

Somerville College AV

Teams Rooms Guide

A Teams Rooms system is simply Teams, running on an installed PC, with AI-powered features to make hybrid meetings a push-button experience.

Getting Started

1. Check that the large screen is turned on.
(Button bottom left on the front panel)
2. Check that the large screen is set to HDMI 1.
(Input button to the right of the power button)

Inviting the Room

If you have previously added the room to your Teams meeting, just hit 'join' on the tap controller.

You may bring the room into an ongoing meeting by adding it as a participant.

For the room's name please see the message on the large screen before your laptop is connected via HDMI.

Presenting to Screen

Locate the Tap controller and connect the trailing HDMI cable to your device. The Teams Rooms system will display your laptop's desktop.

If a meeting is active, this will automatically share your screen's content to the meeting.

The screen share will behave just as when connecting any other external monitor to your local device.

Need help?

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