Guide til brug af Teams-mødelokaler (Yealink)

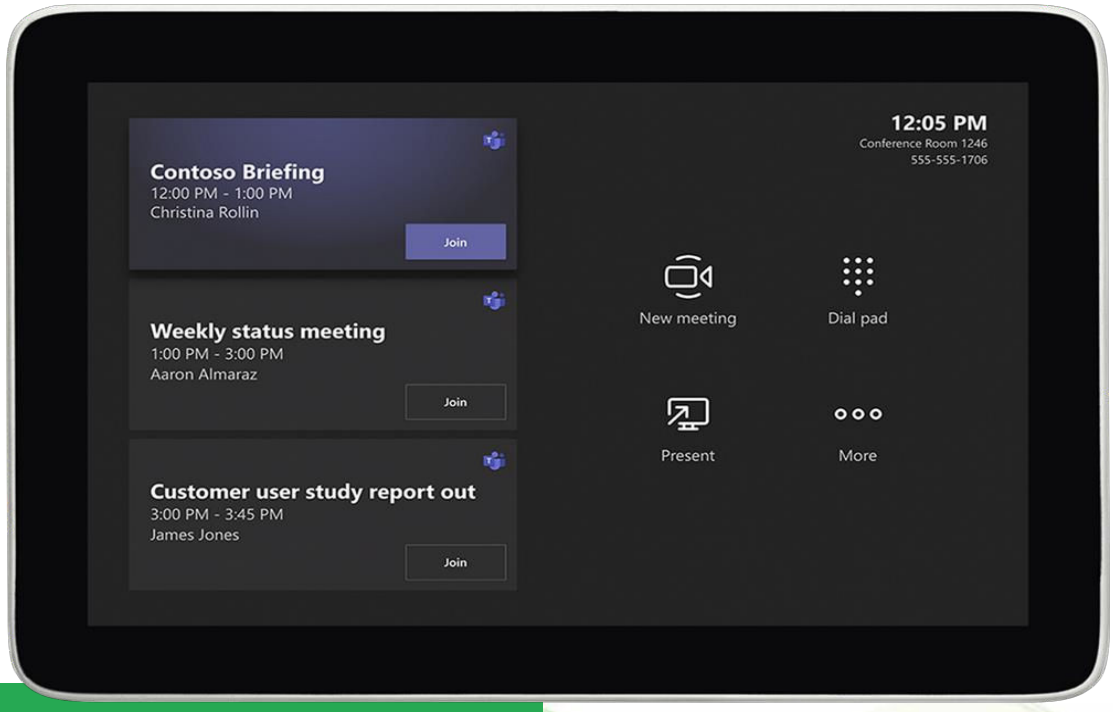


Are you in the meeting room and want to share your computer screen on the TV?

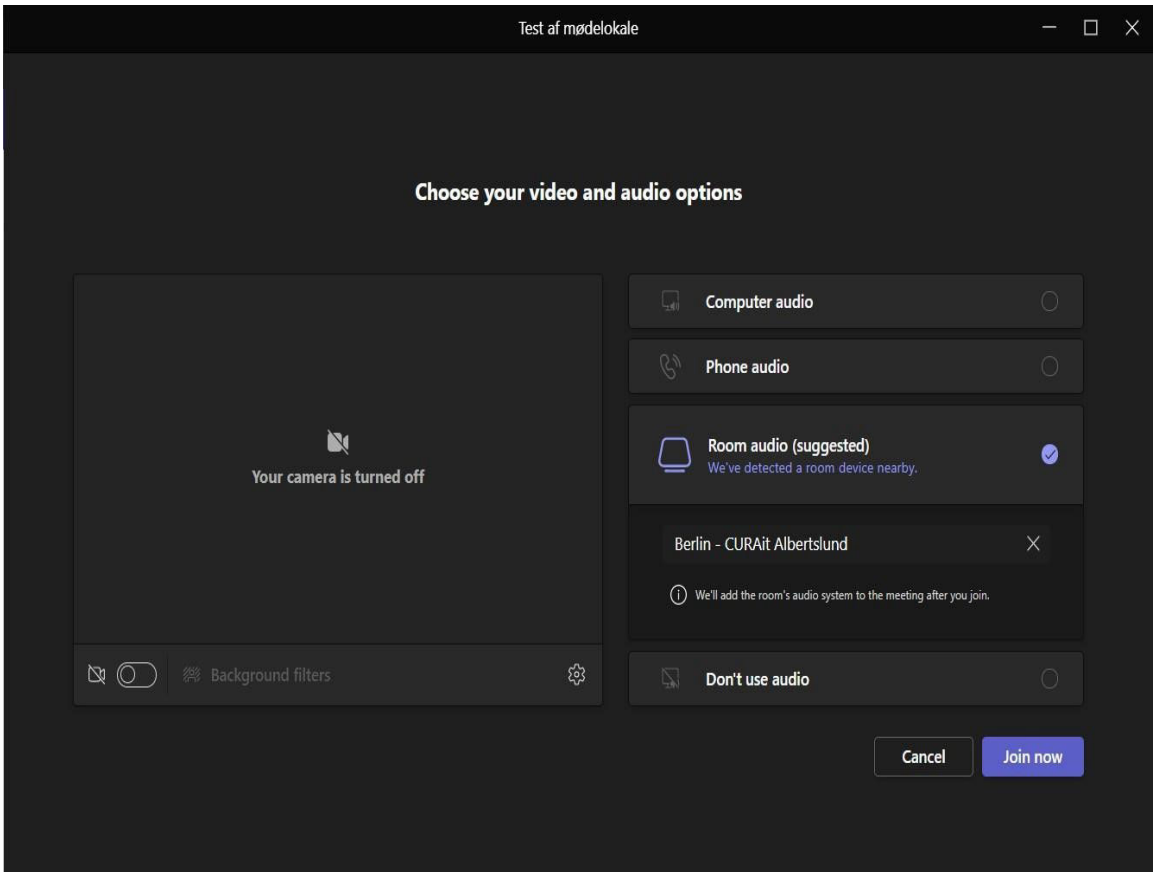
a. Insert the USB dongle into your computer and wait for 3-4 seconds. When the dongle lights up green, press the button on the dongle. You are now sharing your screen.

