



NOVAEYE TEAMS CONFERENCING QUICKCARD

Teams Meeting Setup & Operations Using Yealink MVC 300 II

Device Overview

Your conference room contains the Yealink MVC 300 II conferencing technology system.

Components/Capabilities

The MVC 300 II contains the following:

- Touchscreen Console
- 4K video camera
- Speakerphone
- Mini-PC for central conferencing operation
- Cabling & mounting gear

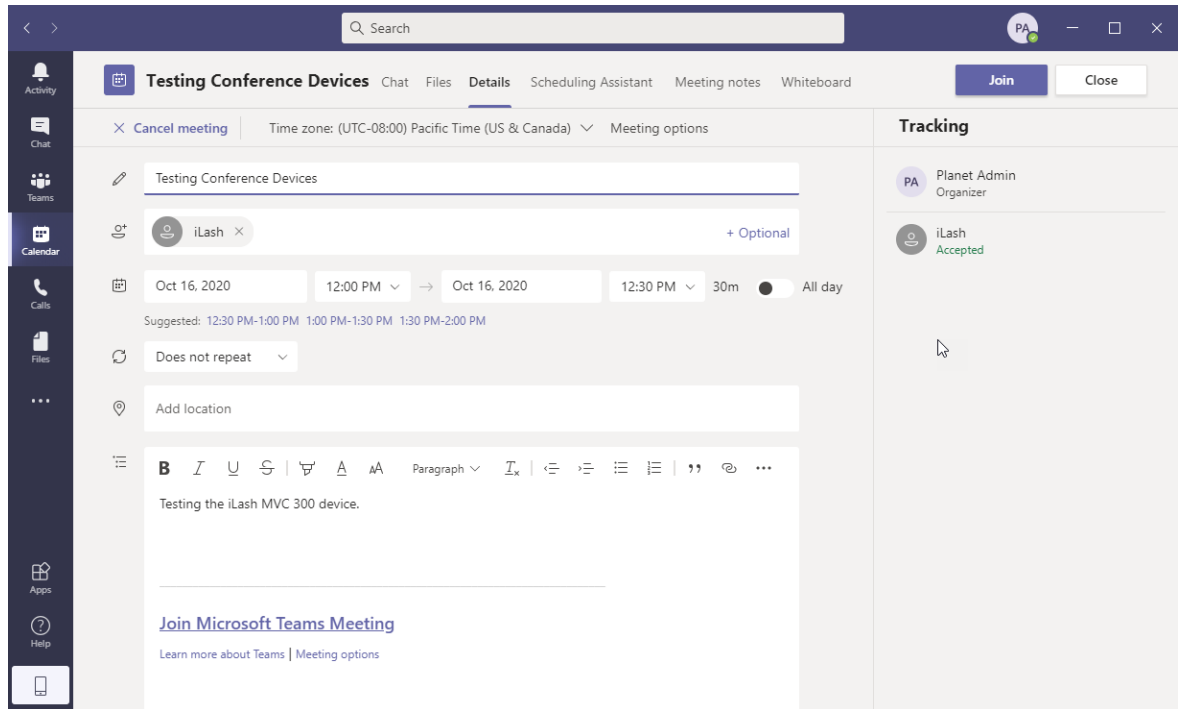
For purposes of this QuickCard, we will use "MVC 300" to identify the conference room set up for Teams Meetings.

How to Set Up a Teams Meeting from Your Workstation

You're able to set up a new Teams Meeting using the Teams client, or using Outlook.

