

UNSW CBD Campus Meeting Room Quick Start Guide

1. Room Setup Overview

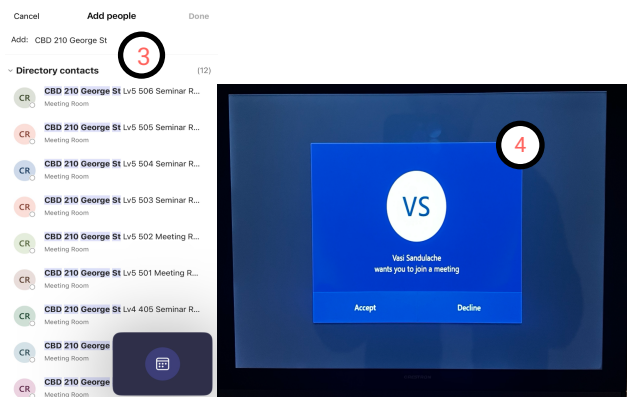
Your Teams Room includes the following: a touchscreen console, a TV screen, built-in camera, microphone, and speakers, laptop input (HDMI or USB-C).

2. Joining a Meeting

2.1 **Scheduled Meeting:** Tap the meeting name on the touchscreen console to join(1).

2.2 **Instant Meeting:** Tap Meet > Meet now to start an unscheduled call(2).

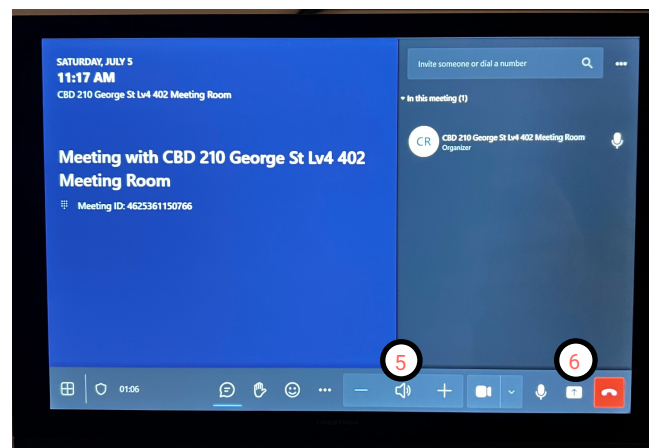
2.3 **Call/Invite the Room:** From any meeting, the organiser can call/invite the room as a participant to join the meeting and show it on the room console. Click Add Participants then search the room number (3). This will display a prompt on the touchscreen where you can accept or decline the call(4).



3. Managing the Meeting

From the touchscreen console, you can use normal Microsoft Teams features such as:

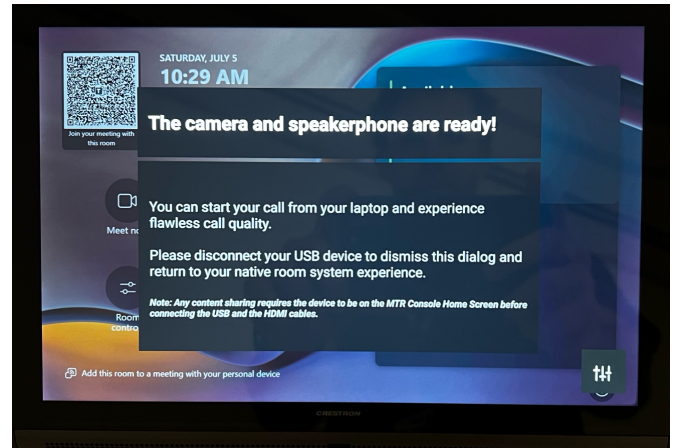
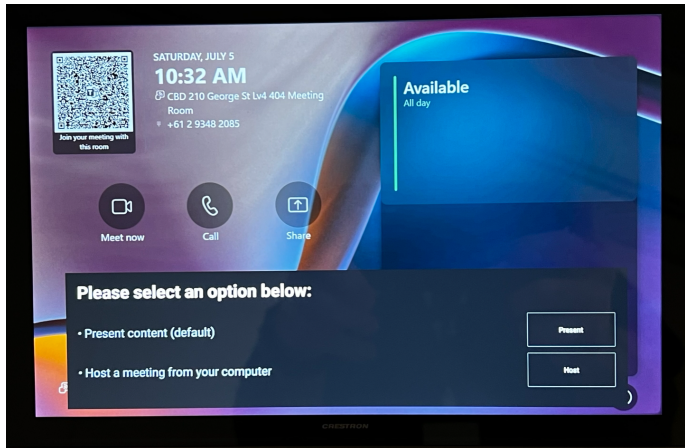
- Mute/unmute the microphone
- Turn the camera on/off
- Add/remove participants
- Change the layout shown on the TV (e.g. speaker view, gallery)
- Adjust speaker volume (plus & minus)(5)
- Share content from personal device (6)



4. Sharing Content

When you plug in a laptop, you'll be prompted with two options on the console:

1. **Present Content (default)** - Shares your screen to the room display without starting a meeting.
2. **Host a Meeting from Your Computer** – Touch screen controls are disabled, your laptop takes control of the room's camera/mic/display for Teams meetings and your laptop screen will automatically display on the TV screen.



5. Sound options

5.1 When using "Present Content (default)" – your device will automatically change sound output to "Creston". This will allow you to listen to audio played from your device through the room speakers.

5.2 When using "Host a meeting from your computer" – ensure your sound settings have selected the room name (CBD01-440-CORE-8) or "Devio SCR USB Audio" as output. The options available will depend on which room you are in.

6. Making a Phone or Video Call

- Use the Dial Pad on the touchscreen to make a direct call.
- Call saved contacts from the console directory.



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