



## Michener Conference Room Tip Sheets



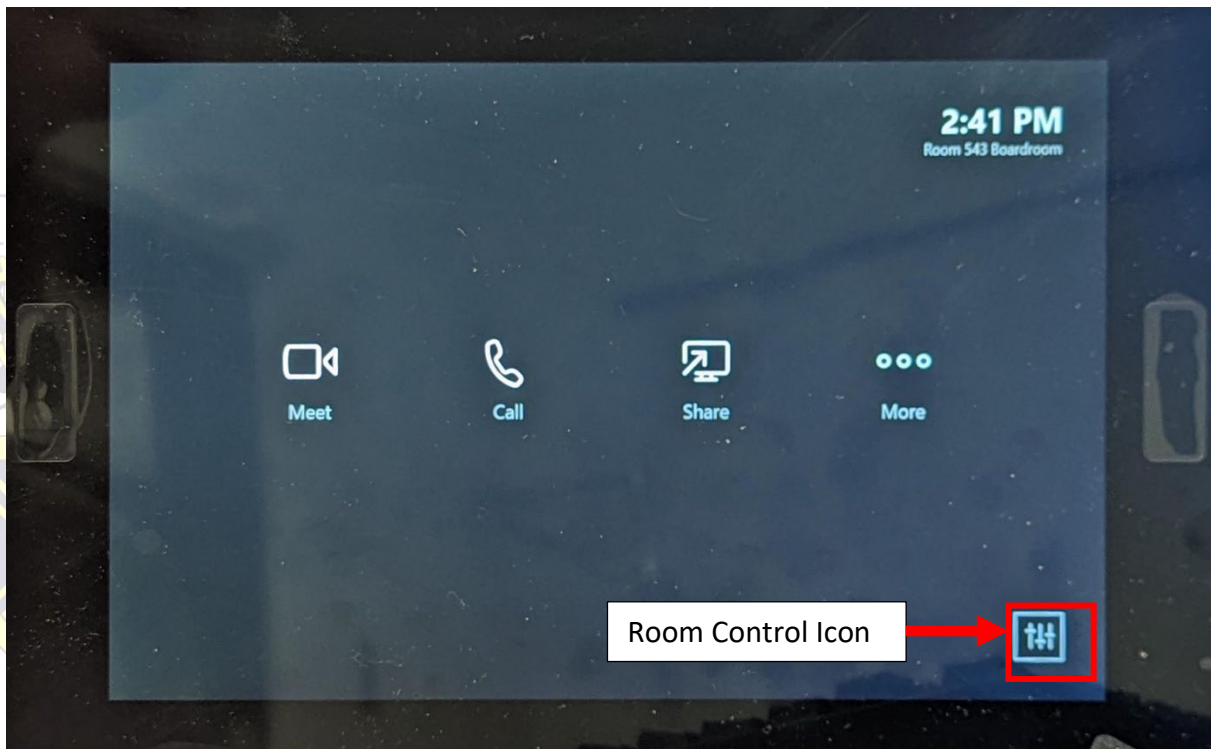
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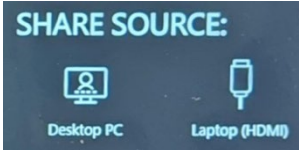
## Teams Room Tablet Controls Overview

The Teams Room Tablet is a new addition to the boardroom, replacing the Crestron tablet in use prior. It is the main control system for the new TVs, webcam, and microphone system installed. It can participate in scheduled and unscheduled Teams calls as its own attendee. It is also integrated with the Boardroom PC as a source to share content on the TV screens. Many of the icons and functionalities are the same as you would find in Microsoft Teams on your computer or smartphone.