If you need to use Teams in your meeting room:

a. Remember to invite the meeting room when holding a Teams meeting.
b. To start the meeting, press "Join" on the tablet.
c. If you have your PC with you and need to present content from it, follow these steps:
   i. Make sure you are invited to the Teams meeting.
   ii. Join the Teams meeting from your PC.
   iii. Choose "Room audio" so that sound and microphone go through the room and not your PC.

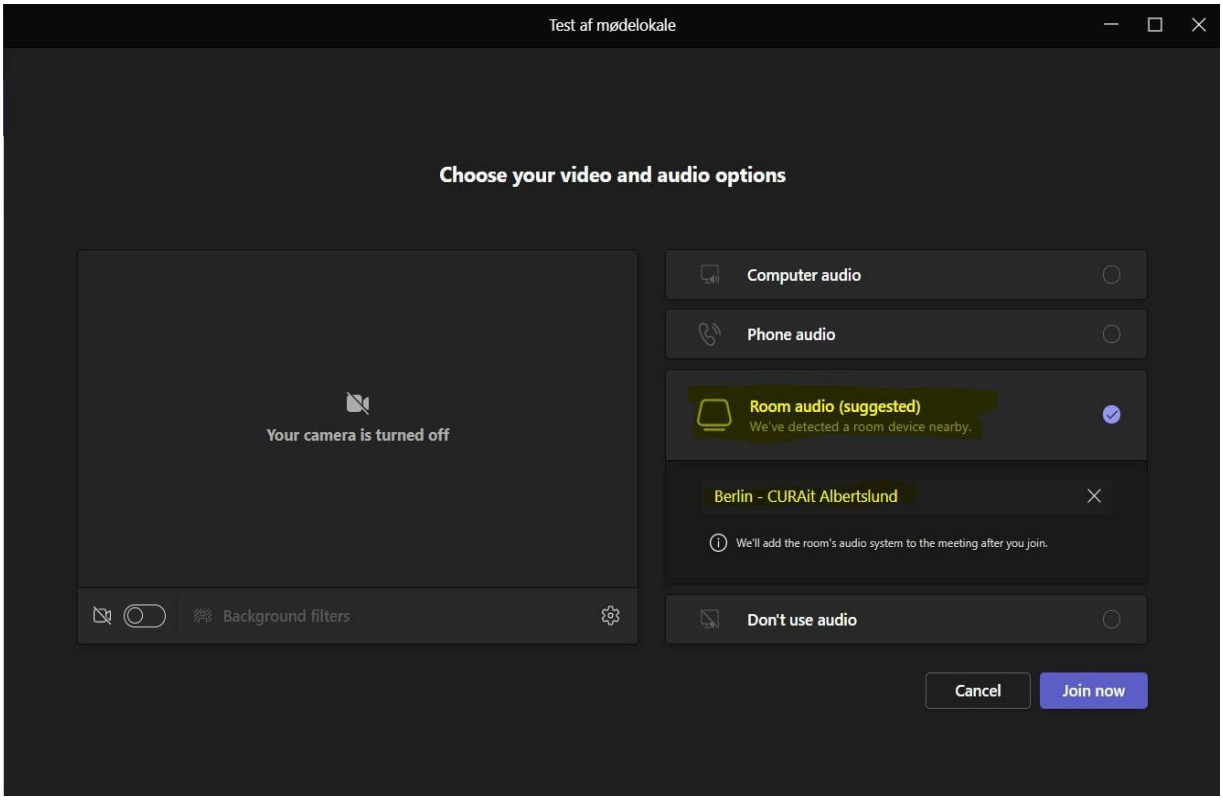


CURAit A/S
Værkstedsgården 15
2620 Albertslund
Tlf.: 70 22 35 45
www.curait.dk

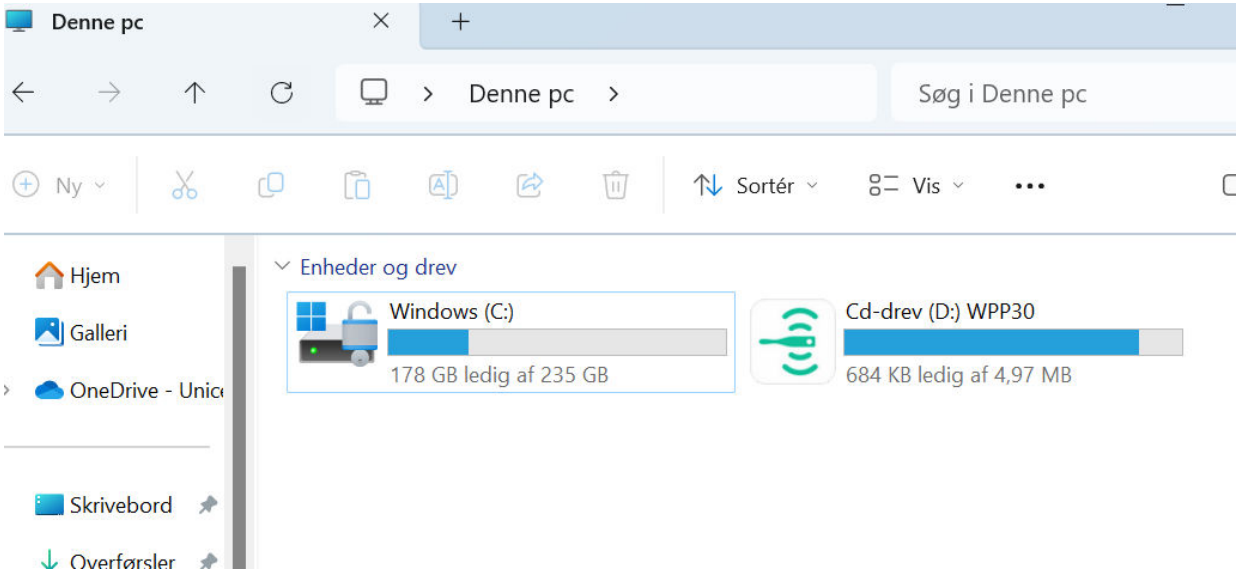


