Shared health
Soins communs
Manitoba

Quick Reference Guide
Cisco Room Navigator Plug and Play Room Setup
(TEAMS Meetings and Presentations)
Service Desk 204-940-8500 Option 4, Option 1
or toll-free 1-866-999-9698 Option 4, Option 1

Start or join a meeting

1 Turn on the screen/monitor.

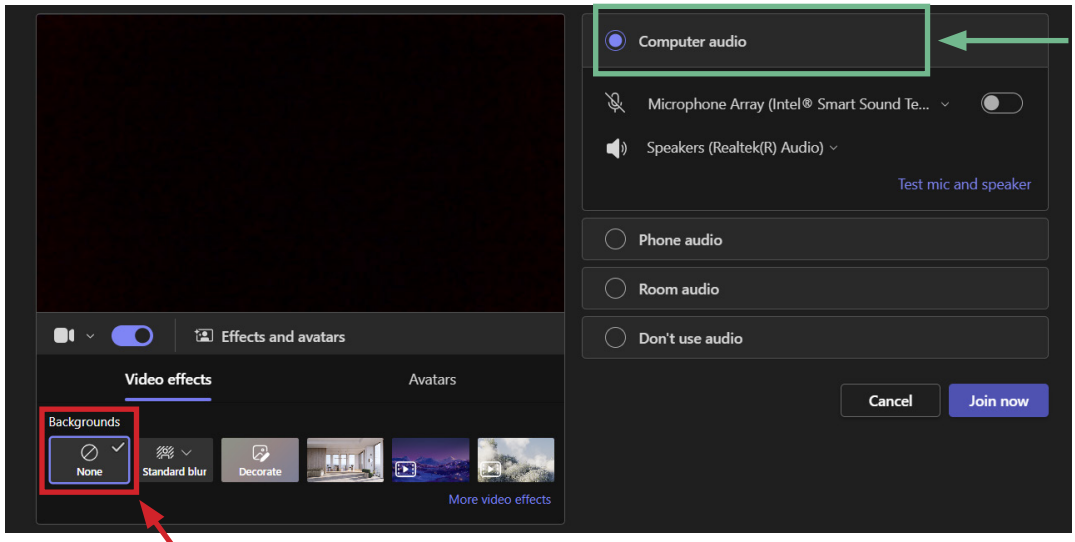
2 Plug in the applicable cables for your meeting. (Use connected network cable for optimum call quality.)

If your screen does not display, unplug the cable and reconnect it.

Older Laptops will require the use of HDMI for Video/Sharing and USB for Audio

3 Find the meeting invite on your calendar, and click the **Join Meeting** icon.

4 On the pop-up screen, confirm that **Computer audio** is selected. Room audio may have been pre-selected by default. If you do not change this you will not have full control options for the meeting and will need to rejoin.



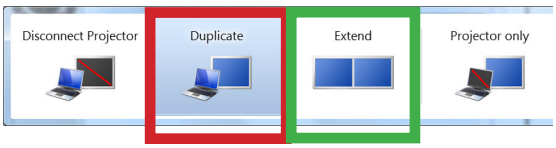
Do not dial into the Teams meeting with a landline phone for audio; use the audio from within Microsoft Teams as the sound quality is much better when the room speaker is used.

5 Share content as applicable.

6 Disconnect at the end of every call.

If it is necessary to connect a 2nd laptop to the Teams meeting, ensure the attendees follow these steps to avoid audio feedback and meeting disruption:
- turn off laptop your speaker and mute the microphone prior to joining the Teams meeting
- after joirning the meeting, verify the microphone remains muted, as it may be automatically re-enable

If your laptop does not display your presentation, press ⊞ + P on your keyboard and select Duplicate or Extend



Duplicate (Mirror Screen)
- Shows the same content on both screens

Extend (Different Display on each monitor)
- Drag the Teams window on the External monitor so its visable to room.
- Allows you to use your laptop for notes and meeting controls while attendees view shared content on the room display.

Privacy Tip
- Always use Microsoft Teams in an appropriate and confidential location.
- Ensure all meetings comply with organizational privacy and confidentiality requirements.
- Do not share identifiable person health information when using Microsoft Teams presentation features.