Manuals+ — User Manuals Simplified.

poly TC10 Microsoft Teams Panel User Guide

Quick Tips for Poly TC10 with Microsoft Teams Panel

Contents

Microsoft Teams Panel Home Screen

The home screen displays upcoming meetings and the availability of the meeting room.
Note: Some of the user options outlined here are available only if configured in the settings.

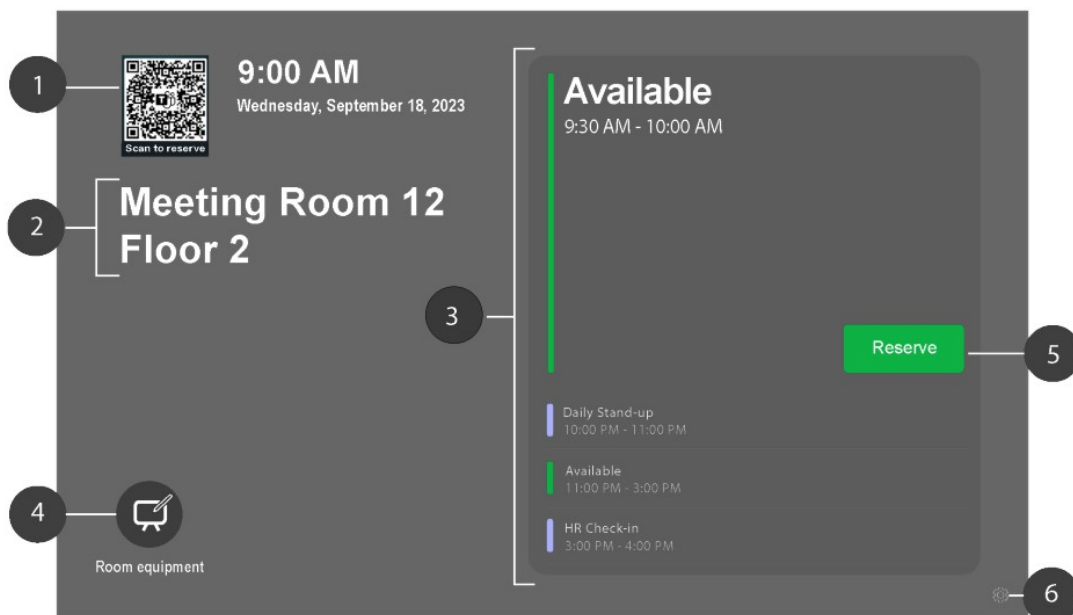| Ref.	Description
1	QR code to reserve room
2	Meeting room name/location
3	Current status and upcoming meetings
4	View the equipment available in the room (if enabled in settings)
5	Reserve button if meeting room is available Check-in button if meeting room is booked Manage button if a meeting is in progress
6	Settings

Reserve the room with a QR code
Schedule a new meeting or reserve the room for an existing meeting

1. Using a smart phone or tablet running the latest version of the Teams app, scan the QR code using the device's camera.
2. Follow the prompt to open the Teams app.
3. Follow the instructions to schedule a new meeting or reserve the room for an existing meeting.

Reserve the room for an ad-hoc meeting
If a meeting room is free, you can reserve it for an adhoc meeting.

1. To reserve a meeting room, select Reserve.
2. Select an ending time for the meeting.
3. Select Reserve.

Release a room early
Release a room early to make it available again

1. Select Manage.
2. Select Check out and Check out again.

See room equipment
If enabled in the settings, view the equipment available in the meeting room at a glance:
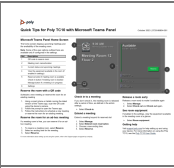
*   Select Room equipment.

Getting help
Visit **support.poly.com** for help setting up and using your device. For more information on using the Poly TC10, see the **Poly TC10 User Guide**.
For more information about setting up and using the system, refer to the Support pages at **support.hp.com/poly**.

Documents / Resources

	poly TC10 Microsoft Teams Panel [pdf] User Guide TC10 Microsoft Teams Panel, TC10, Microsoft Teams Panel, Teams Panel, Panel

References

- **User Manual**