If you wish to hold a meeting without booking a Teams meeting room:

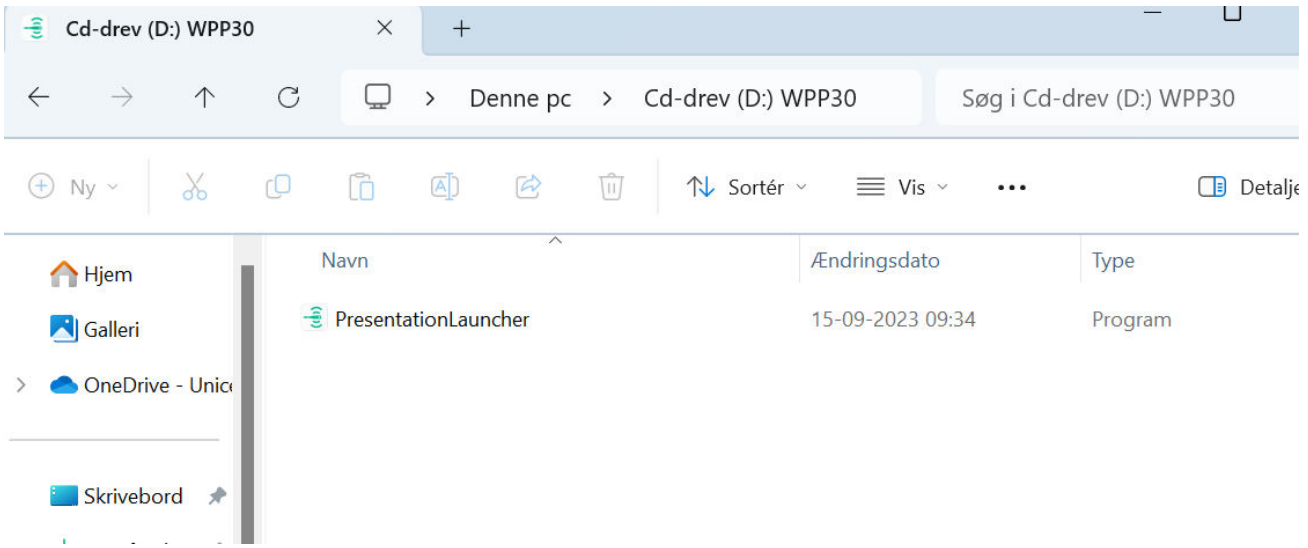
a. Open your meeting invitation via Outlook, and click "Join now."
b. Then select "Room audio" and choose/search for the room you are in.



It may happen that the program 'PresentationLauncher' does not start automatically, so you may need to go into File Explorer/This PC to start the program manually.



After inserting the Yeslink Dongle into the PC, it takes a moment, and then a CD drive appears as shown below. It usually has something to do with WPP30. From there, you can start 'PresentationLauncher'.



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