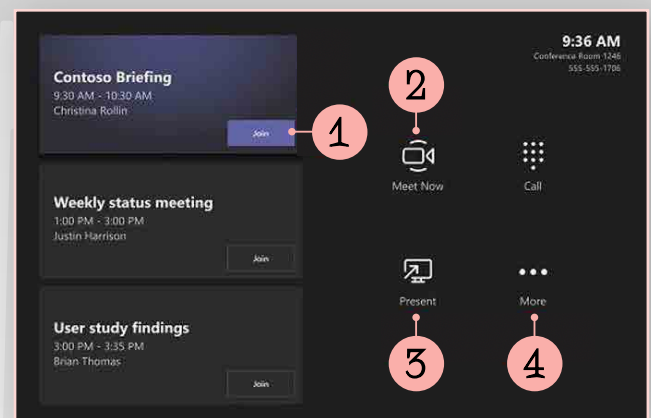


INTRODUCING 'PRUDENCE' MEETING ROOM

- HDMI Input, Native Teams with Bring Your Own Device (BYOD).
- Two Sony 65" Flat Panel Display.
- Logitech Rally Bar with TAP touch controller.
- At entrance: 10" Room Scheduling Panel.

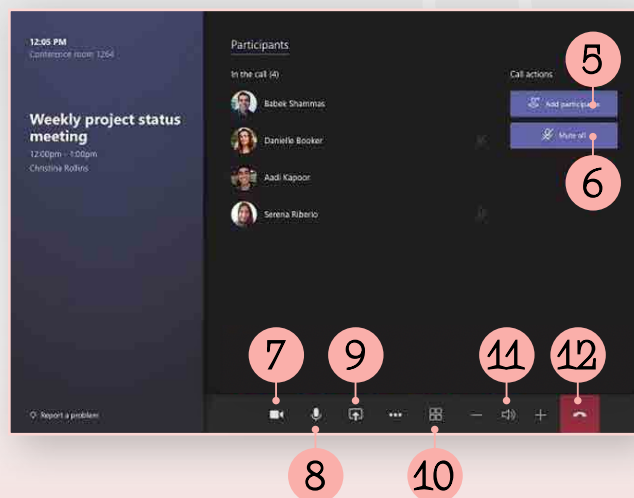
TO JOIN SCHEDULED TEAMS MEETING OR BYOD

- 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.

WIFI ACCESS

Mezzanine Meeting Room WiFi
Password: **LPnN22D6**