Audio Visual Quick Reference Guide   **8 Person Meeting Room**

INTRODUCING 'RAPTURE' MEETING ROOM

- **HDMI Input, Native Teams with Bring Your Own Device (BYOD).**

- **Sony 55" or 75" Flat Panel Display.**

- **Logitech Rally Bar Mini with TAP touch controller.**

- **At entrance: 10" Room Scheduling Panel**

TO JOIN SCHEDULED TEAMS MEETING OR BYOD

1   **Join scheduled meeting** by selecting the **'Join'** button.

2   Start a new meeting by selecting **'Meet now'** button.

3   To **project your laptop on main screen**, plug the video cable to your laptop. It may be projected to the room automatically, or you may have to select **'Present'** on the room console.
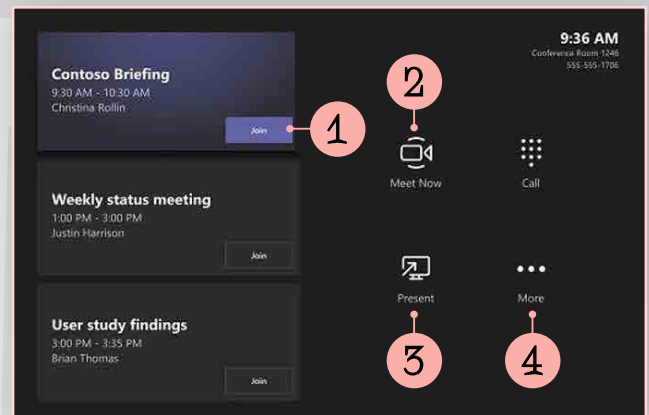
For **BYOD video conferencing** – add the USB cable to your computer, ensure that Logitech is chosen as the camera, speaker and microphone in your video conferencing application. Remove USB to return to Teams environment.

4   Select **'More'** options button for instructions on how to add the room to a meeting, give feedback on the device, or change settings.
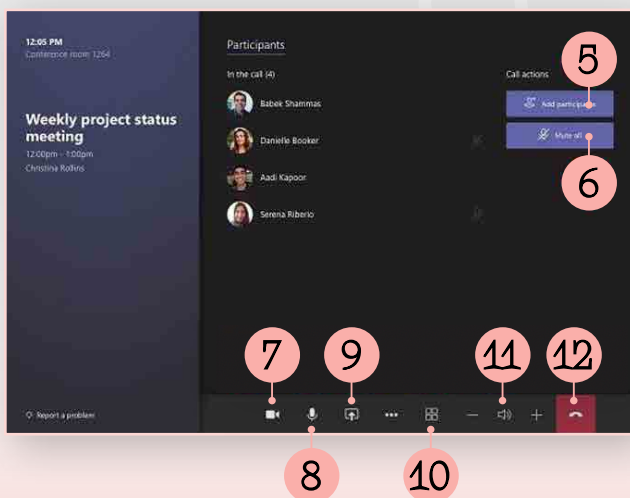
MANAGE A TEAMS MEETING

5   Add participants.

6   Mute mic of all participants.

7   Turn off your camera.

8   Turn off your mic.

9   Share connected laptop. Toggle to stop sharing.

10   Change the layout view of participants.

11   Volume controls of room audio.

MORE TEAMS HELP   Visit the Microsoft website or Google **'Microsoft Teams Rooms Help'** The site is very helpful.

MORE
Mezzanine Meeting Room WiFi
Password: **LPnN22D6**