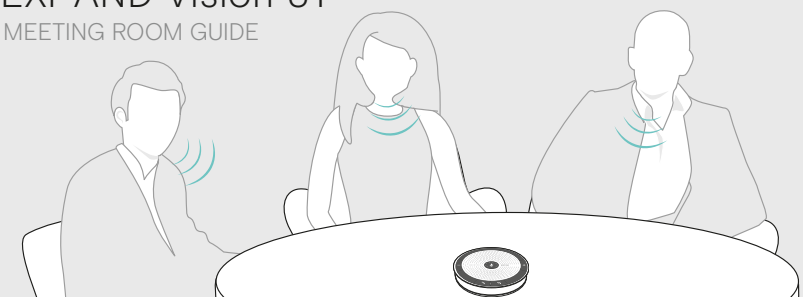
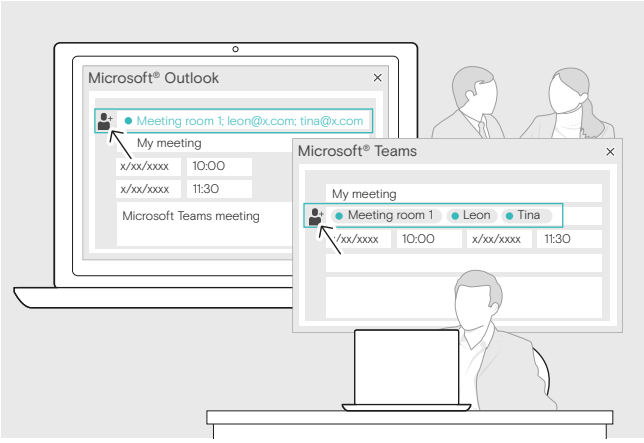
EPOS

EXPAND Vision 3T

MEETING ROOM GUIDE

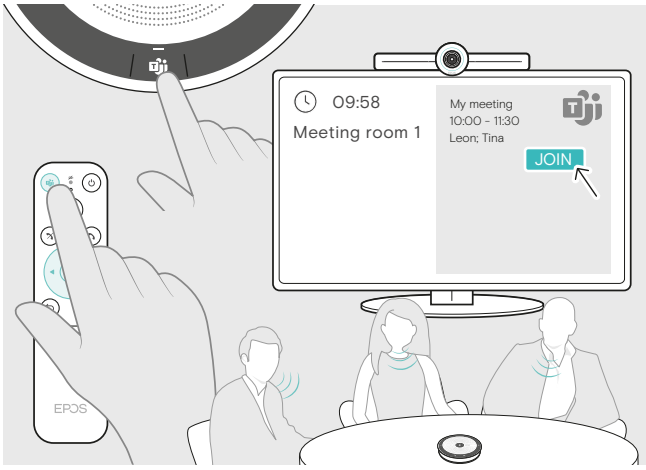


Scheduling meetings



- Add the meeting room you would like to use from your company network as "Location" in Microsoft® Outlook or Teams.
  If you are using Outlook to schedule a Teams meeting, select "New Teams Meeting" from the menu bar.
- Add other potential attendees who should receive the Teams meeting link by entering their email addresses.
- Select "Send" in Outlook or Teams to send the Teams Meeting Room link to your invitees.

Joining a meeting



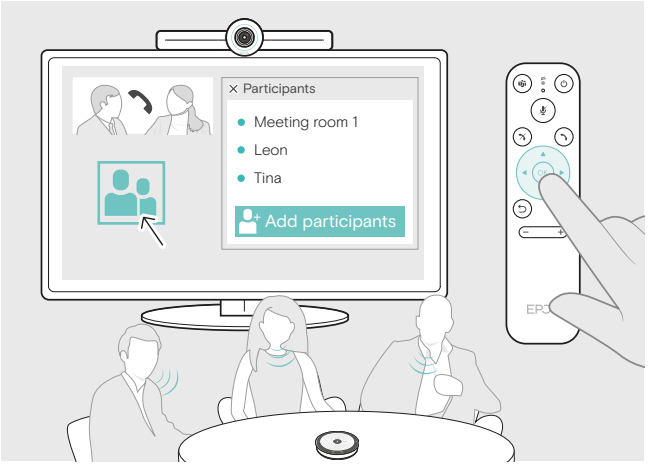
Once you would like to join your meeting:

- Click on the Teams button on your remote control or speakerphone to join the next scheduled in the meeting list. **or**
  Manually click "Join" by using the EXPAND Vision 3T remote control.

> If you don't see the "Join" button and Teams logo you have not been invited to a "Teams Meeting" but rather to a regular Outlook meeting.
>
> - Make sure you have been invited to a Teams meeting by revising the invitation in Outlook or Microsoft Teams.

After joining the meeting, you will be able to use the familiar Teams Meeting Room UI, either by using the remote control or the buttons on the speakerphone.

