

Conferencing with MTR small

Hybrid conferencing with the Microsoft Teams Room (MTR) is easy.

Camera, soundbar, and microphone in one. The camera adjusts the image according to the number of people in the room.



Here you can read more about the various stages for planning and starting a meeting.



Use the **touch controller** to start your meeting and manage your options.

Planning and starting a meeting

If the room can be reserved via Outlook...

1

Create a new meeting in your **Outlook Agenda** by clicking on the **Teams**, **Zoom**, or **Skype button**.

2

Under the locations, look for an MTR, recognisable from the **'(Hybride)'** tag, and **add it**.

3

When it is time, you will see the meeting on the **touch controller**. **Click on 'deelnemen'** to start the meeting.

For rooms that must be reserved through the Self Service Portal or a secretariat...

1

Create a new meeting in your **Outlook Agenda** by clicking on the **Teams**, **Zoom**, or **Skype button**.

2

Reserve the room **separately**: use the Self Service Portal or contact the secretariat.

3

In the room, start the meeting on your own device (phone or laptop). **Invite the MTR to the meeting** using the name on the screen.

Conferencing options



Select **'direct vergaderen'** to invite someone to meet.



Select **'bellen'** and enter a number to call someone.



Select **'presenteren'** and insert the **HDMI cable** into your laptop to share your screen.



Select **'deze ruimte uitnodigen'** to invite the equipment for the meeting.

Options while meeting

-  Camera on/off
-  Microphone on/off
-  Share laptop screen
-  Change layout on screen
-  Volume higher/lower
-  End the meeting

Watch the instruction video at:
<https://youtu.be/lwiN-rlqflk>

Should you need assistance with using the Microsoft Teams Room, please contact the FCO Service Desk: +31 (0)20 598 5777