



Teams Rooms

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Overview

You may have noticed some changes in your building's conference rooms or meeting spaces. Meet your Teams Room! This will allow you to collaborate across the district or across the country without the added headache of traveling. This document will walk you through how to use a Teams Room.

What is a Teams Room?

First, the technical stuff. A Teams Room consists of a TC8, Poly Studio X50, and a TV. The TC8 is the tablet/console found on your meeting table that allows you to interact with the system.



The Poly Studio X50 is the camera, mic, and sound bar for the system.



The TV is the display panel for the meeting.

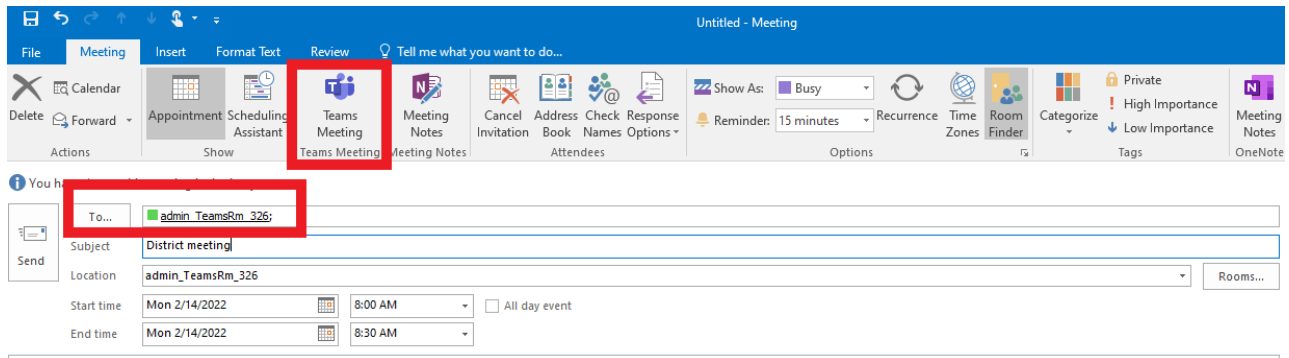
Second, the Teams Room allows you to conduct a virtual meeting from the comfort of your own building, collaborating without the travel hassle. You don't need to connect your laptop to the system, so you are free to share content during the meeting.