Adding participants to a meeting



To add participants to a meeting:

- Navigate with your remote control* to "Add participants" in the Teams Meeting Room menu and click "OK".
- Search for the respective person's email address.

> If the participant comes from within your organization, the email address will automatically show up after just typing in the name.
>
> If the person comes from an external organization's network, you might have to spell out the participant's full email address.

The participant to be added will now receive an incoming call.

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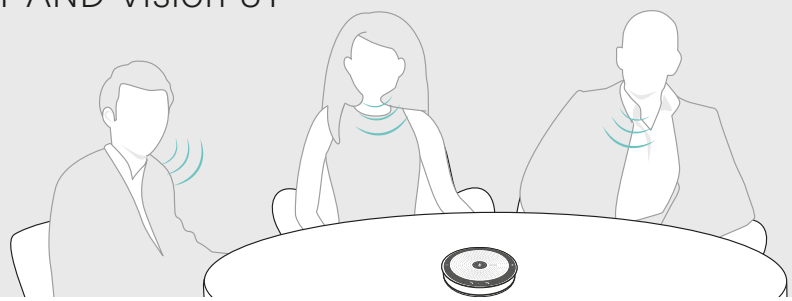
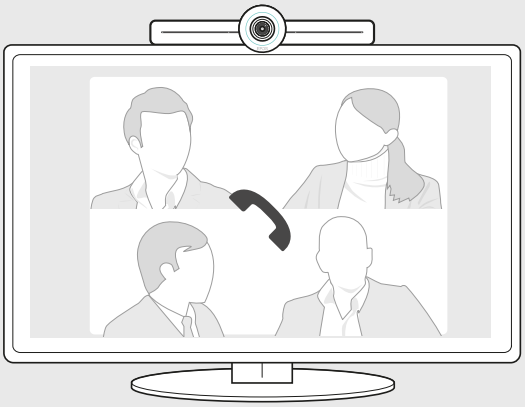
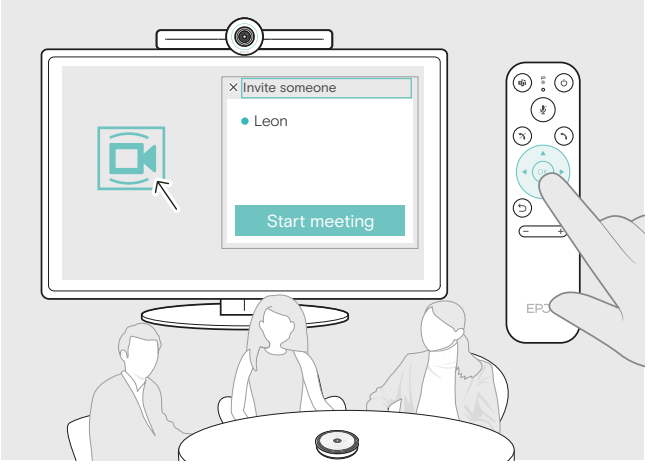




Starting an instant meeting from EXPAND Vision 3T



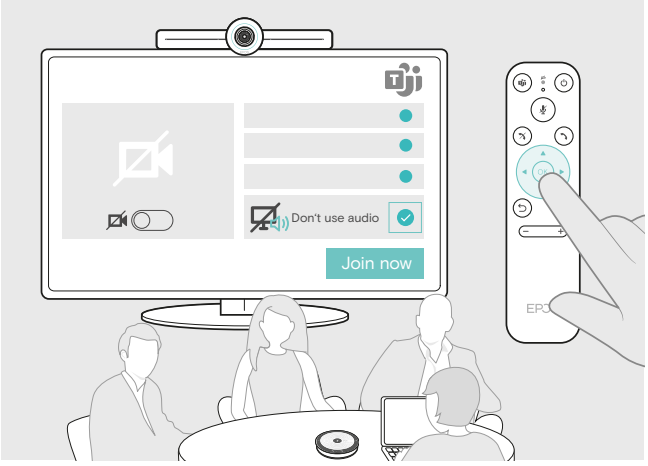
To create a new meeting via your EXPAND Vision 3T:

- Select the “Meet Now” button in the Microsoft Teams home screen.
- Search for the respective person’s email address.

> If the participant comes from within your organization, the email address will automatically show up after just typing in the name.
>
> If the person comes from an external organization’s network, you might have to spell out the participant’s full email address.

- Click “OK”.
- Navigate to “Start meeting” by using the arrow buttons on your remote control* and press “OK”.

Sharing content in a meeting



If you would like to share content meeting from your laptop, it is important that you turn off your microphone to avoid acoustical feedback.

- Select “Don’t use audio” before entering the meeting room, to make sure your microphone and speaker are turned off.

*Instead of the remote control you can also use your TV’s touch input or other input devices. For input devices see EXPAND Vision 3T User Guide: www.eposaudio.com/expand-vision-3t.

For more information about **Microsoft Teams Rooms** on Android, check the Microsoft website: www.support.microsoft.com/teams and search for “Get started with Teams Rooms on Android”.