

TEAMS ROOM

Quick Guide

How to run a meeting in this room

1 Wake



Tap the touch console to wake it.

2 Join



Tap **Join** for your scheduled meeting — or select **Meet now**.

3 (Optional) Connect



Connect your laptop using **HDMI** or the **AirMedia adapter**.

4 (Optional) Share



Tap **Share** on the console to present to meeting participants.

5 Control



Use the touch console to control Mute, Volume & Camera

6 Leave



Tap **Leave** to end the meeting when finished.

NEED HELP? CONTACT US:

AV Services
Helpline



801-863-1111

Email Us



media@uvu.edu

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