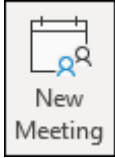


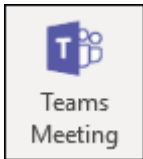
Hybrid Meeting Rooms AV Training Guide

Booking a meeting room:

- Booking a room using Outlook Calendar:
 1. Open Outlook and go to your calendar.
 2. On the **Home** tab, select **New Meeting**.



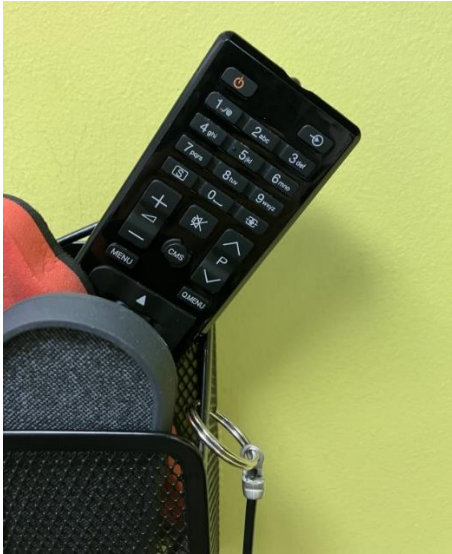
3. If this will be a hybrid meeting, select **Teams Meeting**



4. In the 'To' box, type in the email addresses of the people you would like to invite.
 5. Add a Meeting title in the 'Subject' box.
 6. Click on 'Rooms' to the right of the 'Location' box. Scroll down to find the meeting room you would like to use (Tooley Street rooms start with TS) and double click on it, or select it and click on the 'Rooms ->' button. Then click 'OK'.
 7. To find a time that works for everyone, select **Scheduling Assistant** on the **Meeting** tab.
- If the meeting is an important one, book the room 30 minutes before and invite Omotayo to troubleshoot any potential issues before the meeting (if you can't book 30 minutes before, share the time of the meeting with Omotayo, so that he can be on hand at the meeting room for the start time of the meeting, just in case there are any issues).

Beginning a meeting:

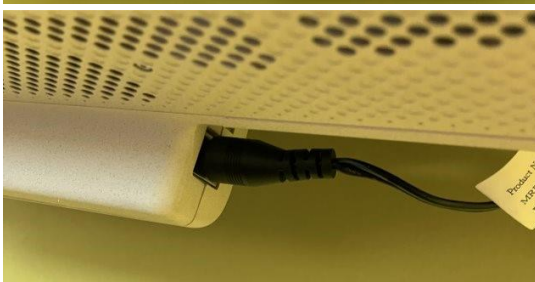
- Check the big screen. If the screen is not on, try turning on with the power button on the remote control, located on the wall next to the screen.



- If there are any screen issues press the source button on the remote control:



- Select 'Video Conferencing' if this option is available, if not, select 'Solstice'. If your screen only has HDMI etc. as options, please look at the remote control holder to see which one is used for Solstice.
- If there are any other issues with the big screen, try taking out the black power cable located on the Poly camera (locations will differ depending on room) for 3 seconds, and then plugging this back in again.



- This will reboot the screen and tablet (touch pad).
- If there are any issues with the tablet/touch pad, try unplugging it at the back for a few seconds and plugging it back in.

- If you are confident with cables, you could try taking out the HDMI or network cables behind the screen and plugging them back in again, but please do not move them from their current positions. If in doubt, or if problems persist, call Omotayo Ogunyemi on 07540 284 343.

