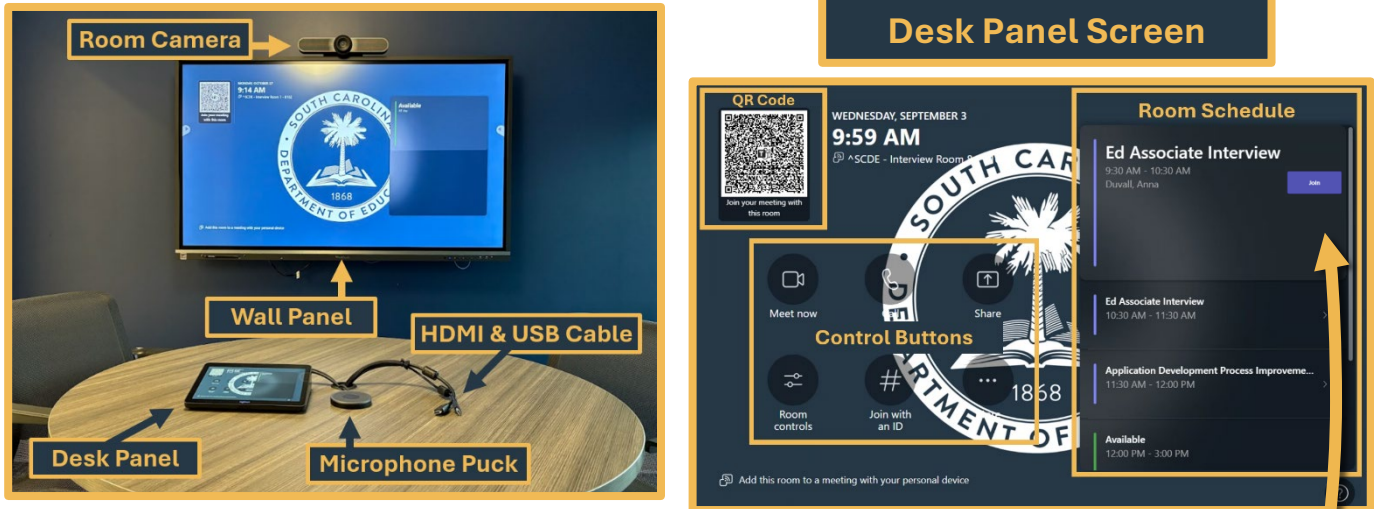


Connect a Room to a Virtual Meeting

Use the Desk Panel to join or start a Teams Meeting

This allows virtual attendees to see and hear through the room's built-in camera and microphone.



If the room was booked and a Teams Meeting created through Outlook or Teams, click the **Join** button to seamlessly integrate the room's built-in technology with the virtual Teams Meeting.