USING TEAMS

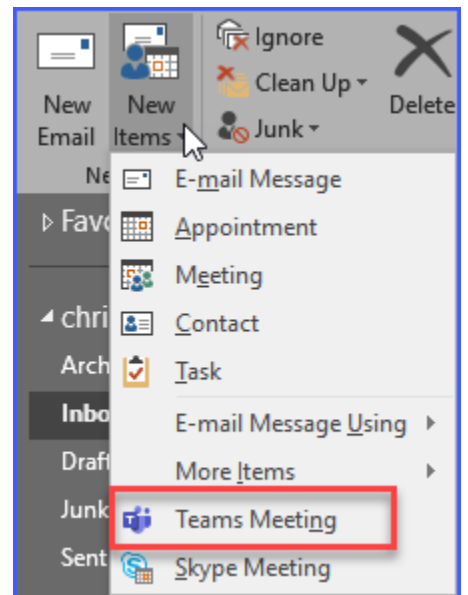
1. Click the Calendar button on the left side of the app (Desktop version), or in the bottom toolbar (Mobile version).
 2. Select **New Meeting** in the top right corner.
 3. Add a Title in the first field.
 4. Set the Start Time and End Time.
 - a. If you're not sure about times, use the Scheduling Assistant tab (at top) to find a time that works for everyone.
 5. Invite attendees by entering their name/email address in the **Attendees** field.
 - a. To invite attendees from outside your organization: Click the "Optional" button on the right of the Attendees field. You'll see a new field open. Enter email addresses for each external attendee.
 6. To use the conference room as the base for this Teams Meeting, enter "**iLash**" in the Attendees field. This is the Teams name for the conference room's MVC 300 setup. Adding it to the Teams Meeting "books" the room, reserving it for the time allotted.
 7. Enter Details for the meeting (optional).
 8. Click the **Save** button. Attendees will receive a notice in Teams and/or an email with a link to the meeting.
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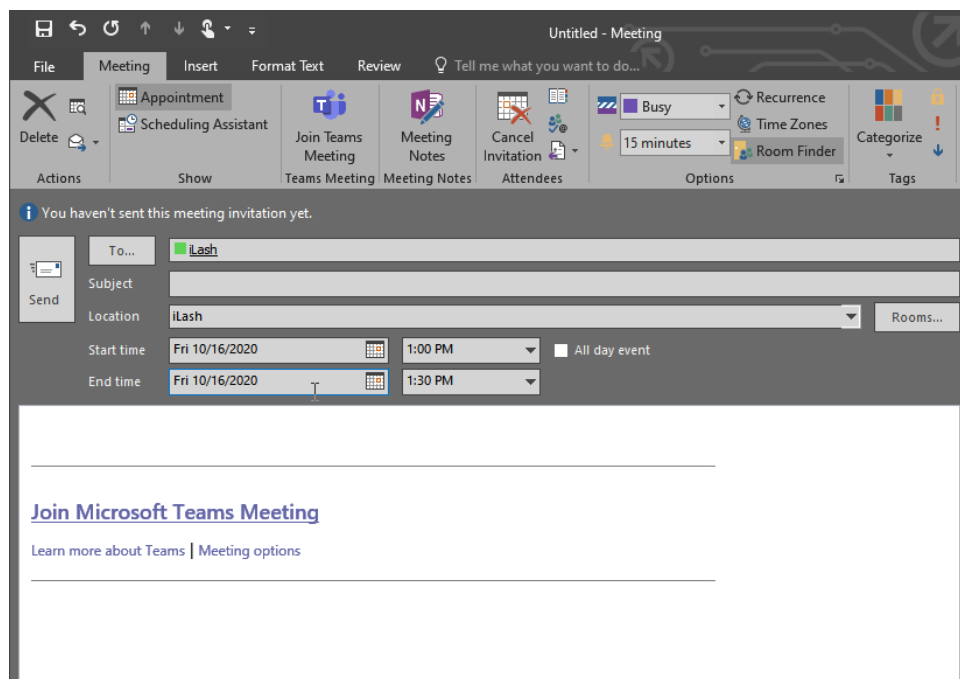
Screenshot of Teams Meeting invite, within Teams client. Note the "iLash" attendee, representing the MVC 300 system.

USING OUTLOOK

1. Open Outlook.
2. Click **New Item -> Teams Meeting**. See screenshot at right.
3. A new window will open. The Teams Meeting details should auto-populate in the Meeting's message box.
 - a. If the details do not populate, click the **Join Teams Meeting** button in the window's toolbar.
4. Enter the participants' names or email addresses in the **To:** field.
5. Enter a Subject.



6. Set the Start Time and End Time.
7. To "book" the conference room, click the Rooms button to the right of the Location field.
8. Locate the MVC 300 in the popup window. Click it, and then click the **Rooms** → button at the window bottom to select.
9. Click **OK**. You should see "iLash" entered as an attendee in the **To:** field. This is the MVC 300's Teams username.



10. This "reserves" the conference room for the indicated times. No one else may schedule a Teams Meeting in the conference room at this time.
11. Click **Send** to send the Teams Meeting invite.

Start a Teams Meeting from the Yealink MVC 300

You are able to start a Teams Meeting from the MVC 300 in the conference room, without scheduling one beforehand.

Tap the **New Meeting** icon on the touchscreen console. A new Teams Meeting will start.

