Meetings

UNIVERSITY OF **TEXAS** ARLINGTON | OFFICE OF INFORMATION TECHNOLOGY

▶ **Getting Started**

1. Please do not unplug the cables.
2. Tap the display if the screen is dark.

▶ **Schedule a Meeting in Outlook**

1. Open your Outlook Calendar to schedule a meeting.
2. Give the meeting a title in the **Subject** line.
3. Next, choose **Invite** and choose **Scheduling**.
4. Under **Rooms**, choose **Add Room** and search for the name of the room.
   - The name of the room is displayed under the **Hamburger** icon on the Conference Phone. ≡
5. Choose **Add to Meeting**.
6. Add any attendees you'd like to invite to your meeting.
7. Select **Teams Meeting** and press **Send**.

▶ **Join a Scheduled Meeting from the Conference Phone**

1. If you've previously scheduled a meeting in Outlook, select the **Meeting** tab on the Conference Phone screen and tap the **Join** icon. Join
2. The Conference Phone should be unmuted and the speaker should be on.
   - Use the microphone and volume controls on the screen or press the mute buttons on the phone.
   - Attendees who have joined the Teams meeting display as a list on the screen and can be muted.
   - Attendees present in the room will need to mute their devices to avoid audio feedback.
3. Tap the **Disconnect** icon on the screen to end the meeting.

▶ **Start a Meeting from the Conference Phone**

1. If the meeting was not previously scheduled, select the **Meeting** tab.
2. Give the meeting a Title, add your Participants, and tap the **Check Mark**. ✓
3. Return to the Conference Phone, select the **Meeting** tab, and tap the **Join** icon. Join
4. The Conference Phone should be unmuted and the speaker should be on.
   • Use the microphone and volume controls on the screen or press the mute buttons on the phone.
   • Attendees who have joined the Teams meeting display as a list on the screen and can be muted.
   • Attendees present in the room will need to mute their devices to avoid audio feedback.
5. Tap the **Disconnect** icon on the screen to end the meeting.

▶ **Add Others to a Meeting:**

1. Tap the People icon.
2. Then tap the **Add Person** icon.
   - To contact someone using the directory, type the name of the person you wish to call in the **Search** field. Tap their name and click **Next**.
   - To contact someone using their phone number, type their number into the **Search** field instead.
   - After entering their phone number, tap **Select Number**.
   - Tap the **Check Mark** to contact them. ✓
3. All parties can hear each other after the call is established.

▶ **Place a Meeting on Hold:**

1. Tap the **More** icon.
2. Tap the **Hold** icon.

▶ Join a Scheduled Meeting

Feb 05, 2020   3:33 PM

☰   **Meetings**   📞ᴾ 🔍
        18172723070

Today   Feb 05

Krawzik, Kevin
11:00 AM - 11:30 AM ↻   [Join]
Microsoft Teams Meeting

Witt, Brenna Lauren
2:15 PM - 2:45 PM   [Join]
CRB B14 Conf Rm

                               📅

📞   📅   🔊
Calls   Meetings   Voicemail

▶ Start a Meeting

Feb 05, 2020   3:33 PM

✕   **New event**   ✓

✏️   Title

👤⁺ Add participants

📋   Share to a channel

🕐   All Day   ⬤○

        Wed Feb 05, 2020   4:00 PM

        Wed Feb 05, 2020   4:30 PM

📍   Location

Q W E R T Y U I O P
 A S D F G H J K L
⬆ Z X C V B N M ⌫
?123 ,   .   Next

▶ Add Others to a Meeting (1)

Feb 05, 2020   3:34 PM

←   **Faux meeting**   👥⁺
        00:08

                  CR

🎤   🔊   ⋯   📞

▶ Add Others to a Meeting (2)

Feb 05, 2020   3:34 PM

Tap to return to meeting 00:23

←   **Meeting participants (3)**

In the meeting (1)

CR   CRB B14 Conf Rm

Others invited (2)

👤   Pierce, Lee

👤   Witt, Brenna Lauren

                               👤⁺

▶ Add Others to a Meeting (3)

