SOUTHEAST
Technical College

Microsoft Teams Room (MTR)

Gerard Strouth

Erik VanLaecken

COMPONENTS

- Ceiling Speakers
- Ceiling Mic
- Cameras
- Multiple displays for content and virtual attendees
- Touch Panel on Podium
- ViewSonic Tablet

POWER ON/OFF SYSTEM

- Tap the room controls icon on the panel
- Tap the corresponding power button labeled “Start System” or “Shutdown” (Depending on your situation)
- Please Shutdown system when done!
- Look at color of mic for status

THE SMART WAY TO WHAT'S NEXT

ONLY SHARING CONTENT

- Power On System
- Just connect HDMI cable on podium to laptop
- If presenting with sound, verify your audio on your laptop is using “NV-32-H… (Audio Device)” by clicking on the speaker icon in the bottom right of your screen (Windows computers only).

THE SMART WAY TO WHAT'S NEXT

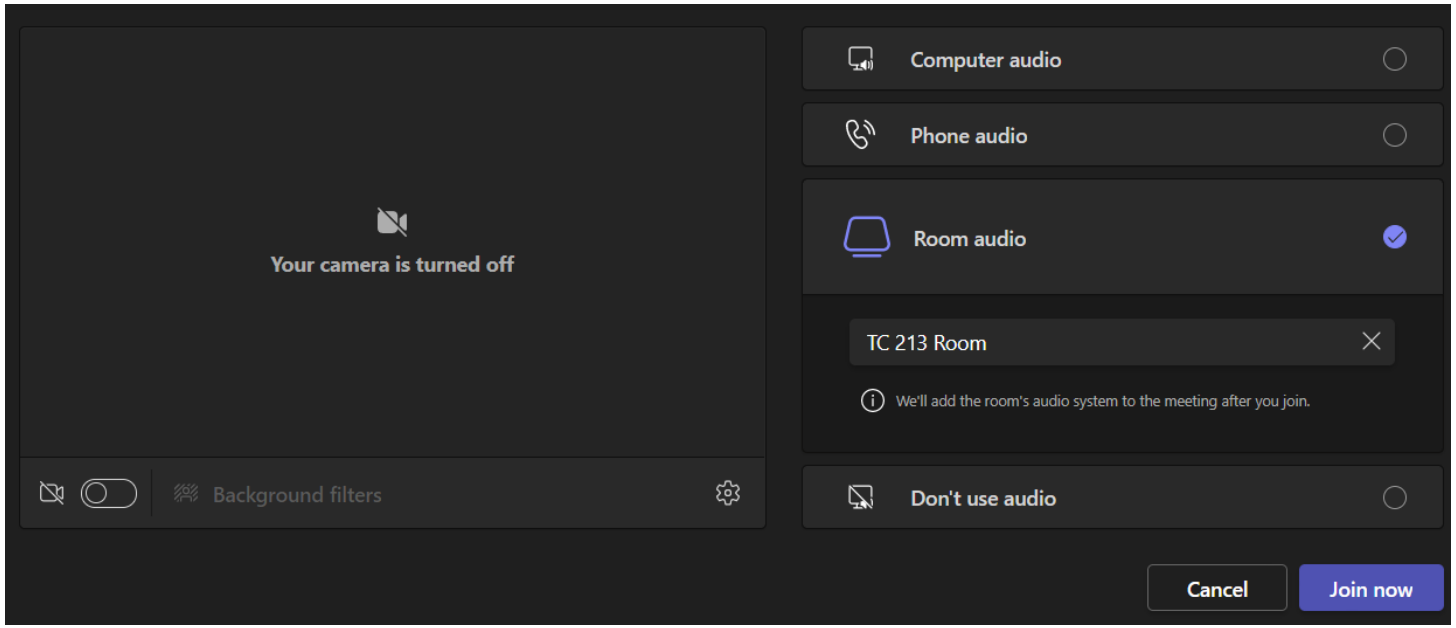
ROOM SCHEDULING

- When scheduling Teams meeting be sure to invite the room on the meeting invite or forward an already created meeting
  - Rooms are named by building and room number in the address book
- Needs to have the Teams link in the body of the message
- Room will accept meeting request if room is available
- Room will deny meeting request if something is already booked
- Use scheduling assistant to see open times
- Touch panel on podium will display upcoming meetings