1. Tap the icon in the bottom right corner to show the Room Controls page.

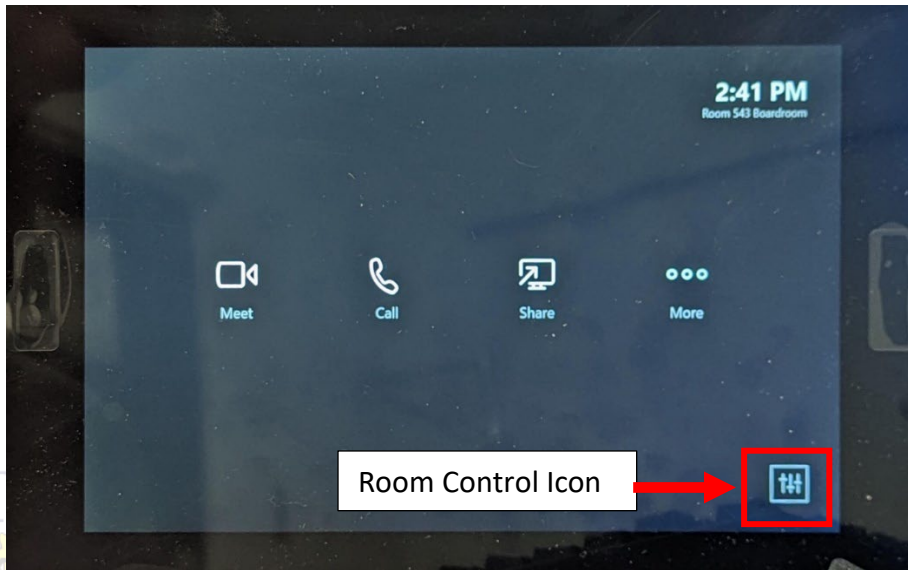


2. Tap icons to enable function. See table below for what each icon does.


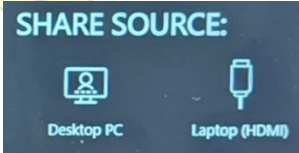
<p>Display Power</p> 	<p><b>Toggle Button</b></p>	<p>Turn on or off both TVs. Make sure this is set to “On”</p>
<p>Share Source</p> 	<p><b>Desktop PC</b></p>	<p>The Room-PC will be shown on the left and right TVs.</p>
	<p><b>Laptop (HDMI)</b></p>	<p>Make sure the HDMI cable is connected to the laptop. A laptop display will be shown on the left and right TVs.</p>

## Presenting with a Laptop or Boardroom PC

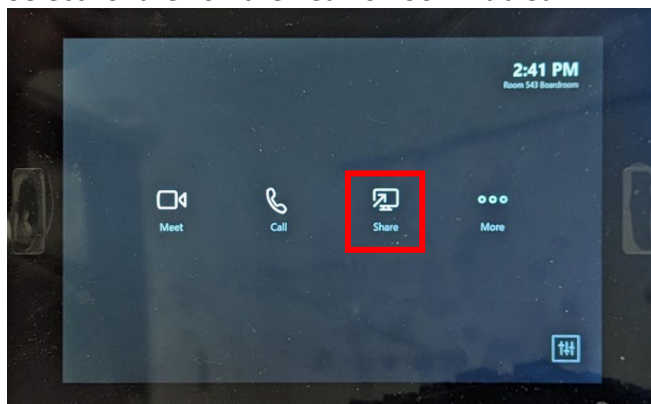
0. If you are using a laptop, make sure it is connected via the HDMI cable on the table first.
1. On the Teams Room Tablet, tap the Room Control icon in the bottom right corner.



