Ravenwood Conference Room | Reserving Room

Summary

This is a tutorial on how to reserve the Ravenwood Conference Room for a meeting.

Instructions

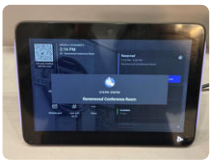
1. Use the tabletop remote controller to view the range of sources. Selecting **Main** will take you to the full menu shown below, if the screen does not already show it.



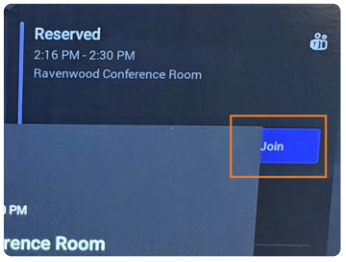
2. Select **Polycom** as your source.

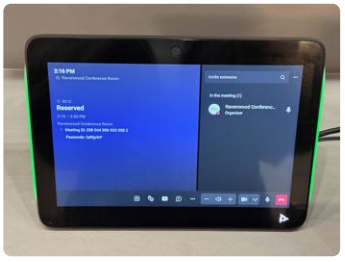
3. Use the Polycom tablet to reserve the meeting room through Microsoft Teams. Select the desired time window.





4. Select **Join** to access the meeting information. Additional participants can join the same meeting room by using the **Meeting ID** and **Passcode**.





5. Additional participants must open **Microsoft Teams** > **Calendar** (sidebar) > **Meet Now** (top right corner) > **# Join with an ID**.

6. The Polycom camera located below the TV will be capturing live video of the conference room during the duration of the meeting.