THE SMART WAY TO WHAT'S NEXT

START MEETING

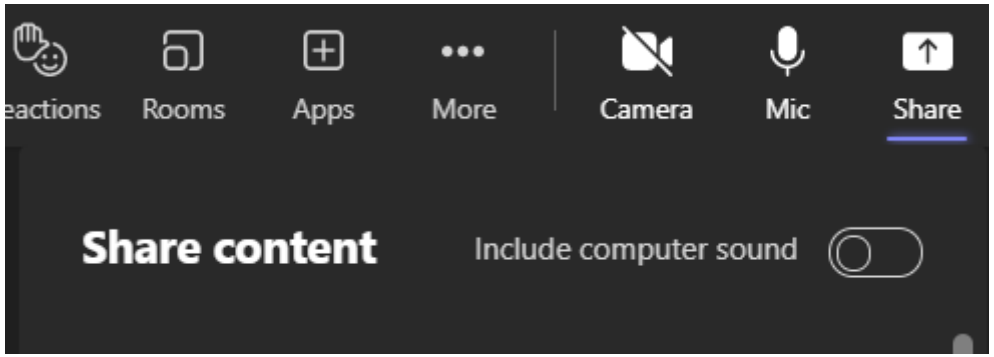
- Power On Room System
- Join the meeting on your laptop and select to use “Room Audio” (Be sure the correct room is selected in the room audio drop down before joining).



THE SMART WAY TO WHAT'S NEXT

SHARING CONTENT IN MEETING

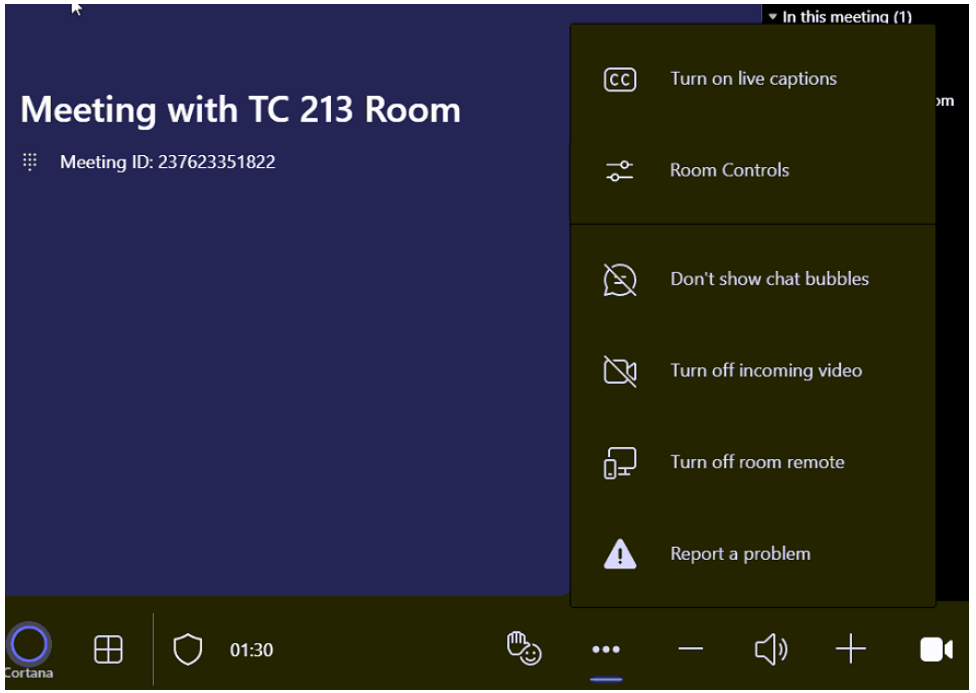
- Share from laptop like any meeting
- If you want any audio make sure to select the option to “Include computer sound” when sharing