2. Tap icons to enable function. See table below for what each icon does.

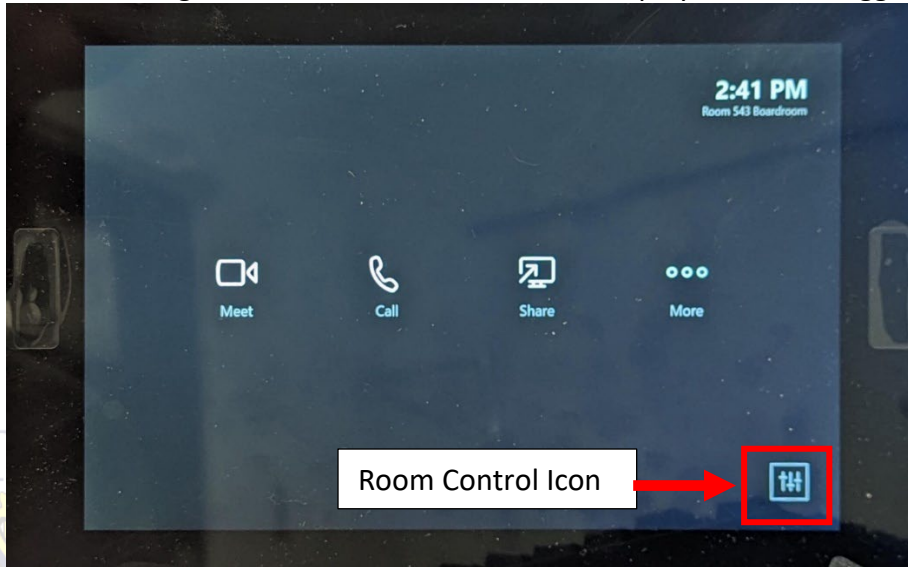
<p>Display Power</p> 	<p><b>Toggle Button</b></p>	<p>Turn on or off both TVs. Make sure this is set to “On”</p>
<p>Share Source</p> 	<p><b>Desktop PC</b></p>	<p>The Boardroom PC will be shown on the left and right TVs.</p>
	<p><b>Laptop (HDMI)</b></p>	<p>Ensure the HDMI cable is connected to the laptop. A laptop display will be shown on the left and right TVs.</p>

3. Select “Share” on the Teams Room Tablet.

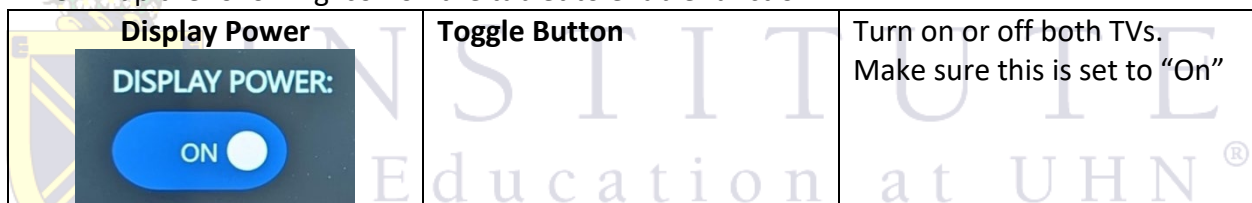


## Joining, Sharing, and Exiting a Scheduled Teams Meeting

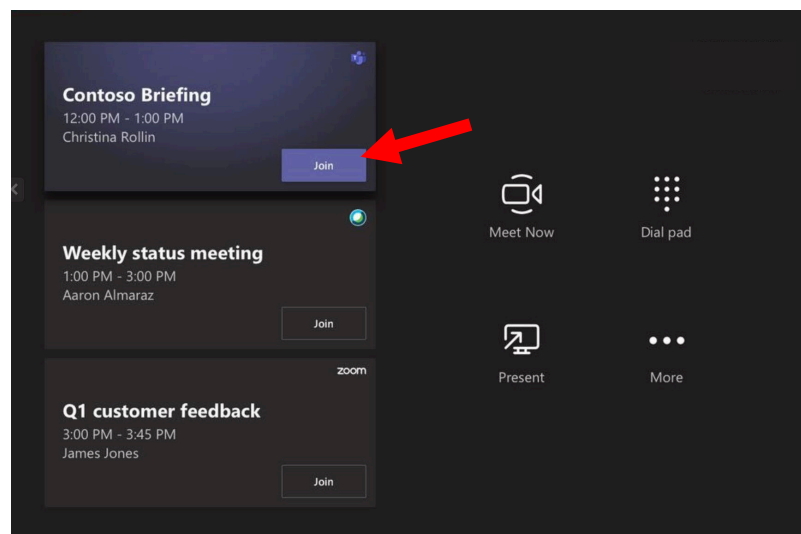
1. This assumes you have invited the boardroom as an attendee in Outlook. If you have not, please see the sheet(s) labeled “**How to Book the Boardroom in Outlook**”.
2. Turn on the TV via the Teams Room Tablet by selecting the Room Control icon in the bottom right corner and then make sure “Display Power” is toggled “on”.



