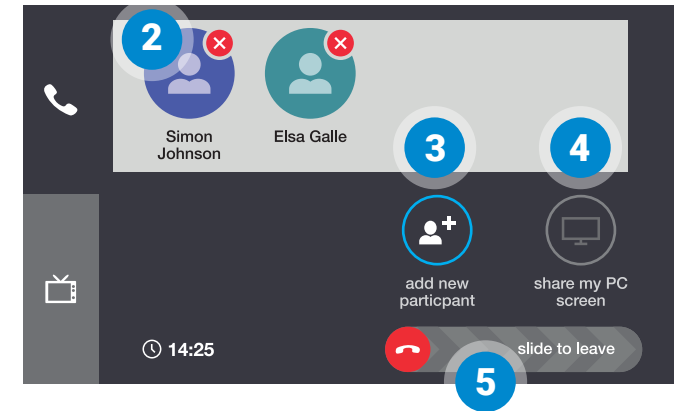




## In-call Screen



### 1 Join a meeting

To join a meeting, tap the green **join now** tile on the touchscreen

Tip - If the meeting isn't displayed on the touch screen, use Outlook to forward the meeting to the room.

### 2 Remove a participant

Tap the red x on the participant icon to remove a person from the meeting

### 3 Add a participant

Tap **add new participant** to add another person to the meeting

### 4 Share content

For more information about sharing content, see next page

### 5 Leave a meeting

Use the **slide to leave** toggle to leave a meeting



#### Microphone

Mute / unmute the microphone in the room



#### Camera

Enable / disable the camera when on a call



#### Home

Return to the home screen on the console



#### Volume

Increase / decrease the sound



### Sharing your screen

To start sharing content, make sure your device is connected to the Teamline system. On the touchscreen, tap **share my PC screen**.

You can also share content using Skype for Business. Mute the volume and microphone on your device to prevent audio feedback.

Ask your administrator about the sharing options available to you. If the **presentation help** tile is displayed on your touchscreen, tap it for more details about how to share content in your meeting room.



### Making a call

If outgoing calls have been enabled by your administrator, tap **make a call**, then:

Tap **dial** and enter an address or select someone from the **recent calls** list

or

Tap **company directory** and type a name in the or **search** field to look up a contact

or

If they have been added by your administrator, tap a speed dial tile on the home screen



### Scheduling a meeting

To schedule a meeting, create a Skype for Business meeting in Outlook and invite the Teamline room account:

1. In Outlook, create a new meeting and click **Add Skype meeting**.
2. Add the room as an invitee and add other participants as required.
3. Set the date, time, and other details for the meeting then send the meeting request.

Tip - If you don't know the room's address, search for it in your Outlook global address list.