THE SMART WAY TO WHAT'S NEXT

CAMERA CONTROLS

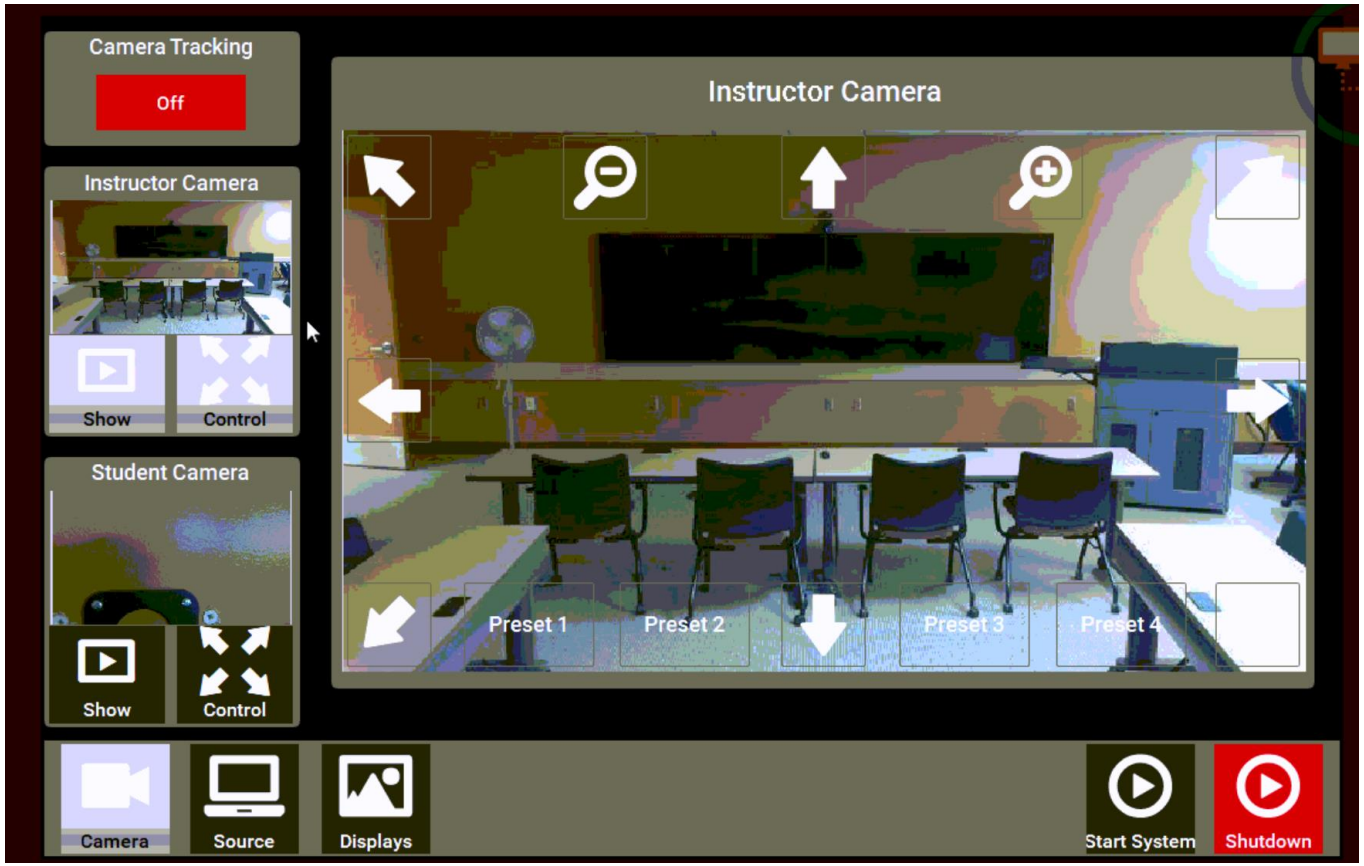
- Before starting meeting - Tap the room controls icon on the panel
- After starting meeting – Tap 3 dots for settings and go to Room Controls



