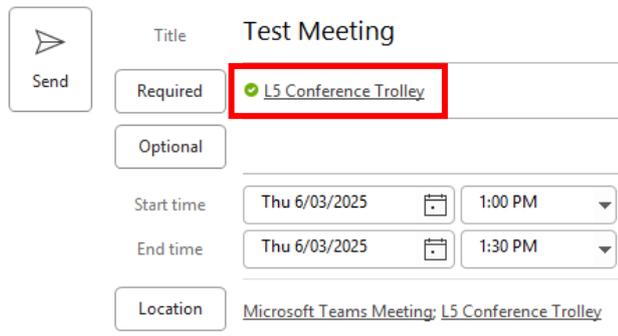# Hosting a meeting with Teams Rooms on the MeetingBoard

Please ensure you have booked the room and the Teams room resource prior to the meeting.

1. Prior to your meeting, create a Teams meeting in your Outlook and invite the Teams room resource, e.g. 'L5 Conference trolley'.
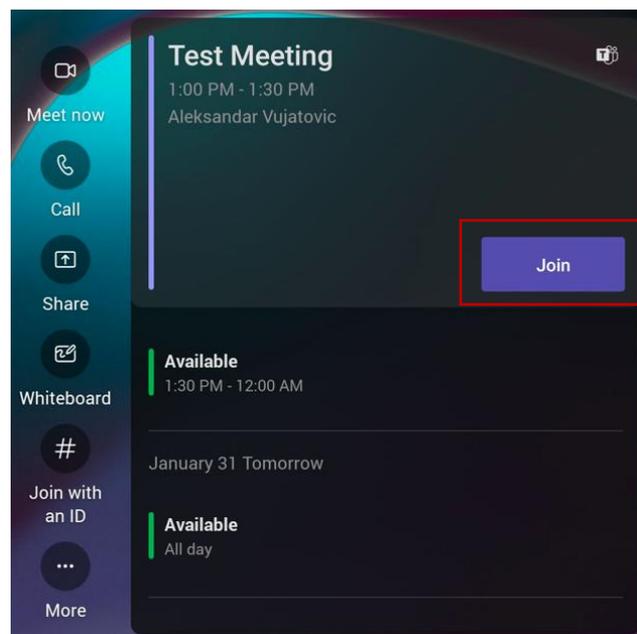
Send	Title	**Test Meeting**
	Required	✔ L5 Conference Trolley
	Optional	
	Start time	Thu 6/03/2025 1:00 PM
	End time	Thu 6/03/2025 1:30 PM
	Location	Microsoft Teams Meeting; L5 Conference Trolley

Test Meeting

_____

Microsoft Teams Need help?

Join the meeting now

2. The meeting will automatically appear in the Teams room calendar on the TV. Select 'Join' to start/join the meeting.

   Please note: The calendar only shows meetings for two days.

   Please be mindful of Meeting Title as it will be visible on the display calendar.

   - Meet now
   - Call
   - Share
   - Whiteboard
   - Join with an ID
   - More

   Test Meeting
   1:00 PM - 1:30 PM
   Aleksandar Vujatovic

   [Join]

