

# Microsoft Teams Video Conferencing Guide for General Conference Room

## Get Support for Video Conferencing

For additional IT assistance, contact:

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For instructions on joining non-Teams meetings (Zoom, WebEx, Google Meet, etc.), [click here](#).

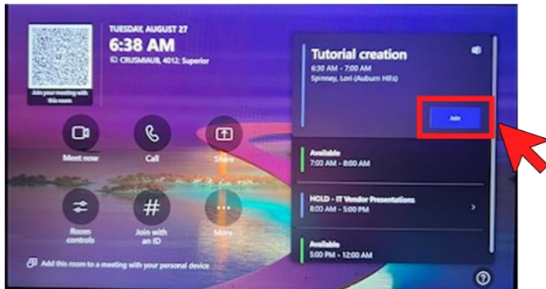
## Microsoft Teams Meeting Setup Instructions

### Reserve the Room and Activate the Equipment

1. **Reserve the Conference Room:** Add or forward the Conference Room to your meeting invitation. Do not reserve the room separately. Include Microsoft Teams details if necessary.
2. **Turn on the Display:** Ensure the TV is on. If it is not, use the remote located on the table.

### Join a Microsoft Teams Meeting

1. Look for your scheduled meeting on the touch panel display.
2. Tap **Join** to connect the room to your Teams meeting.

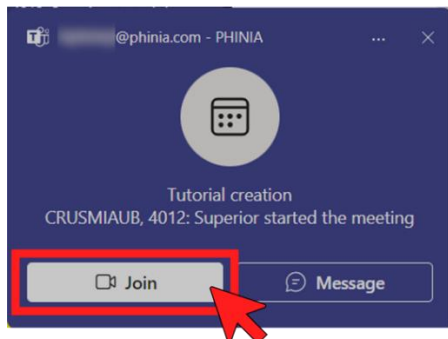


### Share Your Content in the Room and Meeting

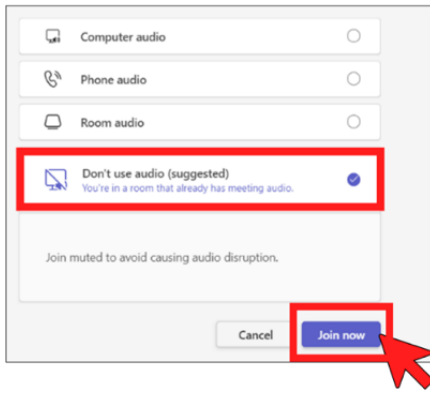
There are two options for sharing content with both the room participants and the Teams meeting attendees:

#### Option 1: Share Wirelessly

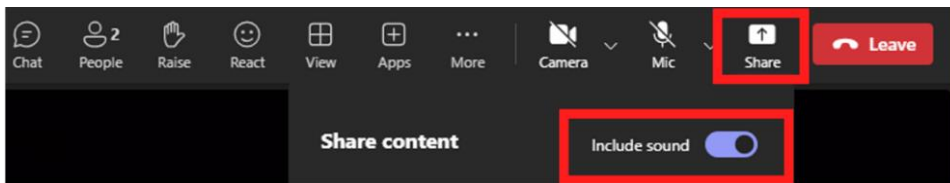
1. **Join the Meeting:** If a pop-up appears on your computer, select **Join**. If not, join directly from your calendar.



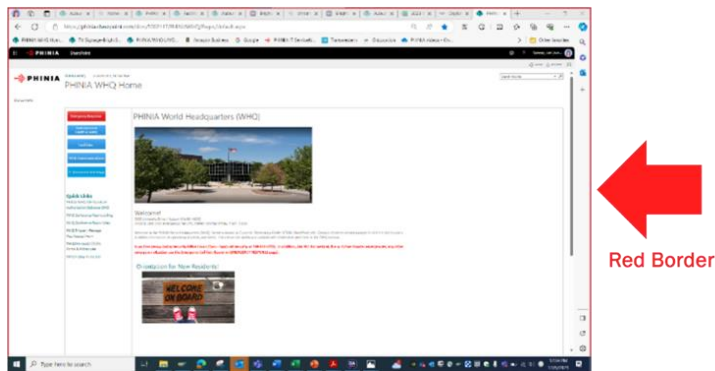
Choose **Don't use audio** (recommended), then click **Join now**.