THE SMART WAY TO WHAT'S NEXT

CAMERA CONTROLS

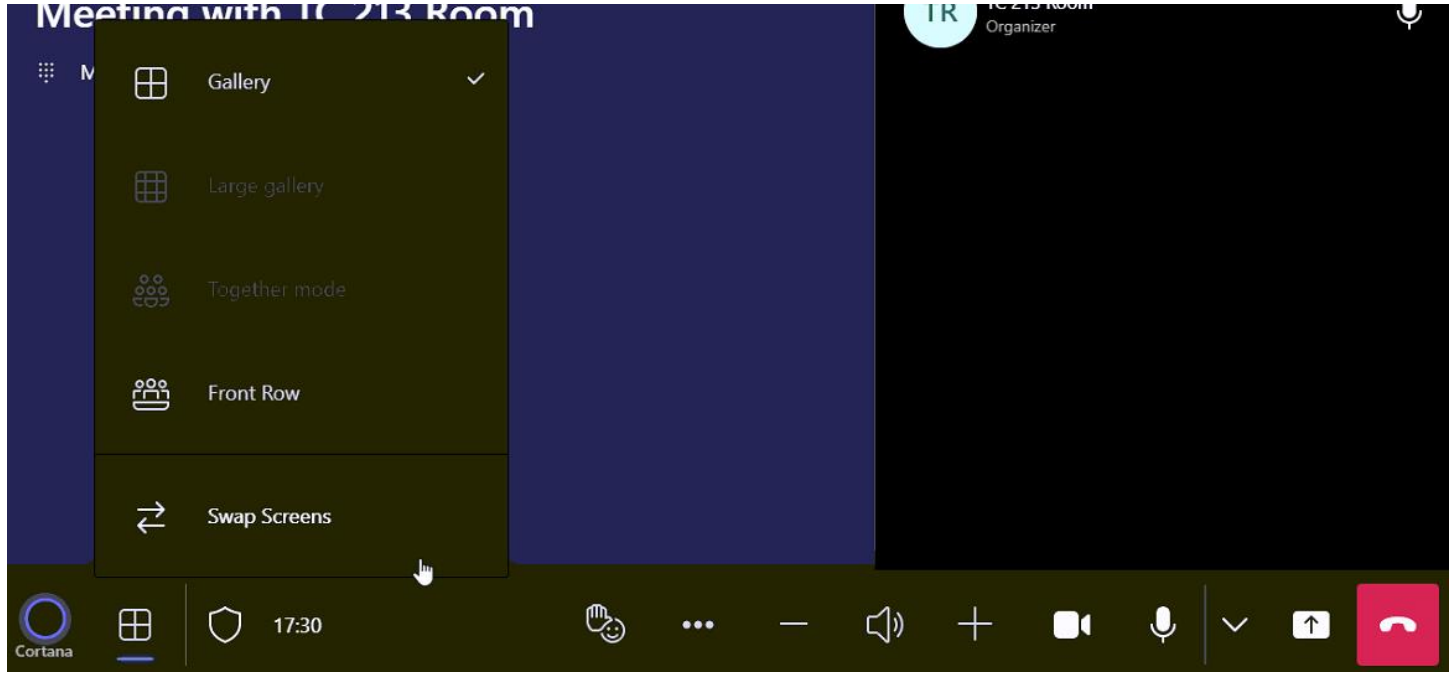
- Auto tracking is off by default
- Default is camera facing front of room



