Teams Rooms Video Conferencing Guide

The control panel

In each room that has a Teams Rooms set up you will see a touchscreen panel which is used to join or create meetings and control settings within the meeting. The software is consistent with Microsoft Teams and has similar features to the Teams application that runs on your device or web browser.
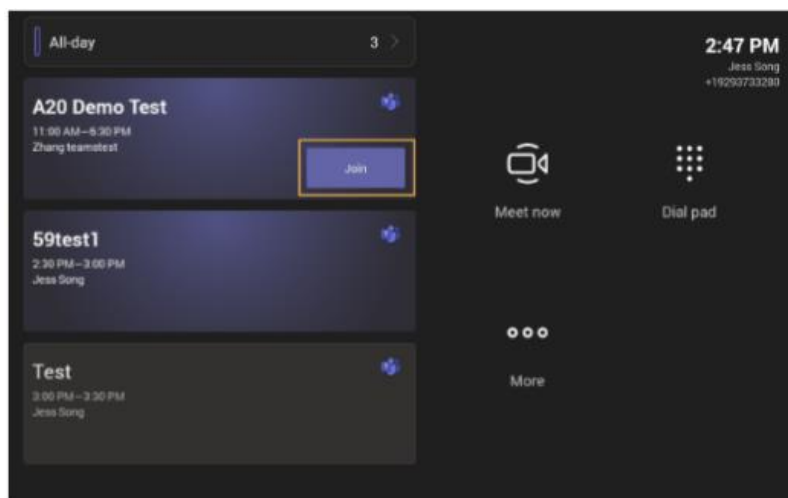

Joining a scheduled meeting

If you have previously scheduled a meeting with the Teams Room equipment you are using, via Teams, Yarooms or Outlook, this should already be displayed on the touchscreen panel.

Nb. Please see the following link on how to book a Teams Rooms meeting.

- Tap **Join** on the appropriate meeting and the meeting will start.

Creating a meeting

You can create a new meeting from the touchscreen panel and can search for the required participants in the Barnardos internal directory or invite external guest using their email.

- Tap **New Meeting.**
- Enter the participant account information to search and then select the desired participant.
- Tap **Start meeting**.
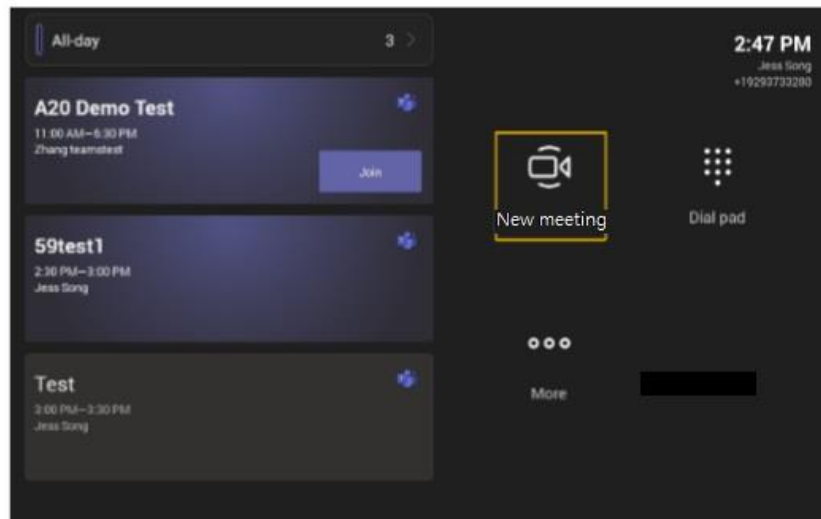
Using Meet Now

