

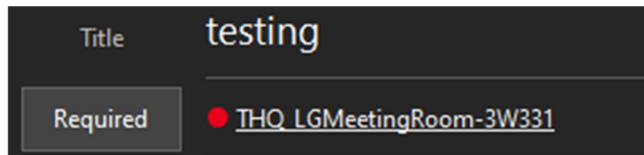


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TERRITORY HEADQUARTERS
INFORMATION TECHNOLOGY DEPT.

Teams Room Device: Quick Start

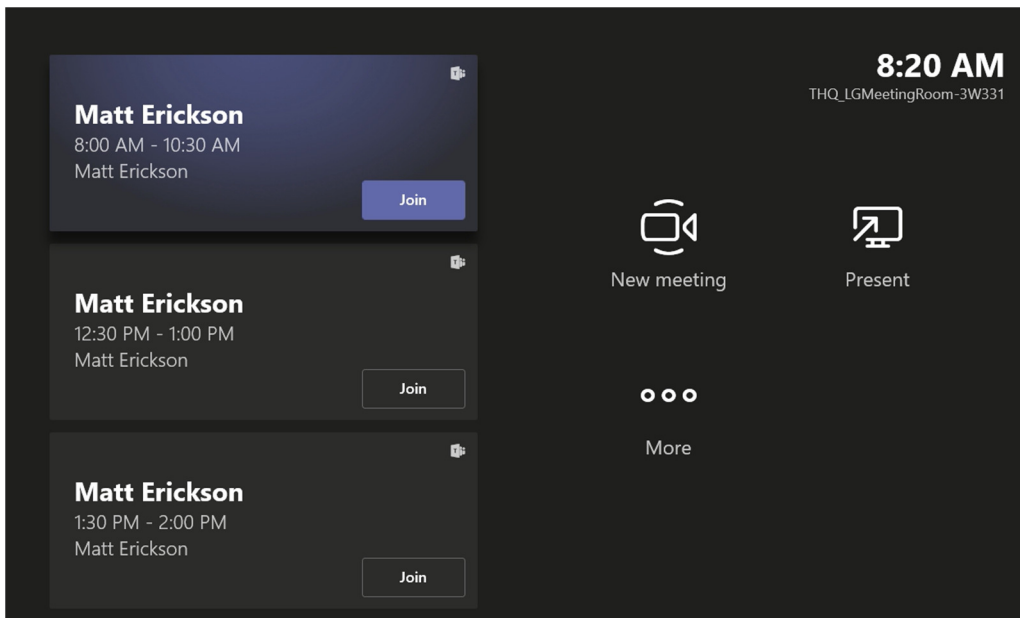
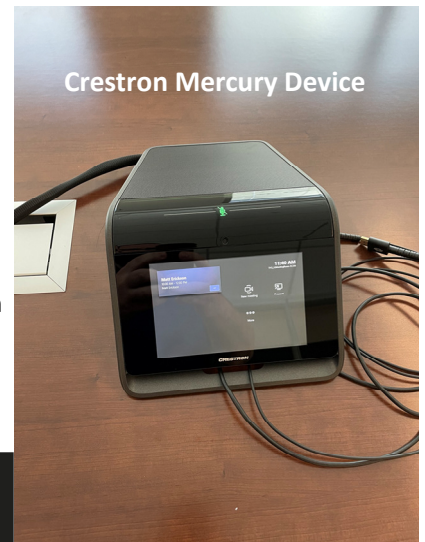
Step 1: In Outlook on your computer add the room device to your teams meeting .

Just add the room just like you would add a person to your meeting. This will let the room join your teams meeting and will also reserve the room. It will accept the meeting as long as the room is available.



Step 2: Join the meeting with the mercury device.

The table top device is called a Mercury device. Tap on the touch screen to wake tv's and the speaker bar and mercury. Your meeting will show on the home screen. Tap the join icon. If you look at the reservation in the upper right you will have a icon for the type of meeting you are connecting to Teams, Zoom, or WebEx. If you have not connected a virtual meeting the join button will be replaced with an ellipsis icon. The room reservations will show the next 3 reservations for that day on the mercury. If you want to present in your meeting you can join the meeting with your computer and then share your screen or you can connect the HDMI cable and you will be able to present.



