QUEEN&

COLLINS



Audio Visual Quick Reference Guide

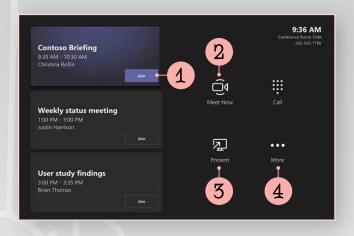
16 Person Meeting Room

INTRODUCING 'ABERRANT' MEETING ROOM

- HDMI Input, Wireless Presenting, Native Teams with Bring Your Own Device (BYOD).
- Ceiling Microphone and Ceiling Speakers (all combinable with adjoining 10P meeting room).
- 2 x Sony 85" flat panel displays and 1x Aver Camera PTZ Camera.
- Crestron 10" Tabletop Touch Panel to control Crestron UC-CX100-T Native Teams with BYOD. Infrared Hearing Assistance.
- 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 For wireless presentation refer to screen for instructions OR connect with cable to project your laptop on main screen. It may be projected to the room automatically, or you may have to select 'Present' on the room console.



- 4 For **BYOD video conferencing** add the USB cable to your computer, ensure that Crestron is chosen as the camera, speaker and microphone in your video conferencing application. Remove USB to return to Teams environment.
- 5 Select 'More' 'Room Controls' option buttons for instructions on how to add the room to a meeting, give feedback on the device, or change settings.



MORE

HELP

TEAMS

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.

WIFI ACCESS

Visit the Microsoft website or Google **'Microsoft Teams Rooms Help'** The site is very helpful. Mezzanine Meeting Room WiFi Password: **LPnN22D6**

Guest AV WiFi Password: **TTwz9XWT**