

Microsoft Teams Meeting Rooms



Booking A Meeting Room

To use the Teams meetings rooms for a video conference meeting; book the meeting room as you normally would through your Outlook calendar.

To book the meeting room it must be available on your chosen time and date.

We recommend checking the meeting room's Outlook calendar for availability before booking the meeting.



When creating the meeting request, invite the meeting room as a resource to the meeting. Make sure you create the meeting request as a Teams Meeting.

Select Attendees and Resources: Offline Global Address List

Search: Name only More columns **Address Book**

Name	Title	Business Phone	Location	Department
Warwick Meeting Room F1		01926 516000	First Floor, Coop House	
Warwick Meeting Room F2		01926 516000	First Floor, Coop House	
Warwick Meeting Room F3			First Floor, Coop House	
Warwick Meeting Room F4		01926 516000	First Floor, Coop House	
Warwick Meeting Room F5		01926 516000	First Floor, Coop House	
Warwick Meeting Room G1 Teams				
Warwick Meeting Room G2		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G3		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G4		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G5		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G6		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G7		01926 516000	Ground Floor, Coop House	
Warwick Meeting Room G8 Teams				
Warwick Meeting Room G9		01926 516000	Ground Floor, Coop House	
Warwick Meeting Rooms				

Required:

Optional:

Resources:

Booking A Meeting Room - Confirmation

Once you have sent the Teams meeting invite you will receive confirmation from the meeting room. The email will confirm the meeting room has been booked for your chosen time and date.

• Warwick Meeting Room G8 Teams

Accepted: Teams Rooms

When 05 May 2022 14:30-15:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Location Warwick Meeting Room G8 Teams

Warwick Meeting Room G8 Teams has accepted this meeting.

Your request was accepted.

Your request has been accepted. Location: G8, Ground Floor Capacity: Maximum 6 people. Equipment: Screen In the event of an evacuation if anyone attending your meeting has a mobility or any special requirements, please ensure that they are aided and that they re-enter the building via the front entrance using the level footpath at the foot of the car park.

Sent by Microsoft 365



If the meeting room is not available, the email response will show the meeting room has declined your meeting. Always check the meetings rooms Outlook calendar for availability before booking the meeting.

Joining a Meeting Through The Teams Hub

The Teams hub will automatically switch on when you enter the room, through a sensor on the front of the hub.

Please **do not turn off the hub**, as it will hibernate when you have left the meeting room.

