



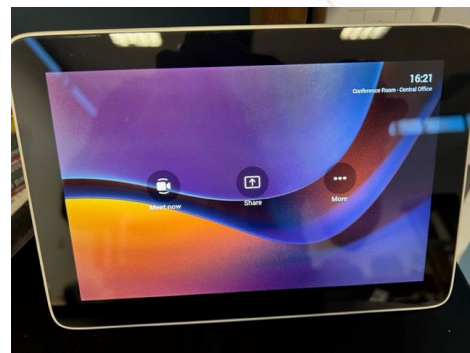
Conference Room – Edge Lane

How to use the PolyStudio X50

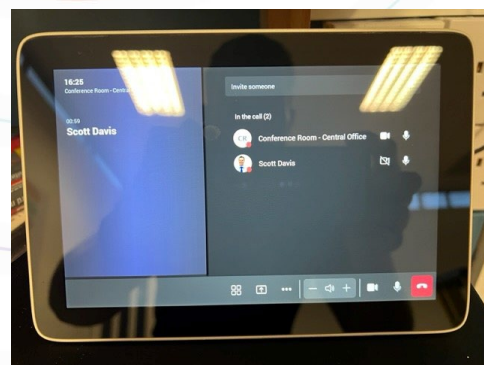
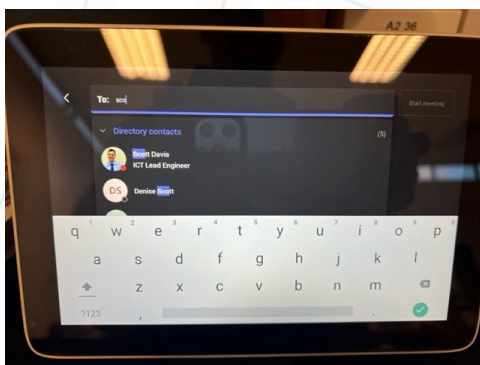
The Conference room now has a dedicated video bar connected to Microsoft Teams that provides high quality audio and video and the ability to share content both wired and wirelessly.

Microsoft Teams

The PolyStudio X50 can be controlled from the tablet located on the shelf next to the TV.



Using the tablet you can simply use 'Meet Now' to start a video meeting and invite people from directory contacts list:



Please ensure you remove the magnetic cover from the PolyStudio when using video.



Alternatively, when booking the Conference Room we can allocate the PolyStudio X50 for a Teams meeting.

Select 'Teams Meeting' from the tab and then 'Location' from Meeting and 'Conference Room – Edge Lane', you can then add additional attendees who will dial into the Conference Room for the meeting.

The PolyStudio resource is automatically added once you have set location correctly as shown:

A screenshot of the Microsoft Teams meeting scheduling interface. The title is "Test Meeting with Poly...". The location is set to "Conference Room – Edge Lane". The start time is "Thu 02/02/2023 10:30" and the end time is "Thu 02/02/2023 11:00". There are options for "All day" and "Time zones". A "Send" button is visible on the left.

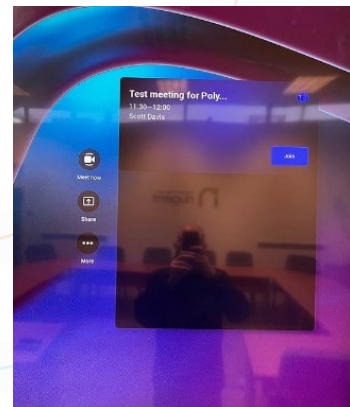
Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 328 663 743 313
Passcode: [VtCjBa](#)
[Download Teams](#) | [Join on the web](#)

Or call in (audio only)
+44 20 7660 8292 804886891# United Kingdom, London
Phone Conference ID: 804 886 891#
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)




At the meeting you can select 'Join' on the tablet to start the meeting.

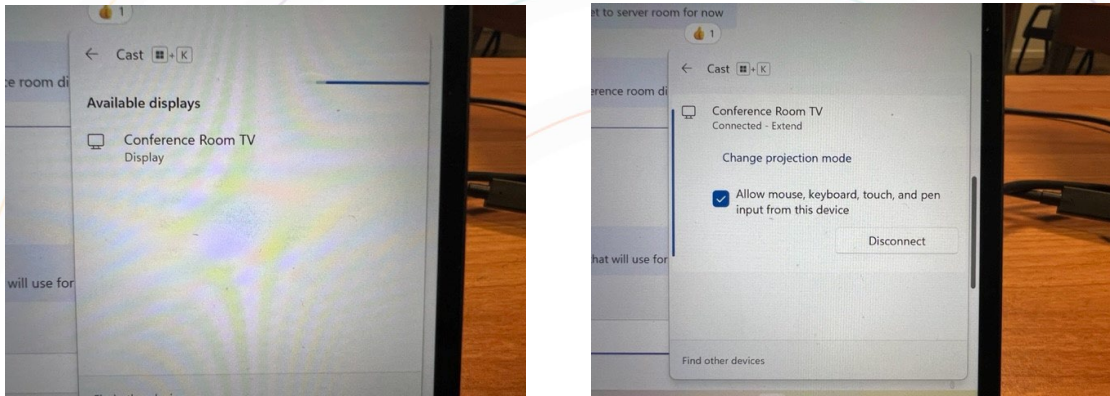
Attendees will be able to share content into the meeting via their own Teams logging on their devices.

TV Casting

If you don't wish to use Microsoft Teams to present we can cast directly from a device via wireless or HDMI cable. A HDMI cable is provided for this application.

For wireless casting to work correctly you will need to ensure you are connected to the correct WiFi: **Nugent_Guest_WiFi**

On a Windows device you can press the windows key  + K that will bring up the available screen display options as shown:



Connect to the Conference Room TV to share your screen.



For AirPlay or Chromecast follow the steps on your device to connect wirelessly.