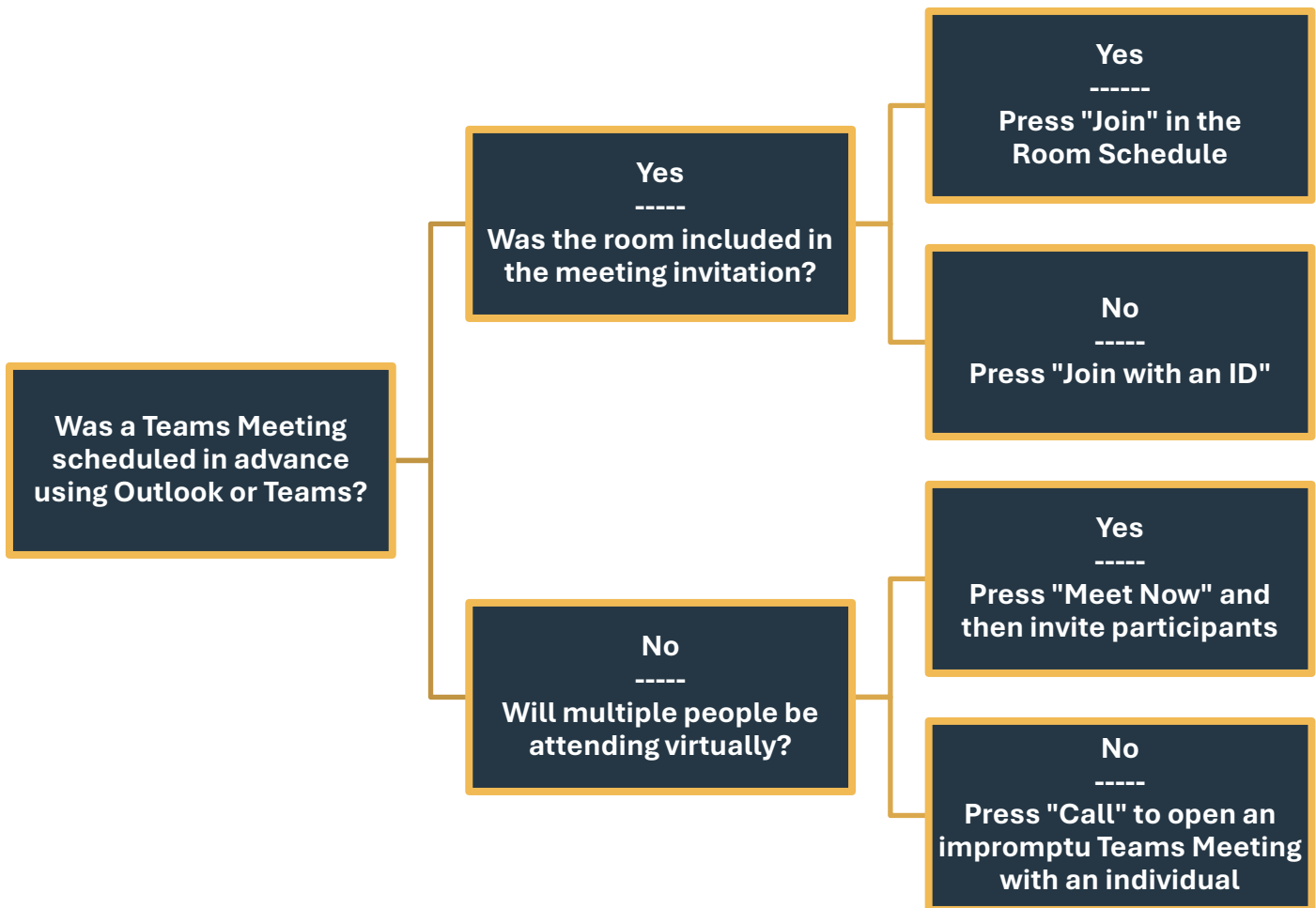
Desk Panel Controls



- **Meet Now:** Create and enter a new Teams Meeting. Attendees can then be invited using the Teams Meeting interface on the Desk Panel or they can join with the Meeting ID.
- **Call:** Create an impromptu Teams Meeting with an individual.
- **Share Screen:** Share the screen of your personal device (such as an agency-issued laptop) to the room's Wall Panel without a Teams Meeting.
- **Join with an ID:** Join an existing Teams or Zoom Meeting by entering its ID number.

Streaming the Room to a Virtual Audience

The best method for streaming the room's microphone and camera to virtual attendees using the **Desk Panel** depends on **how the meeting was scheduled**.