THE SMART WAY TO WHAT'S NEXT

MEETING SETTINGS

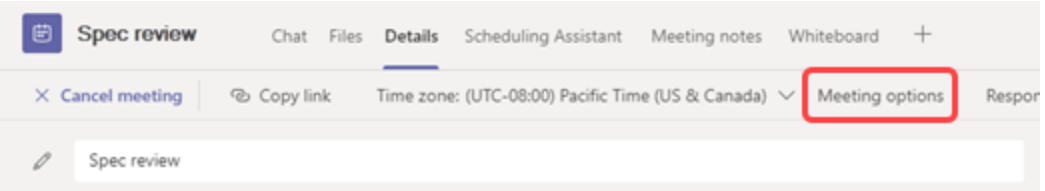
- Swap Screens – Change which displays show content/participants
- Video / Audio Settings



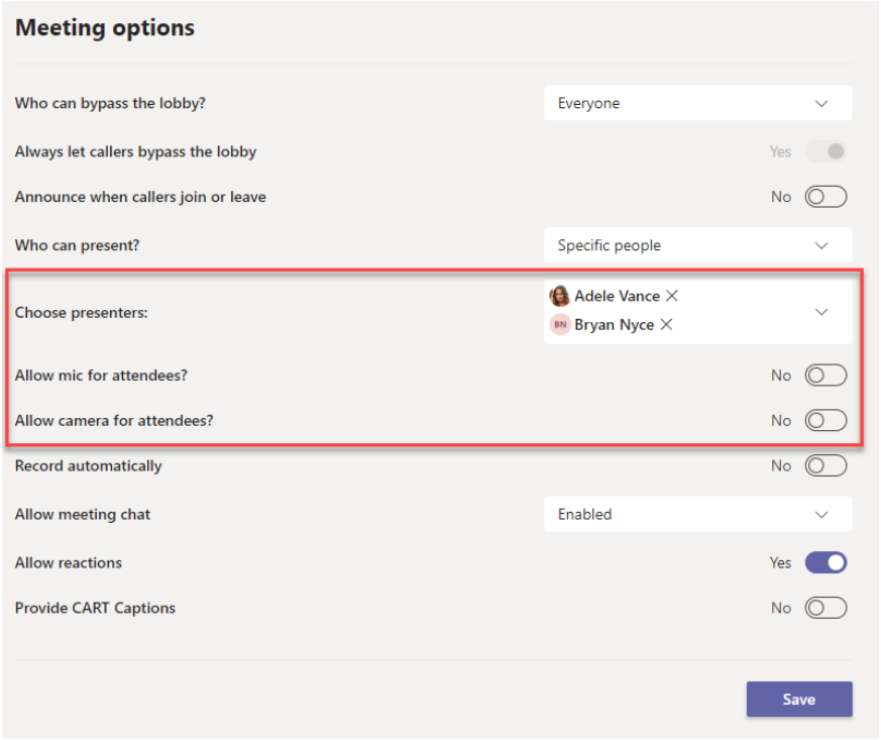
THE SMART WAY TO WHAT'S NEXT

MEETING OPTIONS

- Open meeting from calendar and click meeting options



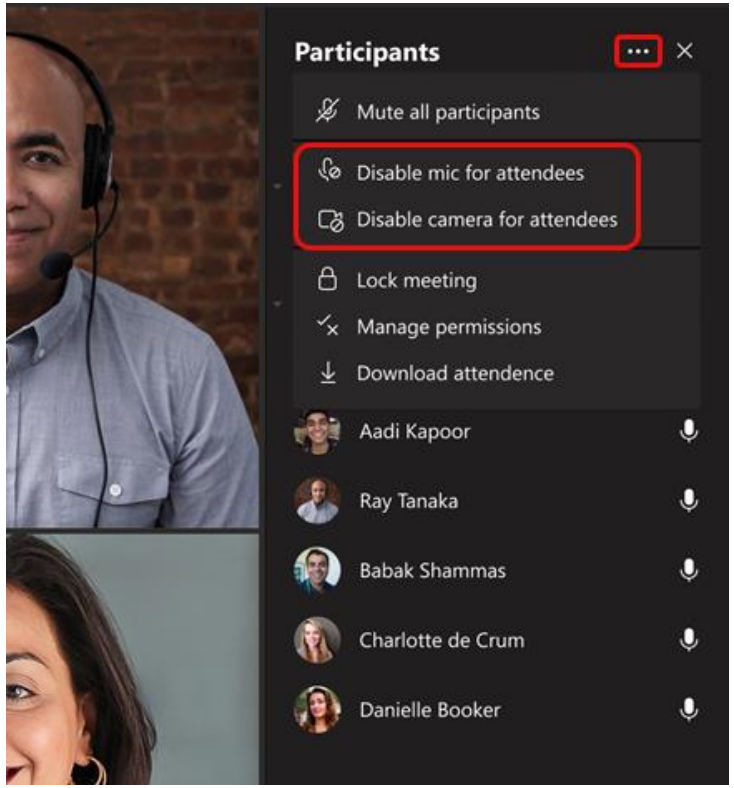
- Who can present
- Mic/Camera options
- Record automatically