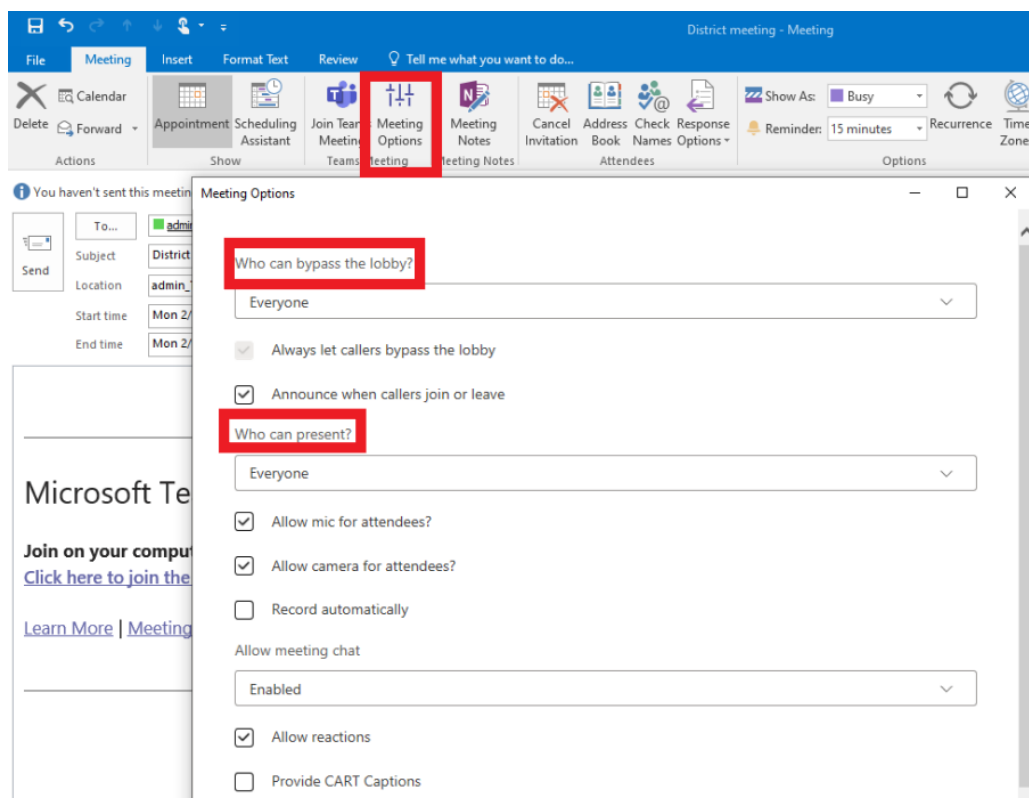
Using the Teams Room

It's as easy as 1..2..3!

Step 1: Invite your Teams room to the meeting just like you would invite another staff member

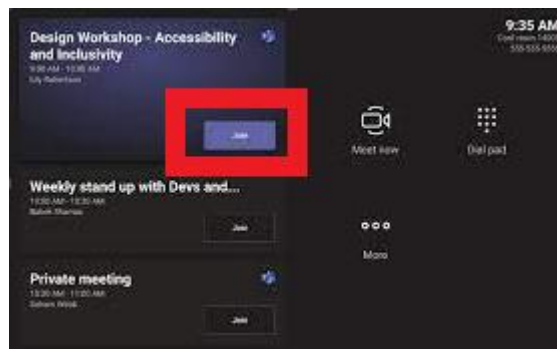


Step 2: Set the Teams meeting options so everyone can join the meeting without waiting in the lobby and allow other presenters if appropriate





Step 3: Join the meeting on the console in the Teams Room



You are now connected through your Teams Room for your meeting. You can also join on your laptop to share content if needed. Please make sure to mute all speakers and mics from your laptop so as not to interfere with the Teams Room audio.

If you need to change or cancel your meeting, you can do so from your Outlook just like you would for another other meeting. As long as the Teams Room is left as an invitee, the changes will go through to the console as well.

You can create a new meeting through Office 365 Outlook through a browser as well. You will need to make meeting options changes through the Teams app if you use this method.