You can initiate a 'meet now' video conference at any time without creating a scheduled meeting. The devices are linked to our internal directory so you can search for the required participant(s) and invite them to the video call from the panel.
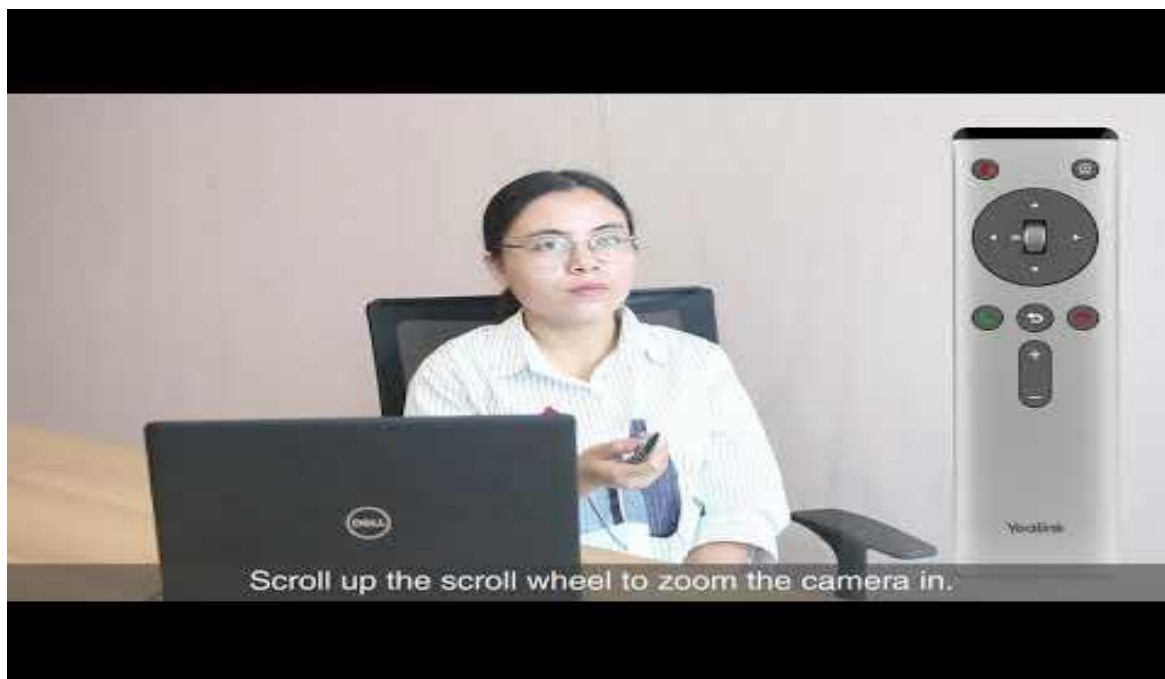
- Tap **More > Meet now.**
- Enter the participant(s) email address to search and then select the desired participant.
- Tap **Start meeting**.
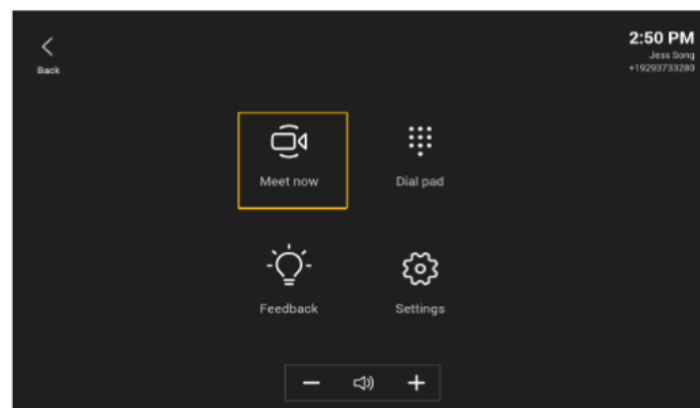
Controlling the room camera position

You can use either the remote control or touchscreen panel to control the camera.

[How to control the camera](#)

Using the touchscreen panel

1. Tap **More**-> to enter the Camera Control page.

2. Tap or to zoom camera in/out.

3. Tap to pan/tilt the camera.

Resetting Room Camera to Home Position

1. Tap **More**-> to enter the **Camera Control** page.

2. Tap **Reset**.

Using the remote control

1. The central scroll wheel allows you to zoom in and out.

2. The directional buttons will pan/tilt the camera.

Sharing your screen content

Wired Sharing

The touchscreen panel can be used to share content from your laptop and there is a USB-C and HDMI connection available to connect to this. Do one of the following:

• From the idle screen, tap Present to start sharing your screen content.
• During a meeting, tap Present to start content sharing with the participants.
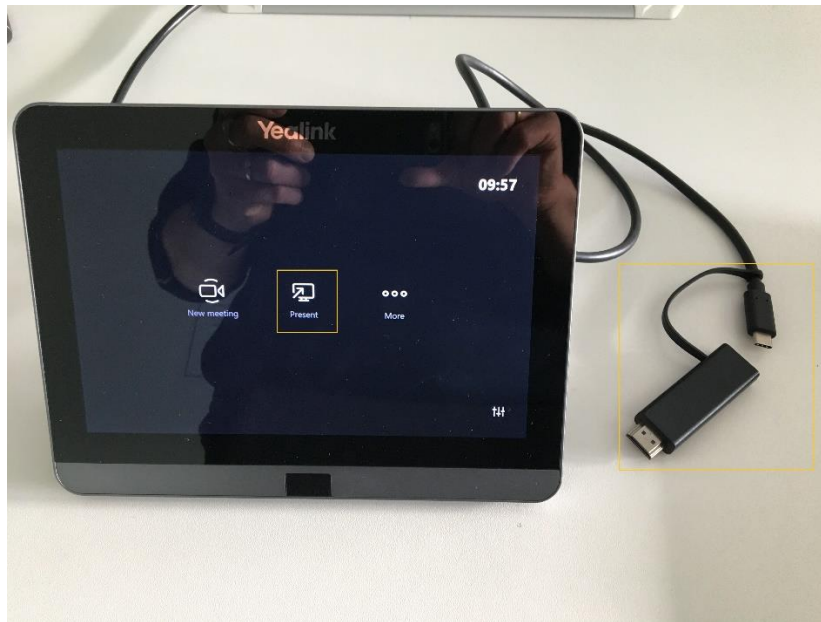
Wireless Sharing with WPP20 dongle
If you need more flexibility and don't want to be tied to a wired connection, some sites will have a wireless presentation dongle that you can plug into your laptop and present to the Teams Room meeting

<ins>To start or stop sharing content:</ins>

1. Connect the dongle to the USB port on your laptop. The WPP20 is already paired with the Teams Rooms system and your computer starts the Yealink Wireless Presentation Pod software automatically.

2. Do one of the following to start sharing content:
   - On the WPP20, press the presentation button to share full screen.
   - On the WPP20, long-press the presentation button for 3 seconds and then release this button. Choose the file you want to share and then click 'Share now'.
   - On the Yealink Wireless Presentation Pod software, click 'Content share'. Choose the file you want to share and then click 'Share now'.

3. Do one of the following to stop sharing content:
   - On the WPP20, press the presentation button.
   - On the Yealink Wireless Presentation Pod software, click 'Stop sharing'.

Both of the above methods can be used independently outside of a Teams Rooms meeting; therefore, you can use them to present locally to those in the physical room if not running a remote or hybrid meeting.