




Connect a Microsoft Teams Room into your Teams meetings as a participant. Or use the touchscreen console to start unscheduled meetings instantly using the same app interface.

Join a scheduled meeting

1. Tap **Join** next to your meeting on the display.


Start an unscheduled meeting

1. Tap the **Meet Now** icon on your console. 
2. Under **Type a name or number**, find the people you want to invite.
3. If the contact is internal the display will say **Request to join**. If the contact is external, it will display **Add to join**.
4. The meeting will start automatically as you **Add** participants.

Invite your room into a meeting

1. In Microsoft Outlook, go to your **Calendar**.
2. Select **New Teams Meeting**.
3. Select **Room Finder**. Can be found in meeting scheduler or type the conference room email address.
4. Select **Show a room list** and find a building or room list.
5. Choose your room. Complete the meeting invite and send.


Using the keypad

1. Select the **Call** icon on the room console. 
2. Dial a number, then select **Call**.


Leave a meeting

1. Select **Leave Meeting** icon on the room console. 


Share your screen

1. connect your device to the appropriate cable connected to the console.
2. The screen may be shared automatically, if not select **Present** on the room console. 

Manage audio

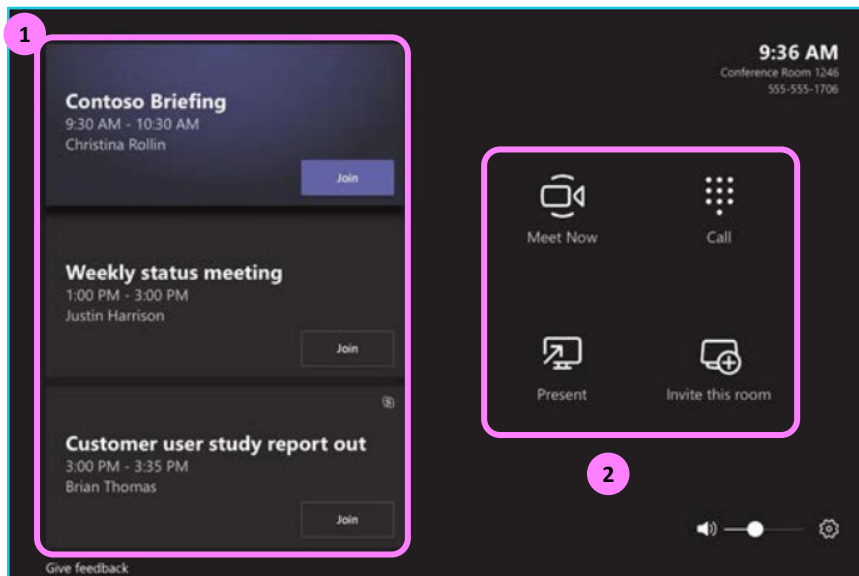
- Select **Mic**  icon on the console to mute or unmute the room.
- Mute participants by going to **Participants**, selecting a name, and then **Mute Participant**.
- Select **Volume up** or **Volume down** to adjust the speaker volume.

Manage video

- Select the **Camera**  icon on the room console to turn video on and off.
- Select which video device you want or select **Camera Off** to stop video.

Touchscreen console

1. Meeting list.
2. Touch controls.



Learn more

- [Touchscreen console >](#)
- [Manage a meeting >](#)

Discover more at the [BT Support Centre >](#)

