in your calendar or on your device, but the room hasn't been invited already, you can add the room from your laptop or mobile device.

Joining your device to the meeting

You might also want to join the meeting from your device to share content or view people on your device whilst content is on the room display. When you join from your own device you can select "Don't use audio" to join the meeting muted and with sound off. You can also select "Room audio" to use the meeting room audio. (Make sure your device is muted to avoid generating feedback.)

Sharing content

You can easily share content to the display whether you are in a meeting or not. Press the "share" button and select how you want to share the content. You can also dial in participants to a meeting once it is in progress. (A frame around your content means it is being shared with remote participants.)



In-Meeting controls overview

These control options are available when you are in a meeting.

1. View options
2. Raise your hand
3. Reactions
4. Options

5. Volume control
6. Camera on/off
7. Mute on/off
8. Share content
9. End call
10. View menu
11. Invite someone
12. Participants (tap to manage)
13. Manage participants


More options

When you press the “more” button a new page will open which lets you restart the device, access settings, and report a fault.



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Documents / Resources

	LIGHTWERKS 5-28-24 Microsoft Teams Rooms [pdf] User Guide 5-28-24 Microsoft Teams Rooms, Microsoft Teams Rooms, Teams Rooms, Rooms
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References

- [AV Solutions - Los Angeles, Portland, San Diego - Lightwerks](#)
- [User Manual](#)

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