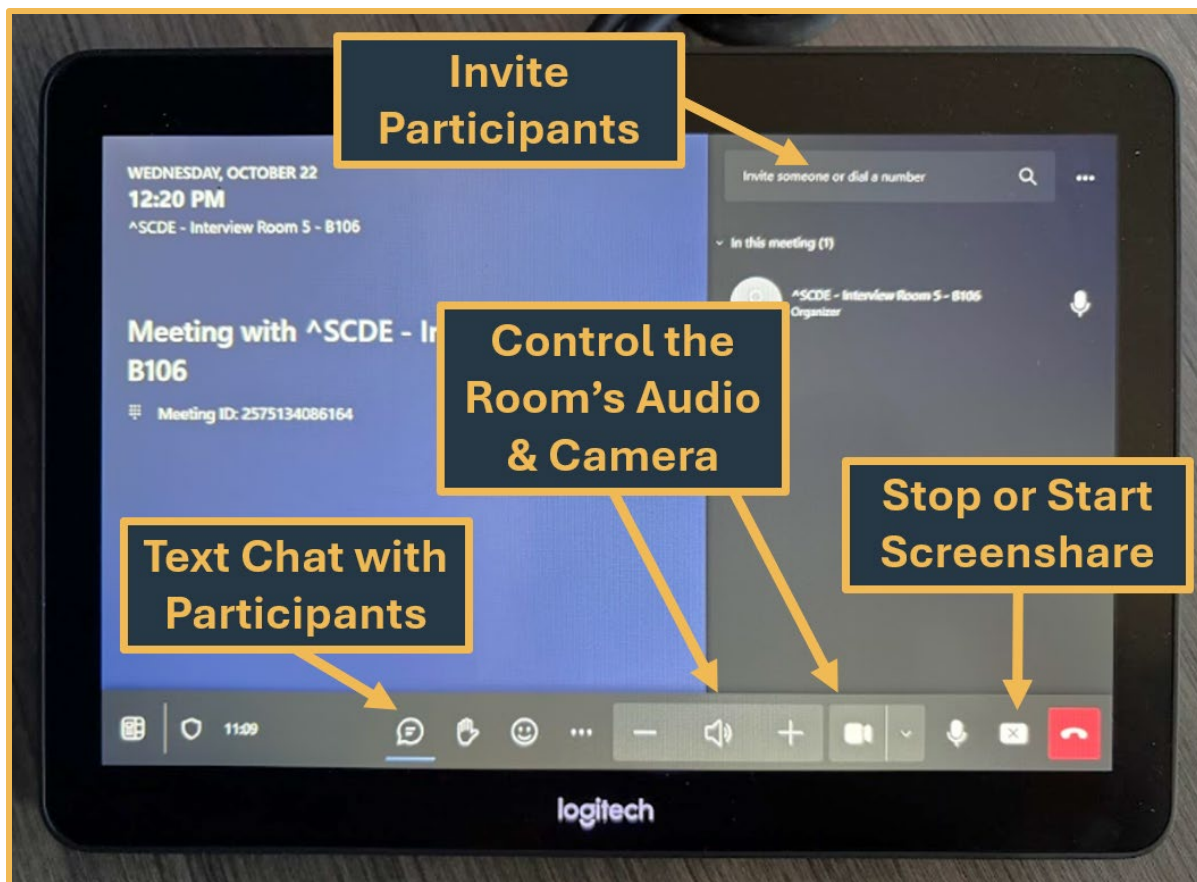


Tips for a Seamless, Hybrid Meeting Experience

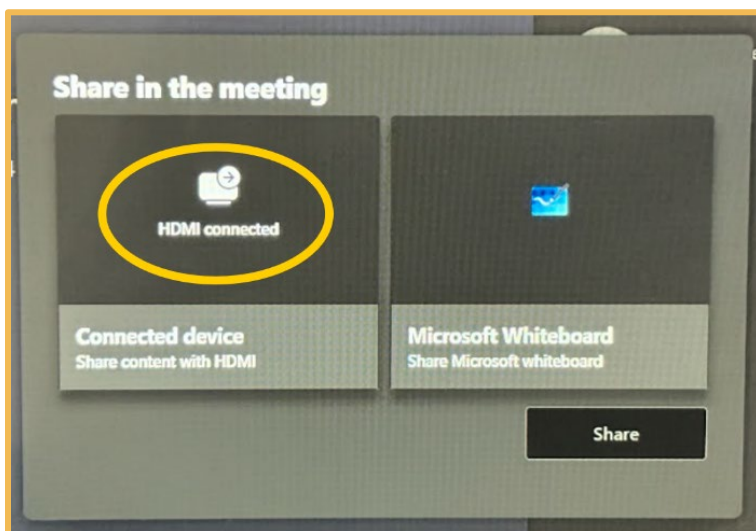
- In-person attendees can join the Teams Meeting from their devices to **share their screen** or independently **monitor and use the chat**, but they should **mute** their speakers and microphones to avoid feedback and echoes from the room's audio.
- The room's camera feed, microphone, and audio levels **can be adjusted** using the Teams Meeting Interface on the Desk Panel. You can also quickly **mute the room's microphone** by tapping the Microphone Puck.
- **Set up in advance** to give yourself time for familiarizing yourself with the room's setup and technology, and for troubleshooting any issues that may arise.
- For large meetings, **have a co-presenter** monitor and respond to the chat. They can also help with technology troubleshooting while you maintain the meeting's momentum.

Facilitating a Teams Meeting through the Desk Panel

Once you have created or joined a Teams Meeting through the Desk Panel, you can use the **Teams Meeting Interface** to control the room's built-in microphone and camera.



If you click the **screenshare icon**, you will be given the option to connect the **HDMI & USB Cables** to your personal device. This not only **shares your screen to virtual participants** but also **mirrors your device screen onto the Wall Panel** for in-person participants to see.



Connecting to a Virtual Meeting that is NOT Hosted through Microsoft Teams

While the Desk Panel **only works for Microsoft Teams meetings**, you can still use the room's Camera, Microphone Puck, and Wall Panel **directly through your device**.

1. Plug the room's **HDMI and USB Cables** into your device.
2. Open the **meeting app** (Zoom, Webex, BlueJeans, etc.) on your device.
3. **Join the meeting** through the app.
4. Use the meeting app's interface to **select the room's equipment** for your audio, microphone, and/or camera.



NOTE: *Not all rooms have yet been upgraded to integrate seamlessly with non-Teams platforms. It is highly recommended that you request support or test compatibility in advance.*

If you need help, submit a ticket at [eSupport.ed.sc.gov](https://support.ed.sc.gov)