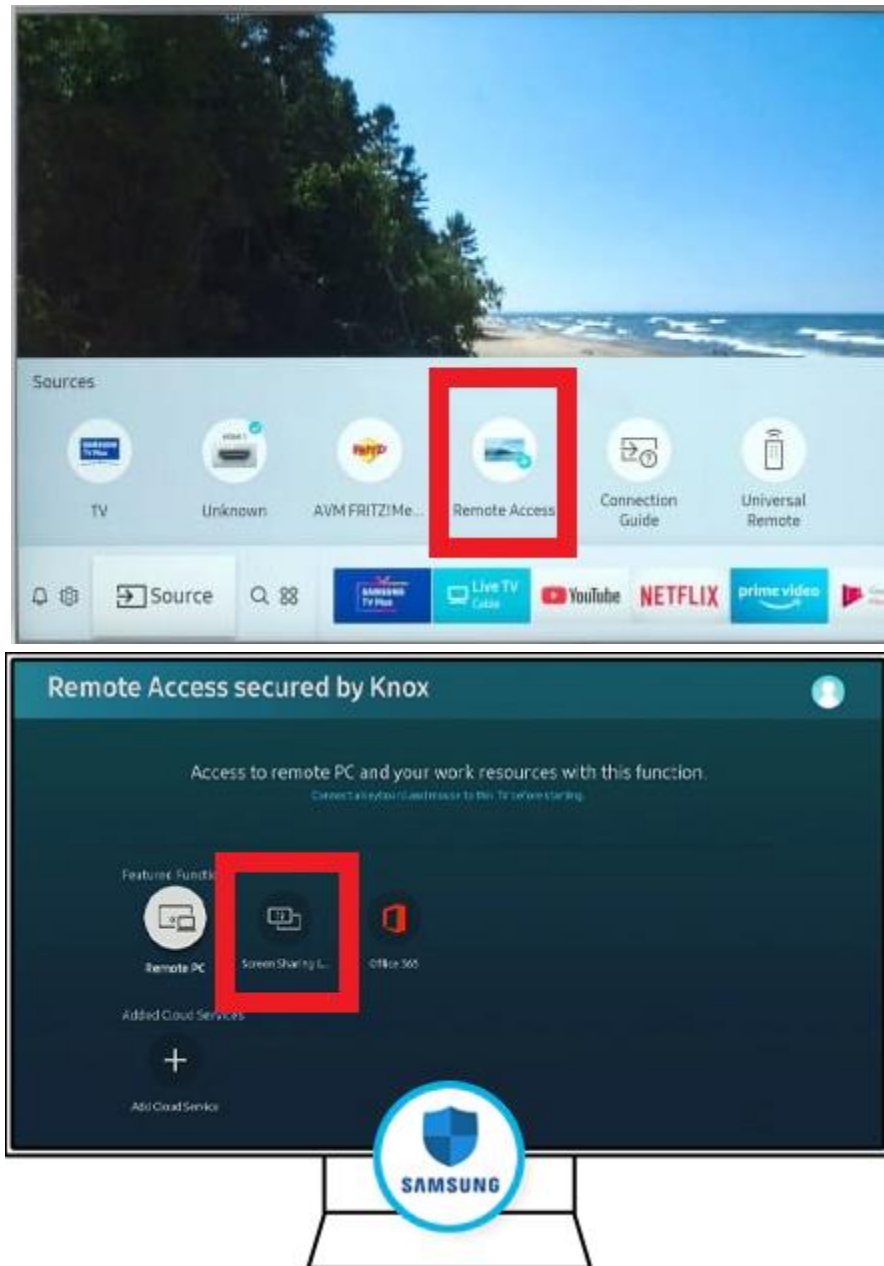
Using your Teams Room without Teams

You can still use the conference room without connecting to Teams. Simply change the input on the TV remote to HDMI 2 and the ScreenBeam logo should appear on the screen. Connect from your laptop by pressing the Windows key and K. The list of available devices will show on the right side of your screen. Click Connect under the name of your receiver name (this will display on the TV as well). Make sure to disconnect when you are finished sharing your screen.





Your system might have an additional network connection and therefore would not be equipped with a ScreenBeam. In this instance, you will connect to your TV by changing the input on the TV to Remote Access and then Screen Mirroring. You press the Windows key and K to open the available devices and connect to the name shown on the TV. Make sure to disconnect when you are finished sharing your screen.



Teams Room directory

Bryant Elementary	Bryant_TeamsRm_218
Clark Early Childhood Learning Center	Clark_TeamsRm_11
East High School	EHS_TeamsRm_ConfB
East Middle School	EMS_TeamsRm_360
Educational Service Center	Admin_TeamsRm_326
	HR_TeamsRm_110
Harry Hopkins Auto	Hopkins_TeamRm_111
Hunt Elementary	Hunt_TeamsRm
Irving Elementary	Irving_TeamsRm_CT
Leeds Elementary	Leeds_TeamsRm_121
Liberty Elementary	Liberty_TeamsRm_202
Loess Hills Elementary	Loess_TeamsRm_104
Morningside Elementary	Morningside_TeamsRm_101
Nodland Elementary	Nodland_TeamsRm_Conf
North High School	NHS_TeamsRm_289
North Middle School	NMS_TeamsRm_412
Operations and Maintenance	OM_TeamsRm_Conf
Perry Creek Elementary	Perry_TeamsRm_289
Riverside Elementary	Riverside_TeamsRm_130D
Spalding Park Elementary	Spalding_TeamsRm
Sunnyside Elementary	Sunnyside_TeamsRm
Unity Elementary	Unity_TeamsRm_103
VIBE Academy	VIBE_TeamsRm
West High School	WHS_TeamsRm_Counseling
West Middle School	WMS_TeamsRm_345

Assistance

If at any time you experience issues with your Teams Room, please enter a help desk ticket at this [link](#).