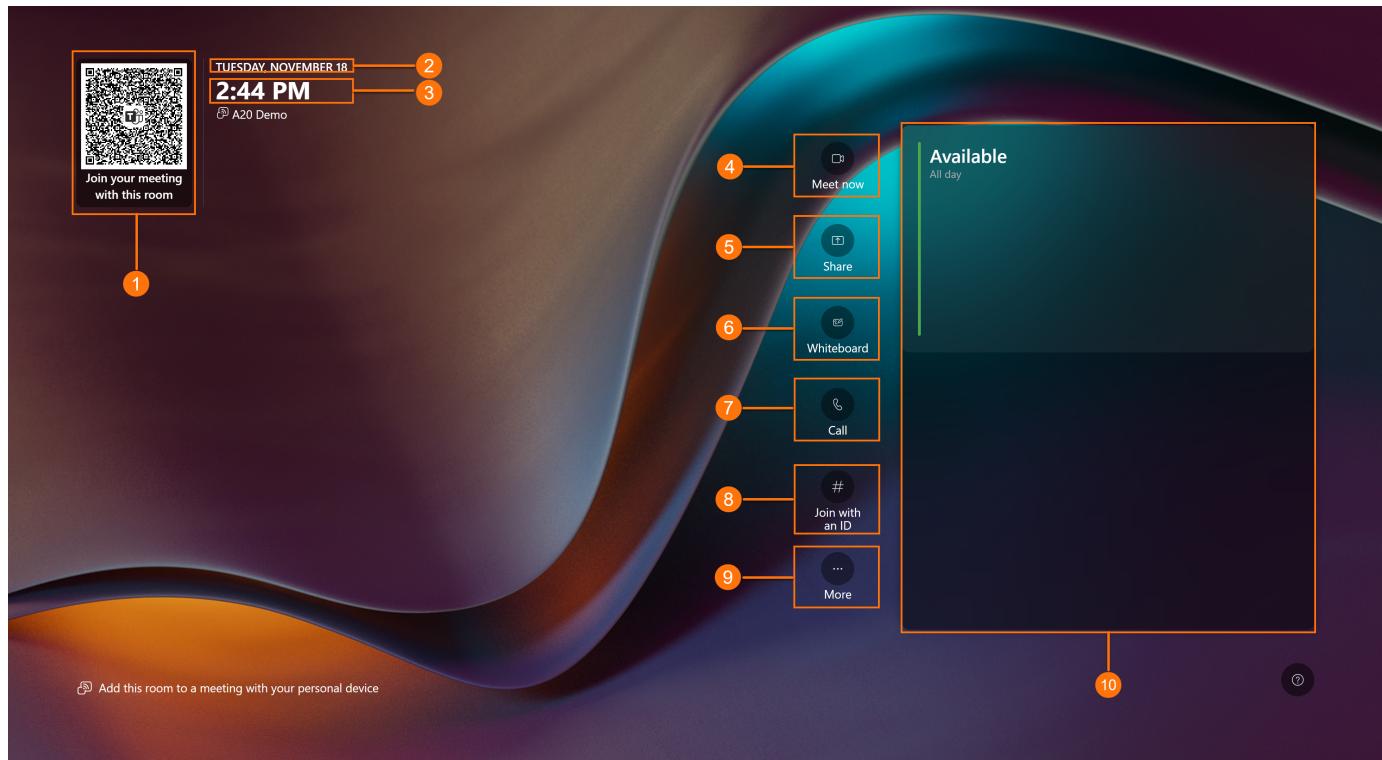


Quick User Guide for Microsoft Teams

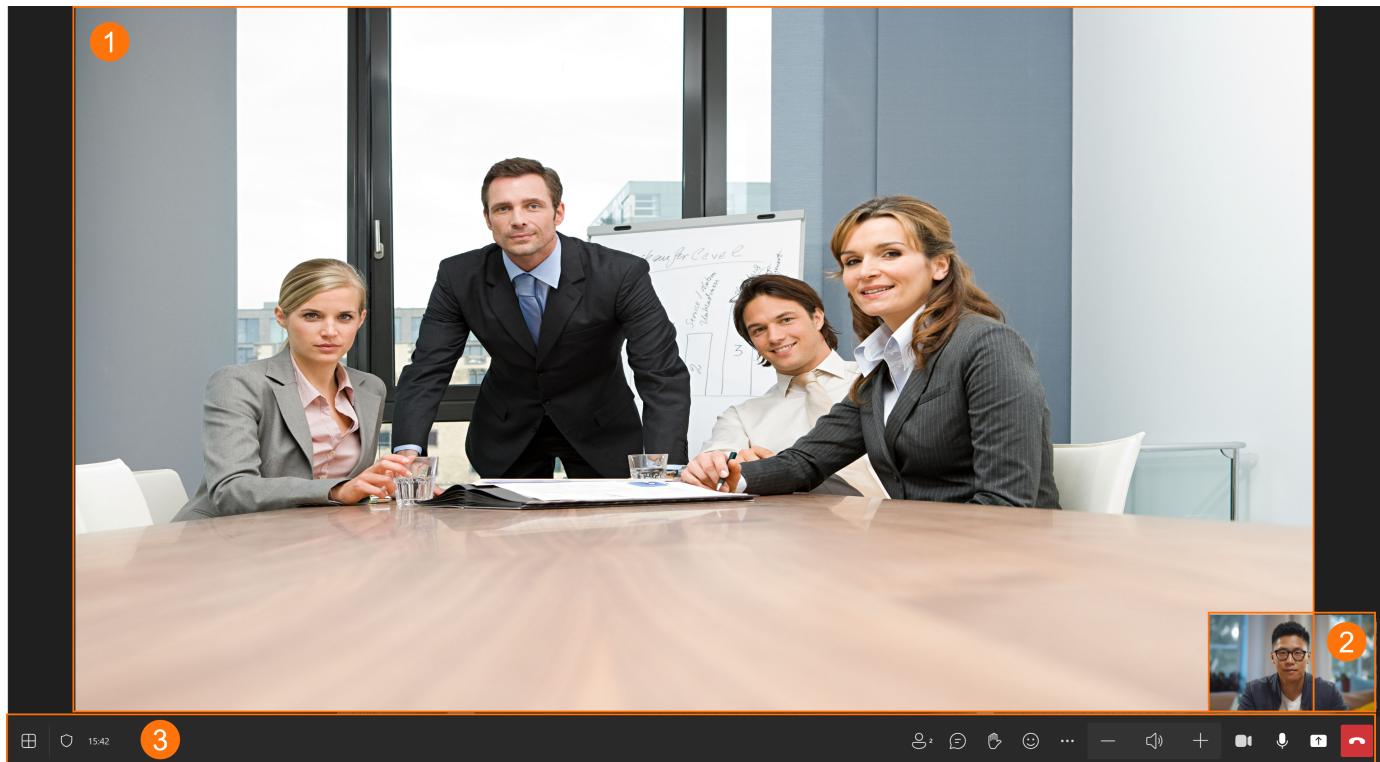
Teams Rooms Interface



No.	Description
1	Scan to join your meeting in this room.
2	Date.
3	The local time.
4	Start an instant meeting.
5	Start/stop sharing.
6	Open whiteboard.
7	If you have configured a Calling Plan for your Teams account, you can join a meeting by dialing a phone number.
8	Join with a meeting ID.
9	Configure the video conferencing device.

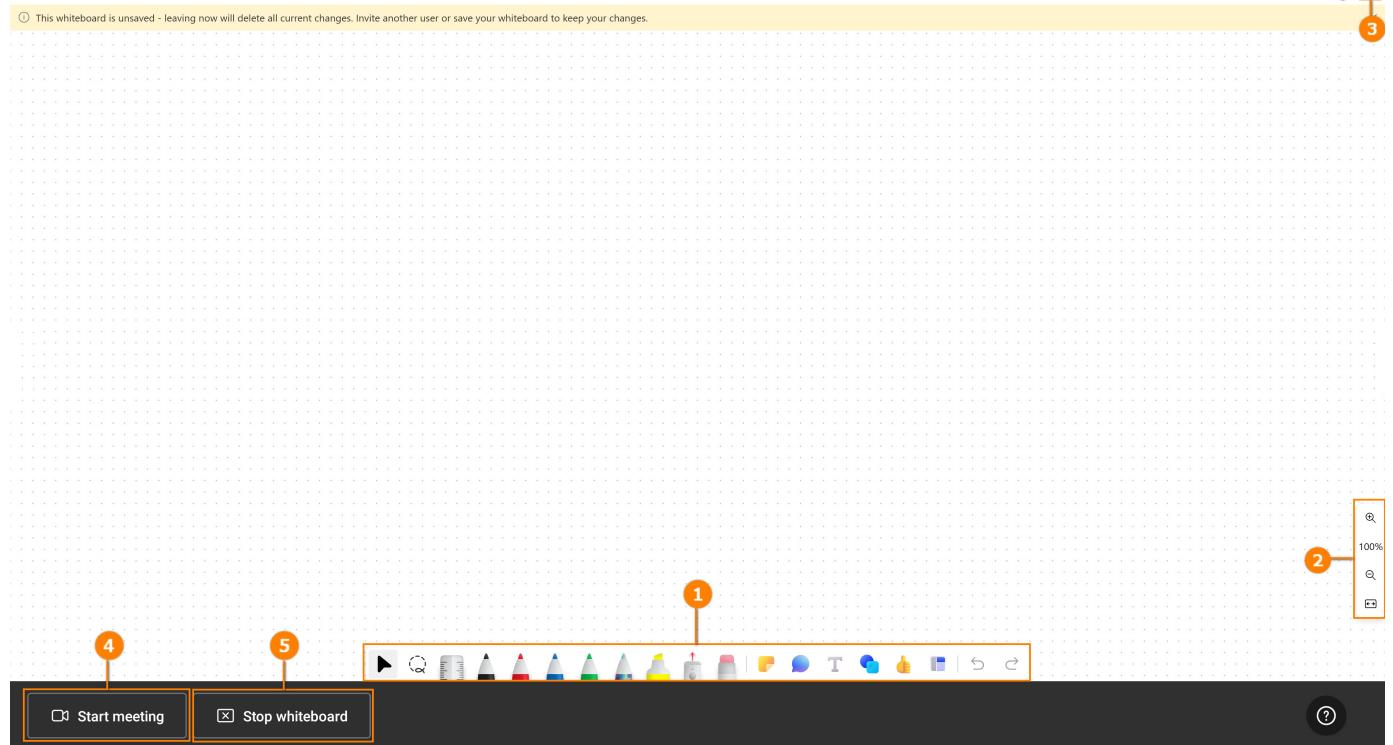
10	Display scheduled meetings.
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Teams Rooms Meeting Interface



No.	Description
1	Display the remote video screen.
2	Display the local video screen.
3	Meeting controls toolbar.

Whiteboard Interface



No.	Description
1	<ul style="list-style-type: none">• Move/zoom in/out of the whiteboard• Circle Contents• Ruler• Brushes/highlighters• Laser point• Ease• Sticky notes• Send comments• Text• Shape• Emojis• Template• Undo• Redo
2	Zoom the whiteboard
3	Whiteboard setting
4	Start meeting
5	Stop whiteboard