Feb 05, 2020   3:37 PM

✕   **Edit event**   ✓

✏️   Meeting|

👤⁺ Add participants

👤   **Witt, Brenna Lauren**   ✕
     Busy

🕐   All Day   ⬤○

        Wed Feb 05, 2020   4:00 PM

        Wed Feb 05, 2020   4:30 PM

q w e r t y u i o p
 a s d f g h j k l
⬆ z x c v b n m ⌫
?123 ,   .   Next

▶ Place a Meeting on Hold

Feb 05, 2020   3:41 PM

←   **New**   👥⁺
        00:08

                  CR

⏸   Put me on hold

⋮⋮⋮   Dialpad

Calls

▶ **Make a Call**

1. Select the Calls tab.
2. Tap the Add Call icon.
   - To contact someone using the directory, tap the Search icon and type the name of the person.
   - Tap the Keypad icon if you need to dial a number.
3. Tap the Call icon to place the call.
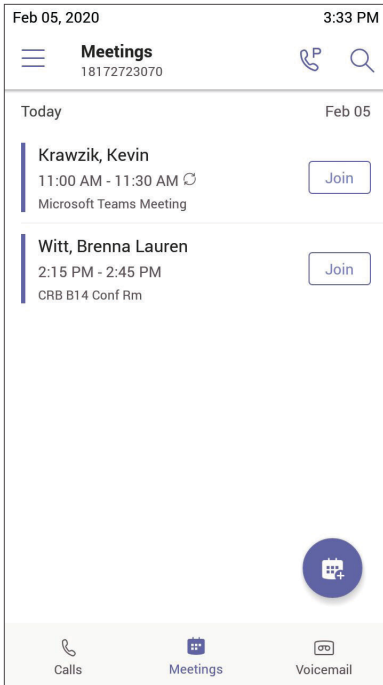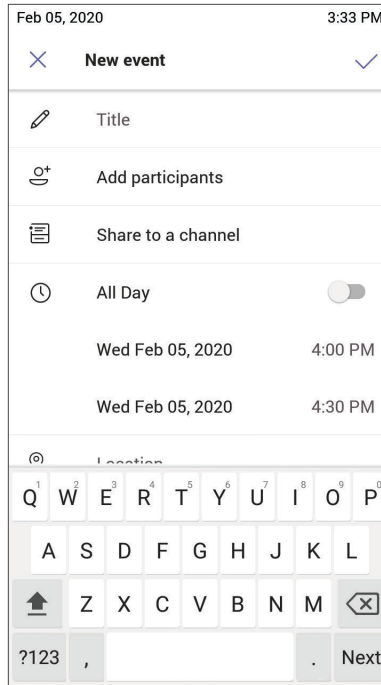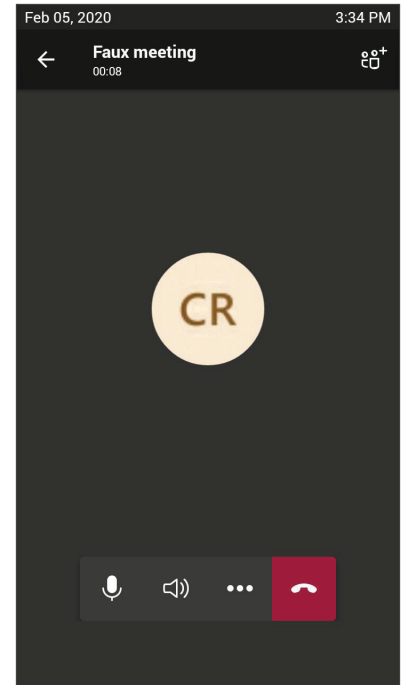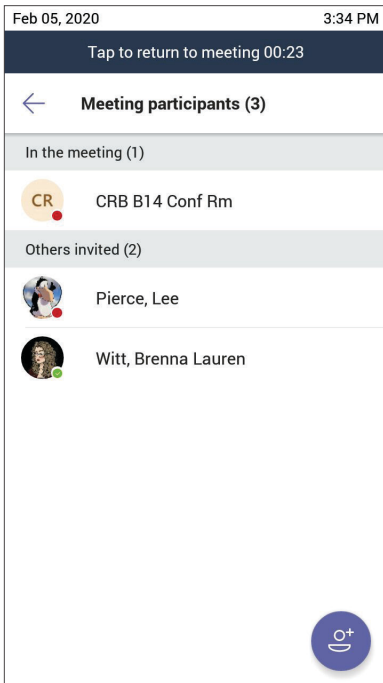4. Tap the Disconnect icon on the screen to hang up.

▶ **Add Others to a Call:**

1. Tap the People icon.
2. Then tap the Add Person icon.
   - To contact someone using the directory, type the name of the person you wish to call in the Search field. Tap their name and click Next.
   - To contact someone using their phone number, type their number into the Search field instead. Tap the Check Mark to contact them.
3. All parties can hear each other after the call is established.

▶ **Place a Call on Hold:**

1. Tap the More icon.
2. Tap the Hold icon.

▶ **Transfer a Call:**

1. Tap the More icon.
2. Tap the Transfer icon.

EMERGENCIES

1. **Pick up the handset.**
2. **Dial 911 on the keypad.**

NEED HELP?

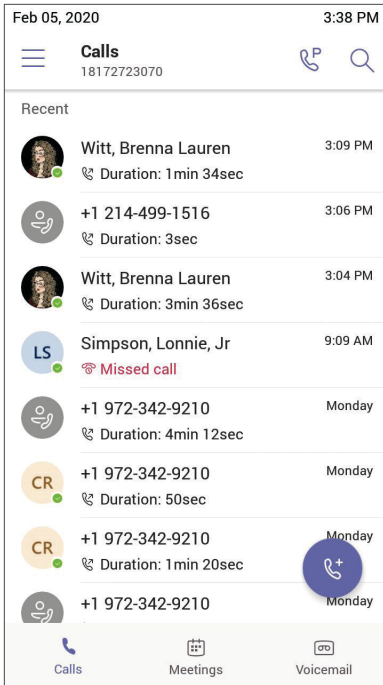Visit **ithelp.uta.edu** or call **817-272-2208**.