THE SMART WAY TO WHAT'S NEXT

MEETING CONTROLS

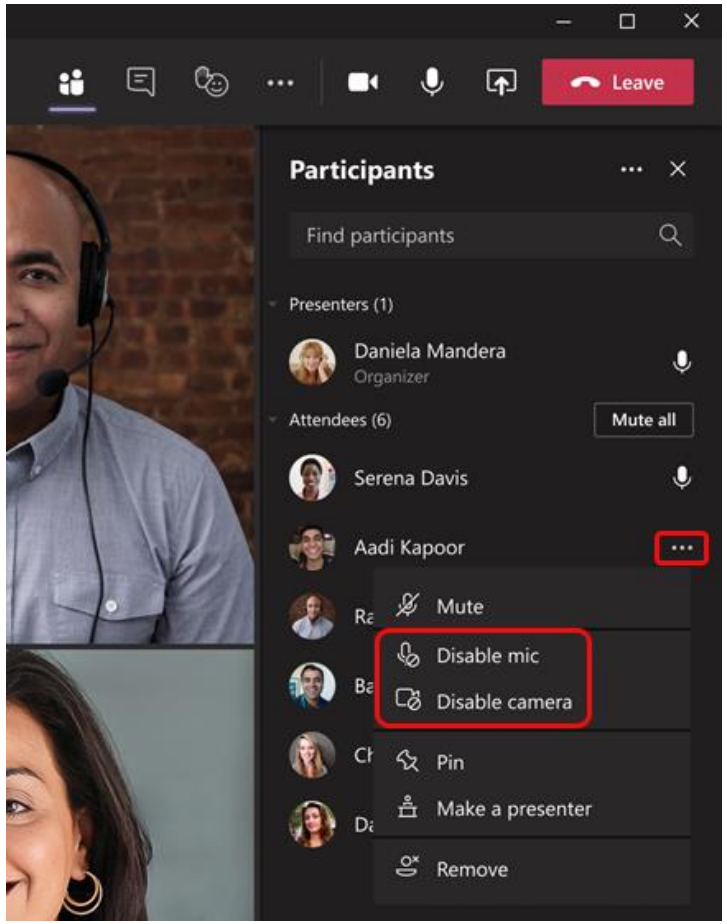
- Select more options icon next to Participants and then Disable mic for attendees or Disable camera for attendees.



THE SMART WAY TO WHAT'S NEXT

MEETING CONTROLS

- Select more options icon next to their name and then Disable mic or Disable camera



THE SMART WAY TO WHAT'S NEXT

POWERPOINT LIVE

- Presenter mode only for you
- Can see slide notes
- Can see audience
- Can see chat
- Private view so participants can’t advance slides
- Also is an Excel live where everyone can edit document together

THE SMART WAY TO WHAT’S NEXT

TRANSLATED CAPTIONS

- Real-time translation for 40 spoken languages
- Meeting participants can read captions in their own language