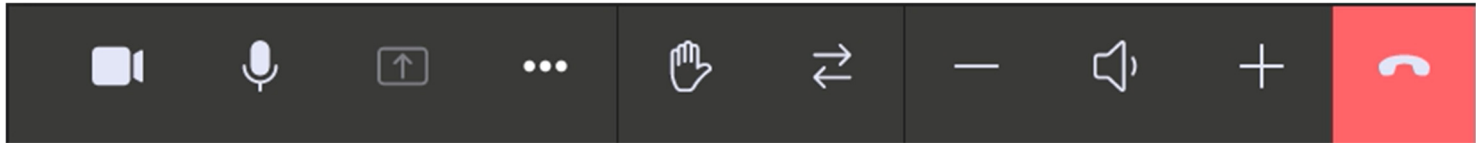
Home Screen Controls:

On the home screen you can create a meeting and invite people or other room devices to your meeting. You can also plug in the hdmi, and, usb cables to share your screen or to use the monitor, speaker, camera, and microphone on your laptop. To use the cables you can press the present button.



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Teams Room Device: Meeting Controls



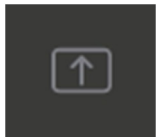
During the meeting at the bottom of the screen you have a toolbar of controls:



Camera Mute button: you will be able to turn on/off the camera



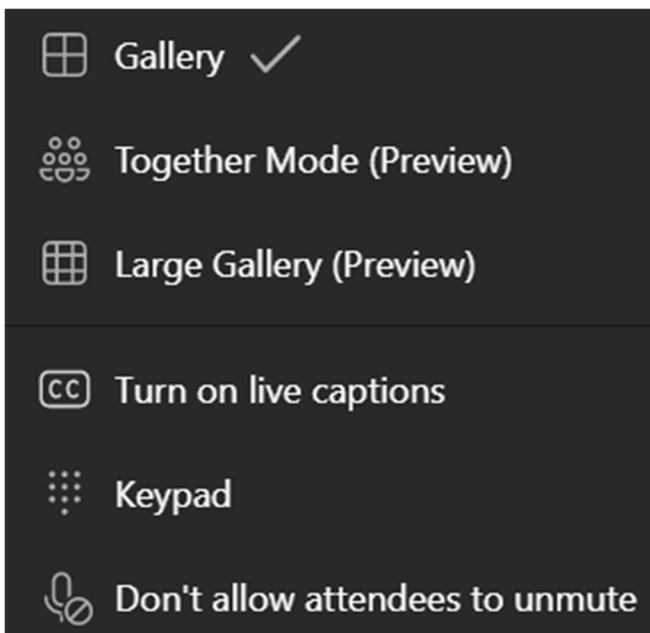
Audio Mute button: you will be able to turn on/off the microphone you also have a button on the top on the table top device



Share Button: you will be able to share your screen via the hdmi cable on the table.



Ellipsis Button: this will open the menu below



Gallery: is the normal teams view of people. (9 or less on screen)

Together mode: moves video feeds to a audience view.

Large Gallery: shows up to 49 live video feeds.

Live Captions : will add live captions on your screen of the meeting.

Keypad: it will bring up a keypad on the touch screen.

Don't allow attendees to unmute: this option is for teams webinar



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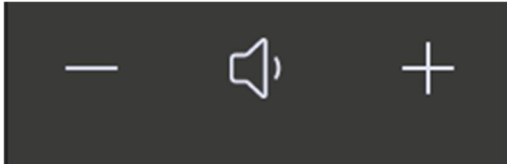
Teams Room Device: Meeting controls



Raise Hand: visual cue to show you would like to ask a question



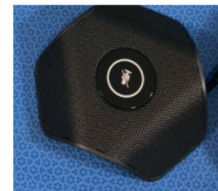
Swap screens: lets you change which screen is showing people vs. content.



Volume controls: volume up and Down and mute for the speaker



Hang up: end the call



There is also a mute button on the top of the mercury and on the mic pod.

Connect to a Zoom or WebEx

This is a Teams device, but you can also join a zoom meeting or webex. To connect the mercury to a zoom call or webex add the room's email address as a participant. Or add the link to the meeting invite for the room in outlook on your computer. If you are using zoom or WebEx it will only be able to use one screen not both.

Please remember any other devices connected to the meeting in the same room will cause feedback in the meeting. Please mute all microphones and speakers on those devices.

Please let the Help desk know if you have questions or are having any issues.

uscsupport@usc.salvationarmy.org

EXT:2267