Joining a meeting:

- If your meeting is pre-scheduled in Outlook, you will find your meeting on the tablet screen.
- To start the meeting, select '**Join**' on your scheduled meeting:

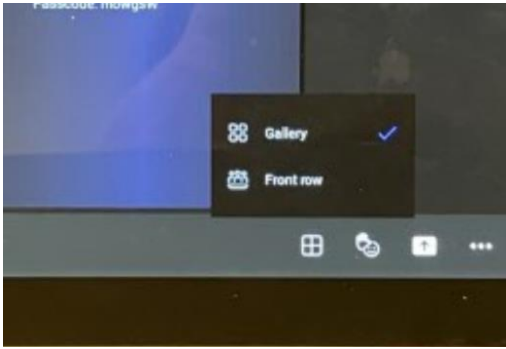


Starting an unscheduled meeting manually:

- Select '**Meet**' on the tablet/touch pad screen.
- In the search bar at the top, search for the names of the people you would like to invite.
- Select people to add them to the list of invitees.
- Once all of the people you would like to invite are on the list, select '**Invite**'.
- Your meeting will begin automatically.

Troubleshooting: Screen still showing QR code as large picture, and not participants

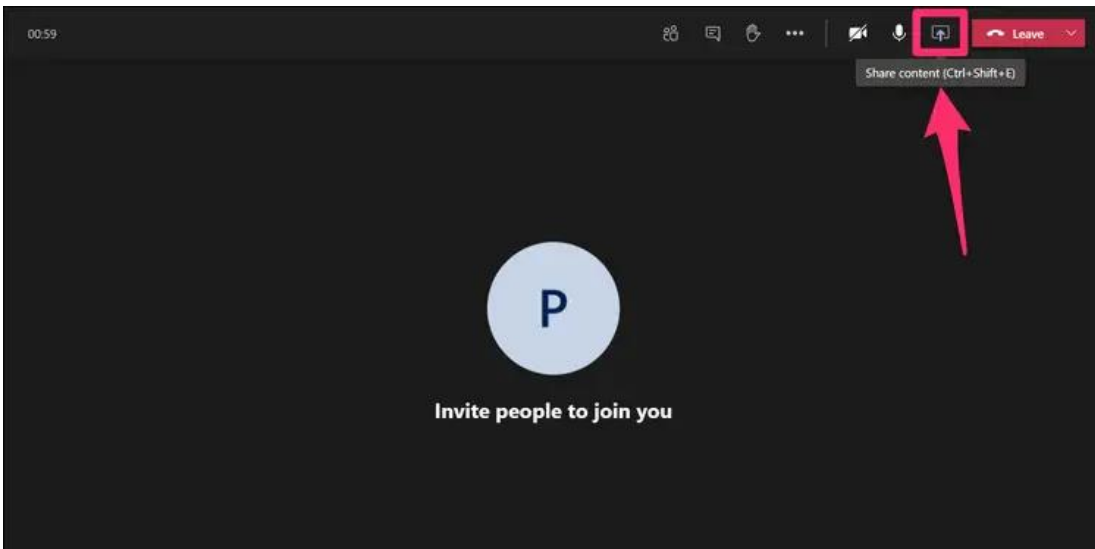
- When joining a hybrid Teams meeting, ensure that '**Share**' mode is disabled on the tablet. During a meeting, click the square with a cross and make sure '**Gallery**' is selected:



Participants should then be displayed as the largest items on the screen.

When to use Solstice/Teams:

- If your meeting is an in-person meeting, there is no need to join via Teams.
- Screen sharing can be achieved using the Mersive Solstice application on your laptop (see guide for more information).
- Teams should be used for hybrid meetings where you will also have participants joining remotely. Screen sharing can be achieved directly from Teams by clicking the **'Share content'** icon below:



- Teams can be used for screen sharing if Solstice does not appear to be working.
- If you are sharing your screen in Teams call, make sure to mute your Laptop audio/microphone. This will prevent audio from looping or having static feedback.

To add participants to a meeting:

- If you have booked your meeting via the Outlook calendar, you can amend and add the invitees in your Outlook calendar Team's invite by adding their email address.
- To invite someone with a Southwark email address during the meeting, this can also be done using the tablet.
- To invite an external participant during the meeting, you will need to share the Meeting ID and password from the tablet/touch pad screen.