

LINCOLN DATA CENTER CONFERENCE ROOMS

Hosting meetings and presenting with Microsoft Teams

Beginning your meeting

1. Tap the Poly touch panel screen to turn it on from sleep mode.
2. If conference room TV does not automatically turn on, use the remote control.
3. Join the Microsoft Teams meeting with one of these options:
 - a. **Join as normal.** After reserving the conference room through Outlook or Teams for your meeting, select **join** on the Poly touch panel where your meeting name is displayed.
 - b. **Join by room proxy.** Before joining your meeting as usual on your laptop, select **Room Audio** of your conference room. The meeting will start on your laptop and on the conference room system.
 - c. **Invite room to your meeting.** Start Teams meeting as normal on your laptop. Under the Participants tab, locate your conference room and select **request to join**. Accept the call via the Poly touch panel; mute your laptop speakers and microphone to prevent feedback.
 - d. **Select Meet Now on Poly touch panel.** Search for participants to meet with and select **Start Meeting** to begin meeting.
4. To adjust camera view, select **Camera settings** then **Camera Control**.
5. To end your Teams meeting, select **End** and turn off conference room TV.

NOTE: Your conference room will be displayed in the upper left corner of the TV screen and on the Poly touch panel in the upper right corner.

Present in conference room without hosting a meeting

1. Turn on conference room TV with the remote control.
2. Connect laptop to HDMI port using HDMI cable, if available.
3. To end presentation view, disconnect HDMI cable and turn off conference room TV with the remote control.

To display a presentation in one of the conference rooms wirelessly, use the Share function. Once you start the Teams meeting, select **Share** on your laptop. The default view puts the camera in the bottom right corner of the screen that is not about to be removed from view. You can change the layout to gallery mode from the touch panel.

If you need help, please contact meetingsupport@omes.ok.gov or Jalen Byford at 405-596-7249.