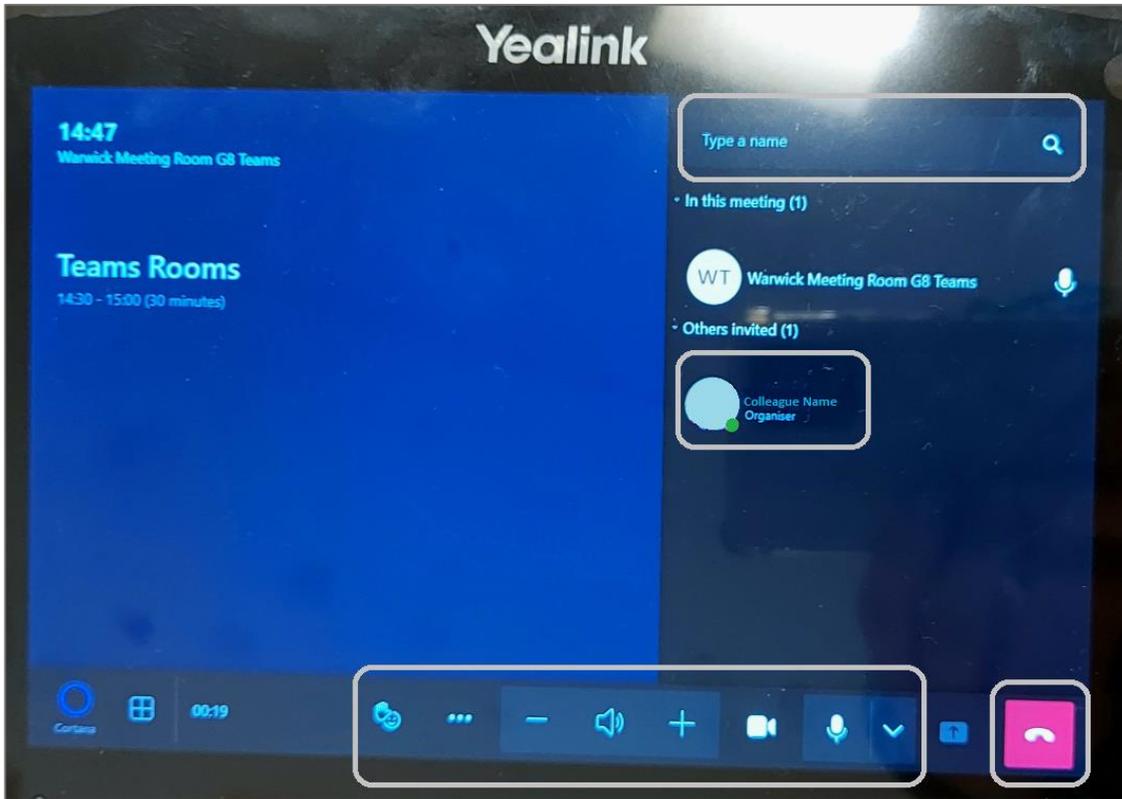
On the Teams hub screen the upcoming scheduled meeting will be displayed in the top left.

- ◆ Touch the 'Join' button on the Teams hub screen, and the meeting room will join the call as an attendee.

The video feed for the meeting room will switch on and the Teams meeting will be displayed on the TV screen in the meeting room.



Teams Hub Call Settings

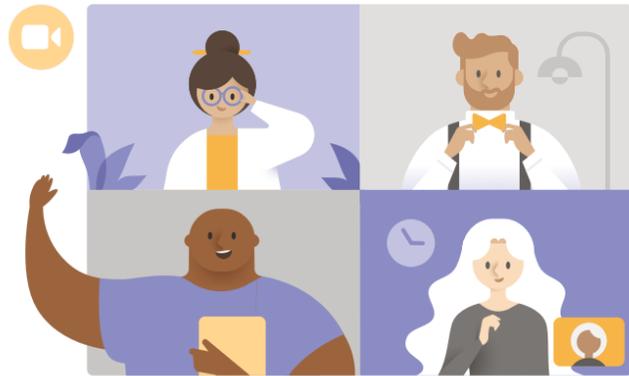


The settings for the meeting room while on the Teams meeting are accessed through the touch screen of the Team hub. Reactions, volume, video feed and mute; can all be easily accessed through the settings bar displayed at the bottom of the Teams hub screen.

The meeting participants are displayed on the right side of the Team Hub screen.

Additional colleagues can be invited into the live meeting through the Teams Hub touch screen.

- ◆ Touch the '**Type a name**' box on the hub screen to bring up a touch keyboard.
- ◆ Type in the colleague's name, a list of matching names will populate below.
- ◆ Click on '**Request to Join**', to invite the colleague into the live meeting.



To end the Teams meeting for the meeting room, click on the end call button at the bottom right of the Teams hub screen. The Teams meeting room will leave the meeting, ending the audio and video feed. **Do not switch off** the Teams hub, it will hibernate when you have left the meeting room.

Screen Sharing



There is no need to connect your laptop via the HDMI cable to the Teams Hub to use the video conferencing, the meeting room video conferencing joins the meeting as an attendee.

You only need to connect a laptop if a colleague present in the meeting room wants to share their screen to all of the meeting attendees.



Connect the HDMI cable to a laptop and the TV display in the meeting room will mirror display the laptop screen. The same as sharing your screen in a Teams meeting, your screen will be visible to all other meeting attendees.