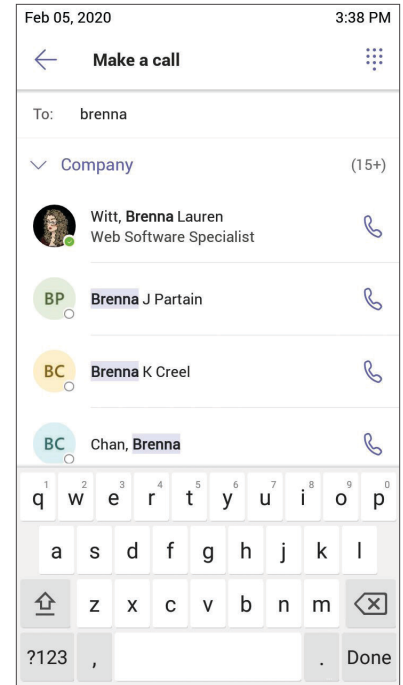UNIVERSITY OF
TEXAS
ARLINGTON
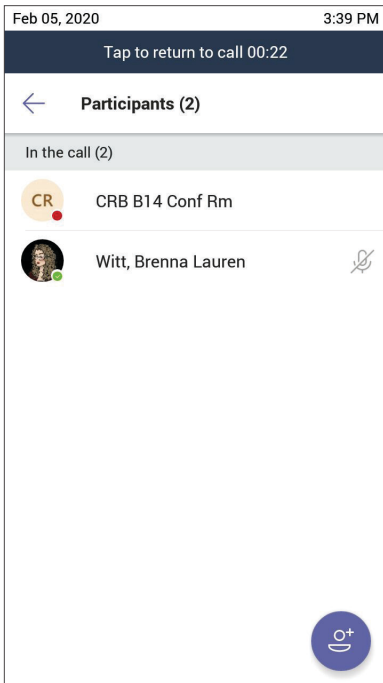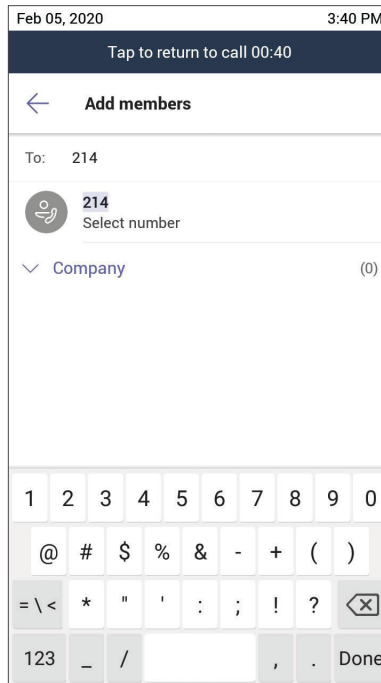
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▶ Make a Call (1)

Feb 05, 2020   3:38 PM

Calls
18172723070

Recent

Witt, Brenna Lauren — 3:09 PM
Duration: 1min 34sec

+1 214-499-1516 — 3:06 PM
Duration: 3sec

Witt, Brenna Lauren — 3:04 PM
Duration: 3min 36sec

Simpson, Lonnie, Jr — 9:09 AM
Missed call

+1 972-342-9210 — Monday
Duration: 4min 12sec

+1 972-342-9210 — Monday
Duration: 50sec

+1 972-342-9210 — Monday
Duration: 1min 20sec

+1 972-342-9210 — Monday

Calls   Meetings   Voicemail

▶ Make a Call (2)

Feb 05, 2020   3:38 PM

Make a call

To: Search for people

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
?123 , . Done

▶ Make a Call (3)

Feb 05, 2020   3:38 PM

Make a call

To: brenna

Company (15+)

Witt, Brenna Lauren
Web Software Specialist

Brenna J Partain

Brenna K Creel

Chan, Brenna

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
?123 , . Done

▶ Add Others to a Call (1)

Feb 05, 2020   3:39 PM

Tap to return to call 00:22

Participants (2)

In the call (2)

CRB B14 Conf Rm

Witt, Brenna Lauren

▶ Add Others to a Call (2)

Feb 05, 2020   3:40 PM

Tap to return to call 00:40

Add members

To: 214

214
Select number

Company (0)

1 2 3 4 5 6 7 8 9 0
@ # $ % & - + ( )
= \ < * " ' : ; ! ?
123 _ / , . Done

▶ Hold / Transfer

Feb 05, 2020   3:41 PM

New
00:08

CR

Put me on hold

Dialpad