   Available
   1:30 PM - 12:00 AM

   January 31 Tomorrow

   Available
   All day

3. During the meeting, you have the following options:
   - Call in users to the meeting
   - Share content from laptop with Wireless Pod (see next page)
   - Volume control
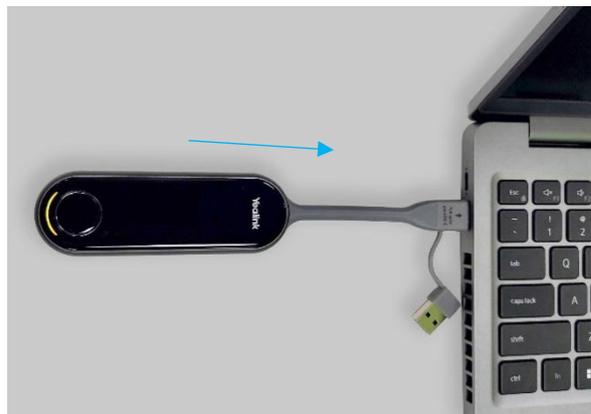   - Camera and microphone control
   - End call/meeting
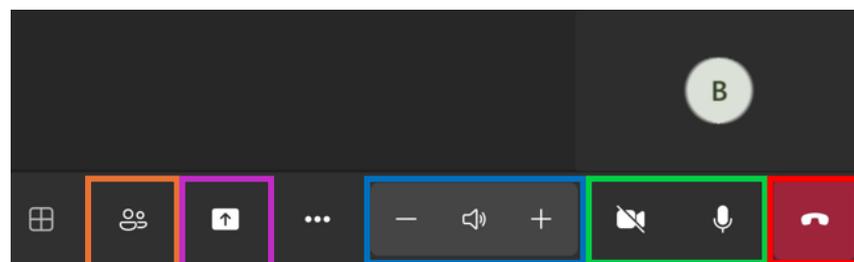
Connecting a laptop wirelessly to the MeetingBoard (BYOD)

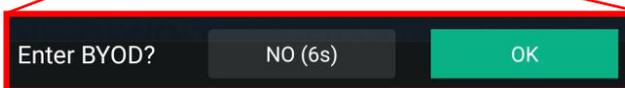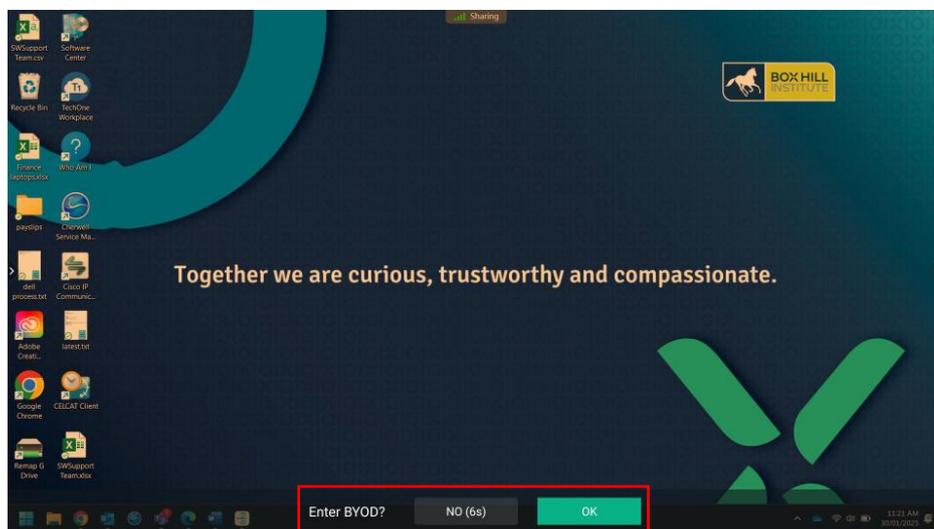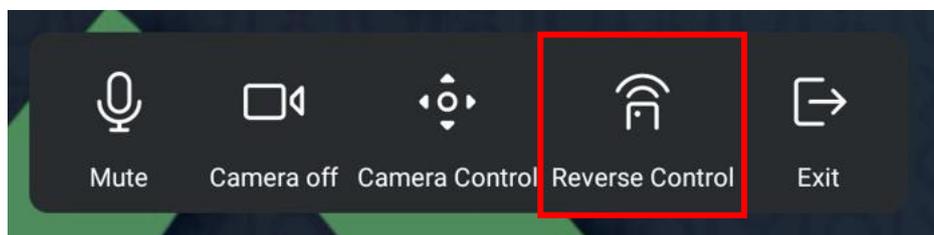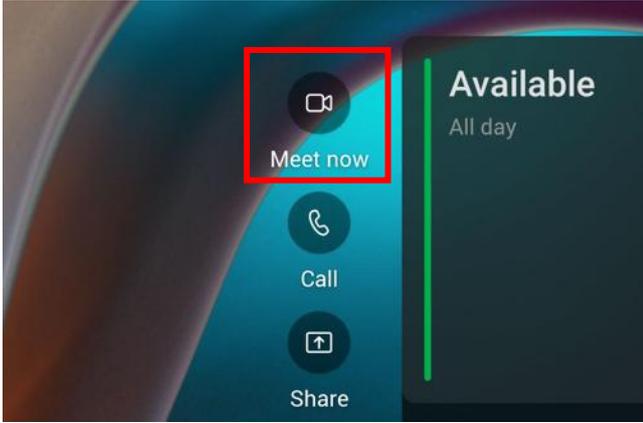|	
The Wireless Presentation Pod can be located behind the MeetingBoard attached to the trolley stand. • Connect the <u>Wireless Presentation Pod</u> into the USB-C port of your laptop. Please return the Wireless Presentation Pod to the back of the stand once your meeting has concluded.	
The laptop screen will automatically project on the display with a prompt asking if you wish to enter BYOD mode. BYOD mode allows your laptop to use the in-built TV camera and microphone. Press **NO** for the MeetingBoard to function as a screen only. Press **OK** to allow the laptop to use the in-built TV camera and microphone.	 Together we are curious, trustworthy and compassionate. Enter BYOD? NO (6s) OK
Additional feature in BYOD mode • Tap anywhere the TV screen to present the following menu at the bottom right of the screen. Tap <u>Reverse Control</u> to enable touchscreen functionality on the MeetingBoard TV. Reverse control is only for <u>in-person meetings</u> and allows you to control your laptop via touchscreen.	 Mute Camera off Camera Control Reverse Control Exit