Video feeds of the attendees will still be visible through a side panel on the TV screen.

Once you have finished sharing your screen, simple unplug the HDMI cable to return to the meeting attendee video feeds.

Meet Now & In Person Meetings



You can also use the Teams hub for a **'Meet Now'** unscheduled Teams voice or video call, providing the meeting room is free and isn't pre booked.

- ◆ To make a video call touch the **'Meet'** icon on the hub's screen. To make a voice call touch the **'Call'** icon on the hub's screen.
- ◆ Touch the **'Type a name'** box on the hub screen to bring up a touch keyboard.
- ◆ Type in the colleague's name, a list of matching names will populate below.
- ◆ Click on **'Request to Join'**, to call the colleague.

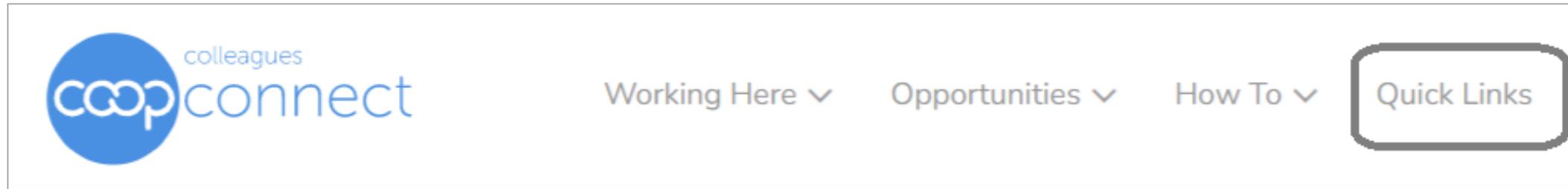
For in person meetings the Teams hub can be connected to a laptop to use the TV screen to share content. Connect the laptop to the Teams hub via the HDMI cable and the TV screen will mirror display the laptop screen.

To stop sharing, remove the HDMI cable from the laptop, **do not switch off** the Teams hub.

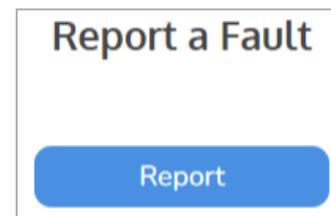
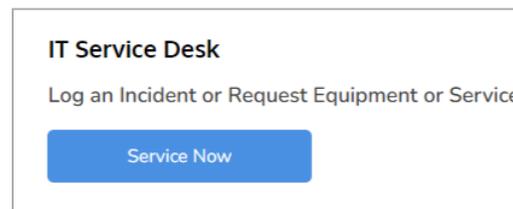


If you experience any issues, please raise an Incident in ServiceNow and a member of the team will assist you. ServiceNow can be accessed through the Quick Link via Colleague Connect.