2. **Share Your Screen:** Share your screen in the Teams meeting as usual.
  - **Sharing Video?** Select **Include sound** when sharing. Control the volume using your computer's settings to avoid affecting the overall meeting audio.



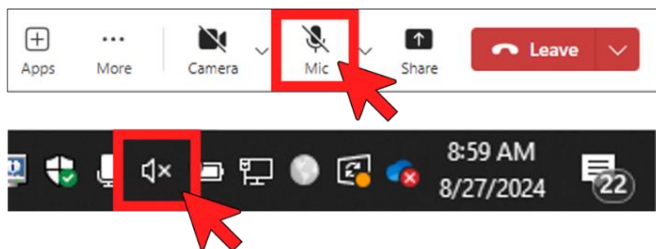
3. **Monitor What You're Sharing:** A red border will outline the content being shared.



## Mute Audio for Participants

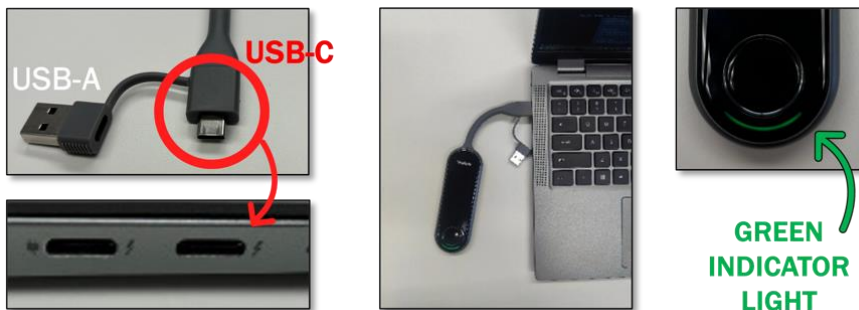
If a participant in the room accidentally joins with their computer audio:

1. Mute their microphone from the Teams toolbar at the top of their screen.
2. Mute their speakers from their laptop controls.

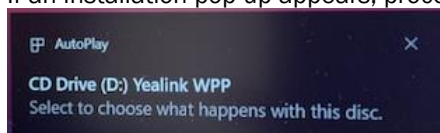


## Option 2: Share via Wireless Dongle (Without Joining Teams from Your Laptop)

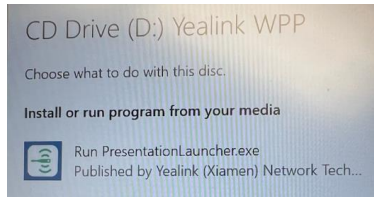
1. **Connect with Wireless Dongle:** Locate the dongle on the table or in the designated storage location, and plug it into your computer.
  - If using **USB-C**, plug the dongle into your device using the **USB-C port**. Wait until the indicator light turns green.



- **USB-A** may be used, but software must be installed on your computer the first time of use.
  - If an installation pop-up appears, proceed with installation.



- Alternatively, locate RunPresentationLauncher.exe software directly in File Explorer on one of your external drives. Proceed with installation.

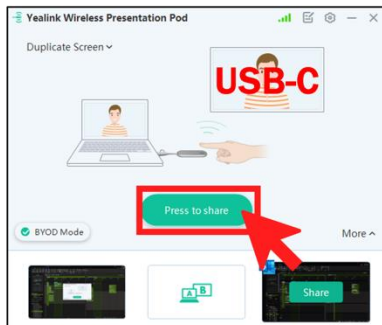


## 2. Share Your Screen:

- Press the **button on the dongle** to share your desktop. Alternatively, you can open the app that appears after the dongle is connected and select **"Press to share."** Then, choose the specific window or file you want to share.



OR



- Press the button on the dongle to stop sharing. Remove dongle.