



Microsoft Teams



:root




integrated | systems

# Teams BYOD Quick Reference Guide

When scheduling a MEETING in any CONFERENCE ROOM, the ROOM must be INCLUDED as an ATTENDEE & as the LOCATION to ensure the room is RESERVED for the MEETING DURATION.

**BYOD = Bring Your Own Device (Laptop) to Host the Meeting**

USB	
HDMI	

 CAMERA	ROOM SYSTEM
 MIC	ROOM SYSTEM
 SPEAKER	ROOM SYSTEM

## USE ROOM SYSTEM

Plug in via the USB and HDMI to use the room’s peripherals. Once the meeting has been started on the device, select the room CAMERA, MICROPHONE, and SPEAKERS using the audio & video settings within Teams – select the Ellipses (...) then show device settings.