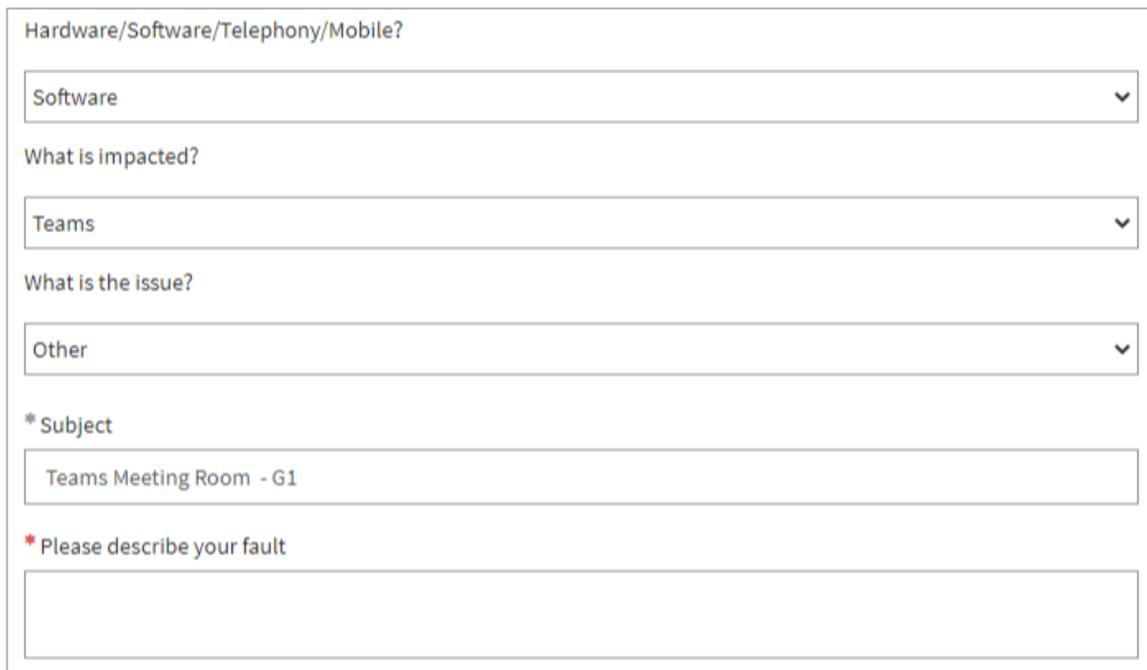
<https://colleaguesconnect.midcounties.coop/quick-links/>



- ◆ Scroll down the page to find IT Service Desk
- ◆ Click on the blue 'Service Now' button
- ◆ Click on the blue 'Report' button



The form will prepopulate your name and business area for you. It is recommended you add contact details in case a member of the team needs to speak to you directly.



The screenshot shows a support form with the following fields:

- Hardware/Software/Telephony/Mobile?**: A dropdown menu with 'Software' selected.
- What is impacted?**: A dropdown menu with 'Teams' selected.
- What is the issue?**: A dropdown menu with 'Other' selected.
- * Subject**: A text input field containing 'Teams Meeting Room - G1'.
- * Please describe your fault**: A large text area for describing the issue.

- ◆ **'Hardware/Software/Telephony/Mobile?'** – select 'Software' from the dropdown menu.
- ◆ **'What is impacted?'** – select 'Teams' from the dropdown menu.
- ◆ **What is the issue?'** – select 'Other'.
- ◆ **Subject** – Enter 'Teams Meeting Room' and add the meeting room number, for example G1.
- ◆ **'Please describe your fault'** – give as much detail about the issue you are experiencing, for example the action you are taking and what is affected. If there is an error message displayed on the hub screen enter it here with your description or take a clear photo and attach it to the form.

Photos or screenshots can be added by clicking on 'Add attachments'.

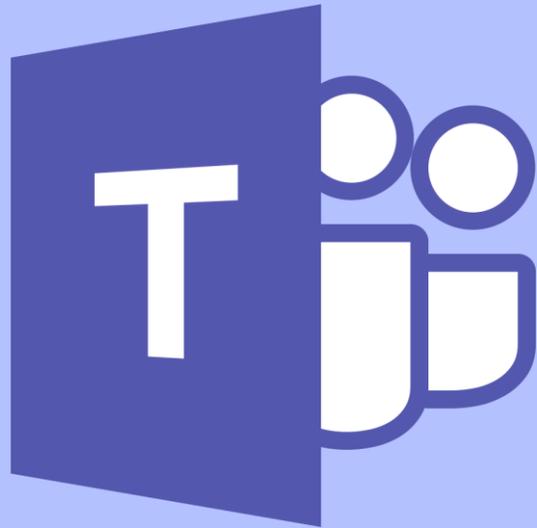


Once you have completed the form, click on the blue 'Submit Incident' button.



Submit Incident

You will receive an email with the call reference number to confirm your Incident has been raised and will be assigned to a member of the team for support.



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