3. Tap the following icon on the tablet to enable function.

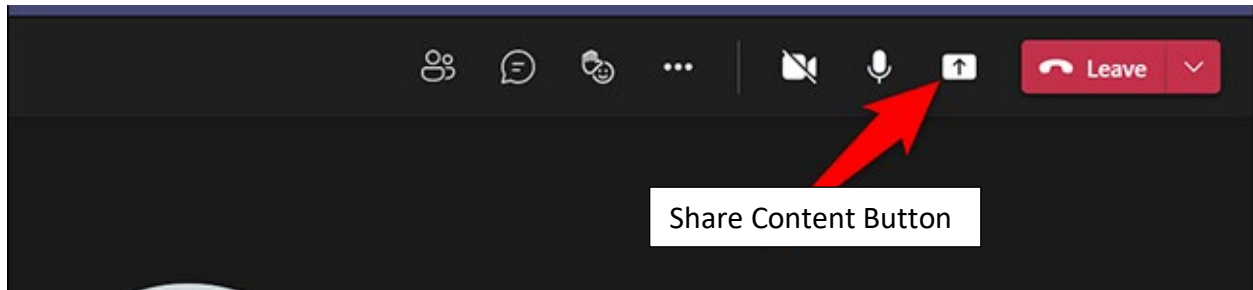


4. Select “Join” for your scheduled meeting which will be shown on the touch screen.

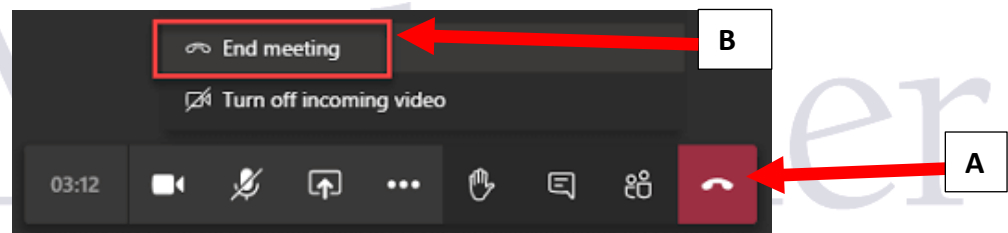


## Joining, Sharing, and Exiting a Scheduled Teams Meeting (Continued)

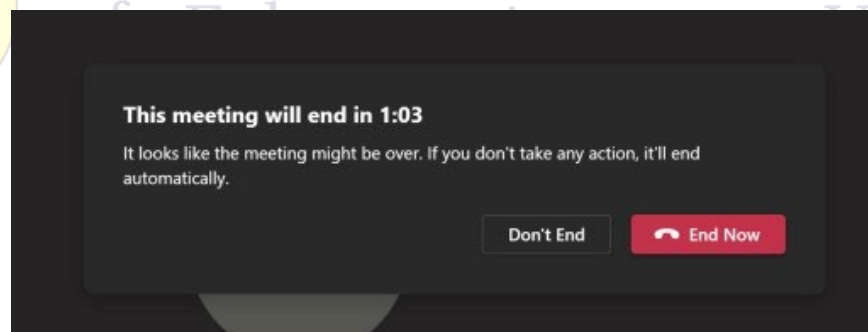
5. To share content during the meeting, tap the share content button. If you want to share content from a laptop, plug in the HDMI cable before tapping the share content button.