THE SMART WAY TO WHAT'S NEXT

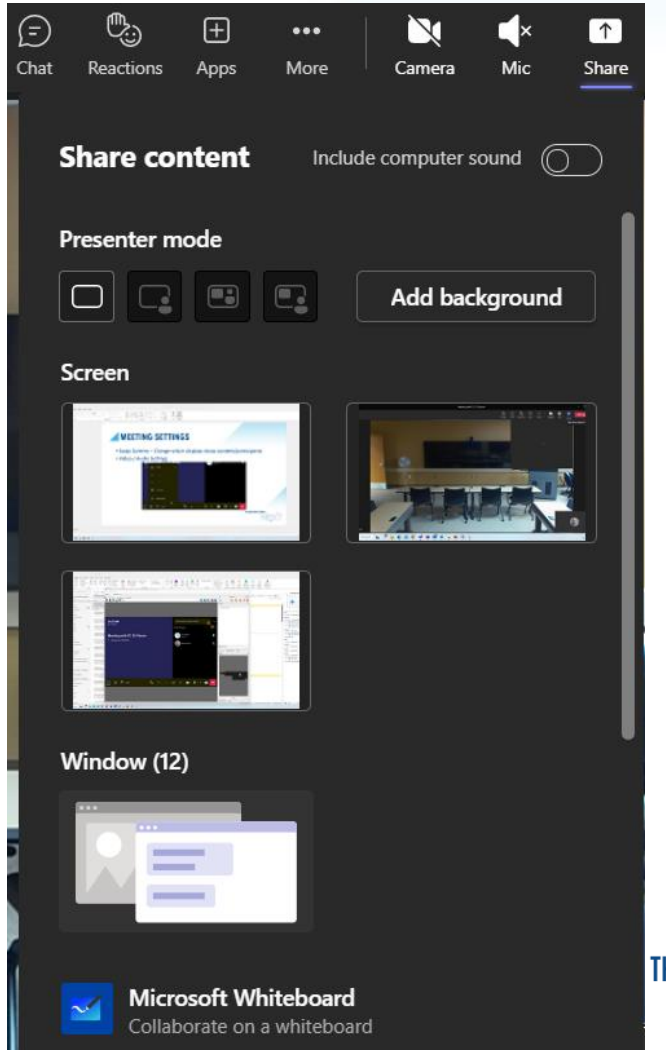
VIEWSONIC TABLET

- Connects to laptop via USB-C cable
- Duplicates your computer display
- Can draw on any programs that accept it

THE SMART WAY TO WHAT'S NEXT

MICROSOFT WHITEBOARD

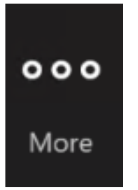
- Under Share Menu
- Can have everyone interact
- ViewSonic tablet in each podium
  - Tablet can be used for any app

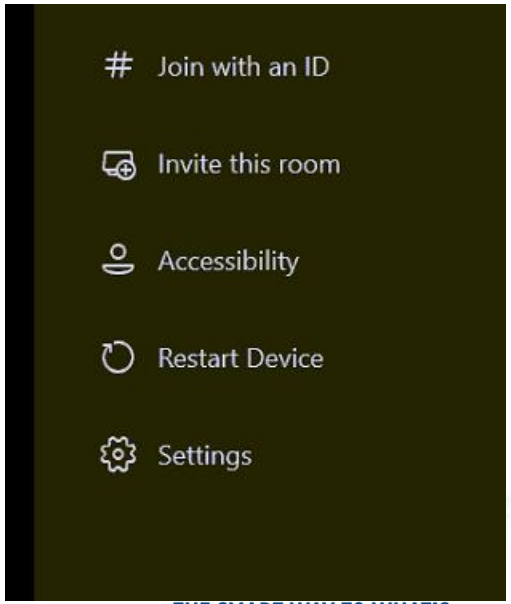


THE SMART WAY TO WHAT'S NEXT

TROUBLESHOOTING

- Before calling Support, try restarting the system by going to the 3 dots on the right side of the panel and select “Restart Device”.
- Don’t unplug podium unless you’ve talked with IT first





THE SMART WAY TO WHAT'S NEXT

SOUTHEAST
Technical College