Starting an Ad Hoc Meeting from Teams Rooms

Users can start an ad hoc meeting without the use of a laptop. • Select the **Meet Now** button on the interface. The Teams Room will start a call and prompt you to add participants.	
• Select **Add participants** and type out a name using touch controls to search for a user to call.	
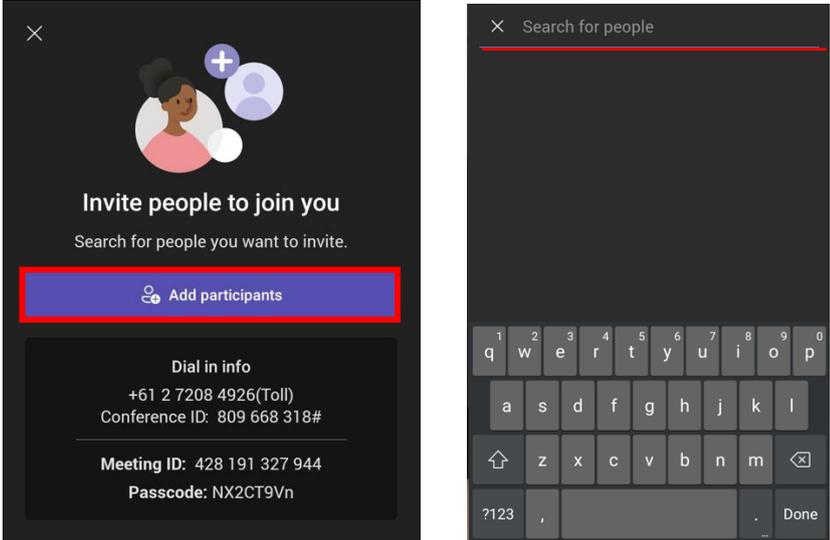
For further help and advice, contact the IT Service Desk:

Mon-Fri 8am – 6pm (excluding public holidays)

- 03 9286 9465
- Raise a ticket with the IT Service Desk via the IT portal on Ourspace
- Visit us at:
    - Box Hill – B4.101
    - Lilydale – L4.G29
    - CBD – C1.409