6. To end the meeting, tap the red phone button (A) and tap end meeting (B).

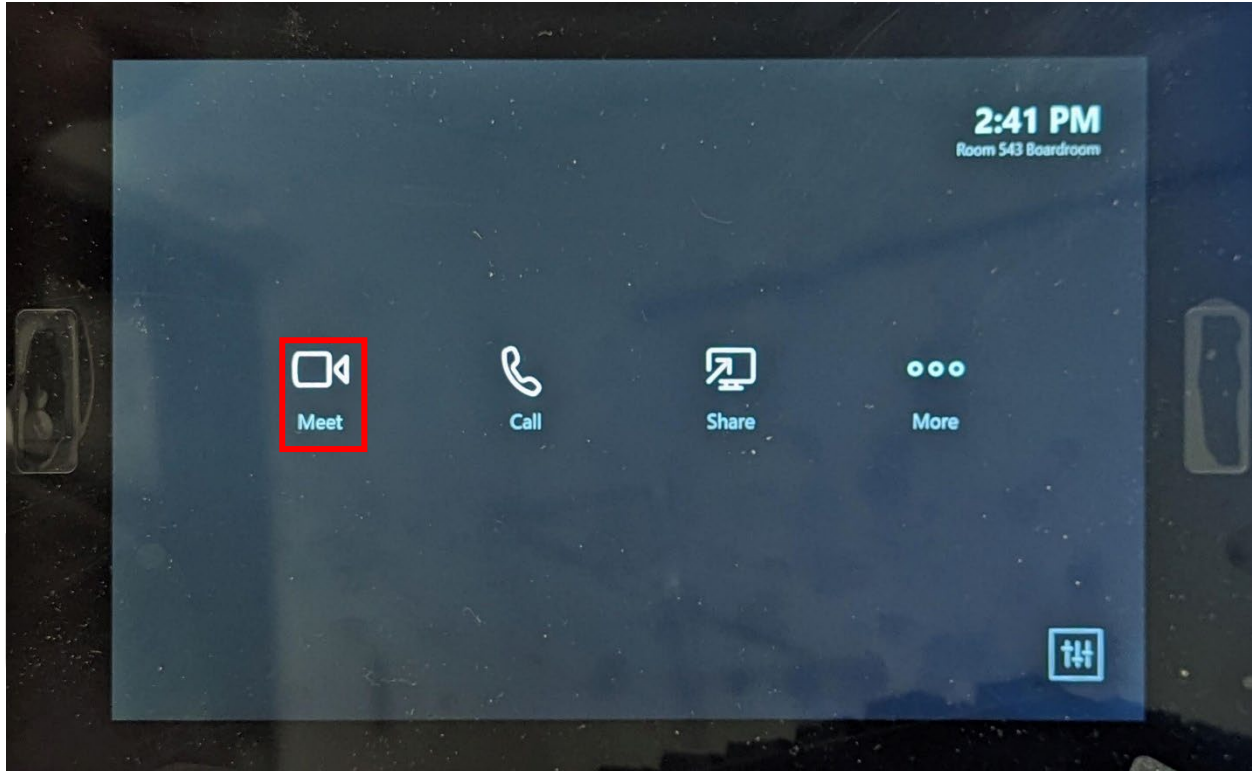


Please note if the room is scheduled for another Teams meeting following yours, you will see this prompt. Please be courteous and end your meeting.



## Start an Unscheduled Teams Meeting

1. Select **Meet**  on the Teams Room Tablet.
2. Under **Type a name**, search for the individuals you would like to invite.
3. Select people to add them to the list of invitees.
4. After all the invitees are on the list, select **Invite**.
5. Your meeting will begin automatically.



## How To Book the Boardroom in Outlook

- 1) Make sure InfoSilem Campus has the room successfully booked. Outlook and InfoSilem are not integrated, and the steps below assume the room is free in Outlook and properly booked in InfoSilem.
- 2) Select “new event” inside Outlook. Note that Outlook for Web is used, below.
- 3) Add a title and description.
- 4) When creating your meeting, add [room543boardroom@michener.ca](mailto:room543boardroom@michener.ca) (A) as a participant to your meeting, or if the meeting has already been created, update the meeting request by adding the [room543boardroom@michener.ca](mailto:room543boardroom@michener.ca) as a participant.
  - a. Use the Scheduling Assistant feature inside Outlook to confirm room availability.
- 5) Add all other invitees.
- 6) Make sure Teams Meeting is checked. (B)
- 7) Send the invitation.

The screenshot shows the Outlook meeting creation interface. A red arrow labeled 'A' points to the participant field containing 'room543boardroom@michener.ca'. Another red arrow labeled 'B' points to the 'Teams meeting' toggle switch, which is currently turned on. The interface includes a 'Suggested times' section with three options for Wednesday, Thursday, and Friday, all from 4:00 PM to 5:00 PM. Below this, there are date and time pickers, an 'All day' toggle, and a 'Time zones' option. A search field for rooms is also visible. At the bottom, there is a description field and a toolbar with icons for attachments, images, emojis, and text formatting.

- 8) You will receive email confirmation in your inbox from the boardroom email account.