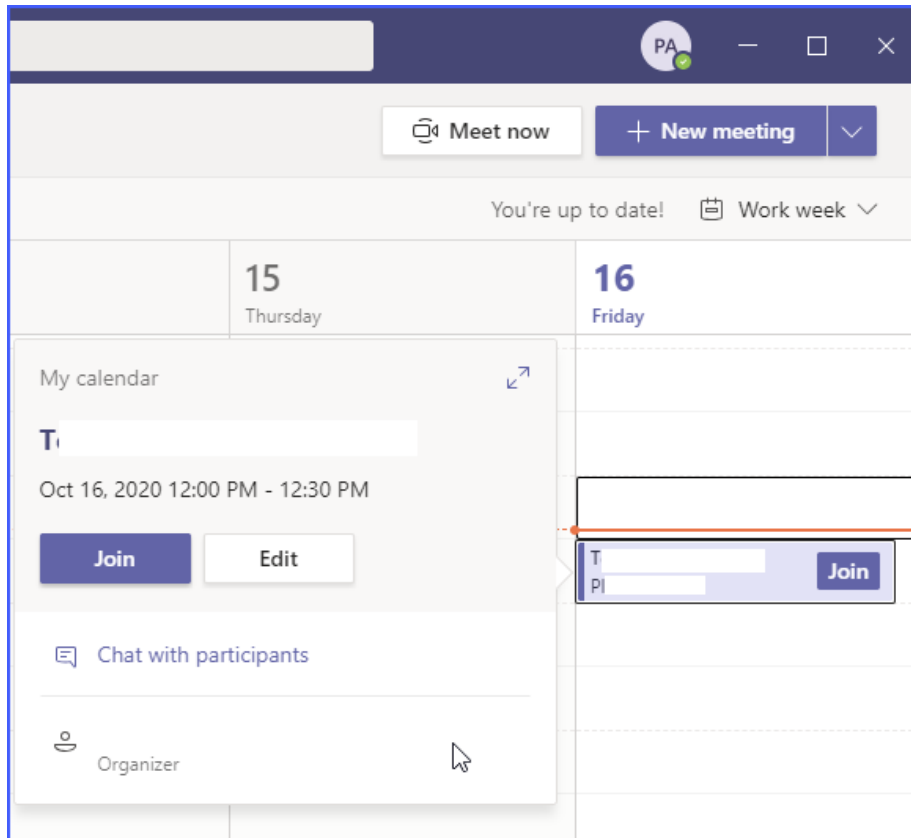
To invite attendees, enter their name/email address on the console screen. Tap each name/email address when complete to add them to the list. Repeat this process for each desired attendee.

When done, tap **Invite**.

Join a Teams Meeting (Laptop)

Before the conference starts, you'll receive a notice to join the conference in Outlook. Click the **Join Online** button to join on your computer.

If you are logged into Teams, you should see a similar notice. Click its **Join** button, or navigate to the Calendar tab. You will see a **Join** button beside the conference's entry.



Invite Attendees to an Active Teams Meeting

In your Teams Meeting window, click the **Show Participants** button.

Enter the contact's name or email address into the **Invite Someone** field.

Click their name to invite them. They will receive a notice in Teams to join.

Add MVC 300 to an Active Teams Meeting

To add the conference room to an existing meeting, tap the **More** button on the console.

Tap **Invite This Room**.

You'll see instructions for adding the MVC 300, via Outlook or a Teams client.

Join a Teams Meeting (Mobile/Phone)

1. Log into the Teams app.
2. Tap the **Calendar** icon.
3. Locate the Teams Meeting. You must have received & accepted an invite for it to display.
4. Tap the **Join** button to enter.
5. A Presenter may need to admit you to the Meeting. They will see a notice to do so.
6. Once you're admitted, participate in the conference as normal. You will have full audio, video, and sharing capabilities.

Alternately, you may want to dial into the Teams Meeting from your phone. The dial-in number is 510-210-0486. You will not have access to video or shared content.

Conduct a Teams Meeting Using MVC 300

To prepare the conference room for a Teams Meeting:

1. Set the monitor to **Input > HDMI2**.
2. Check the touchscreen console. You should see the Conference's reminder.
3. Tap **Join** to join the conference.

While in the conference, the MVC 300 acts like another user. You may mute its audio, deactivate its video, or share video from the console.

Make Phone Calls on the MVC 300

You're able to place calls using the MVC 300, without the need for conferencing setup. You will have audio only during these calls, but they do not require scheduling.

To make a phone, follow these steps.

1. Tap the **Dial Pad** icon on the touchscreen console.
2. Type in the number desired.
3. Tap the **Dial** icon.

Share Content in a Teams Meeting

To Share Content (PowerPoint, Desktop) from Your Computer:

1. Join the meeting from your computer's Teams client.
2. In the Teams Meeting window, click the **Open Share Tray** icon.
3. The Share Tray will open from the bottom. Click to select the option you want: Desktop, Application, PowerPoint, or Whiteboard.
4. Your content will display on the conference room monitor, and users' Teams Meeting windows.

Connect a Computer Directly to the MVC 300

The conference room console has an attached HDMI cable. Connecting this cable to your laptop will immediately begin sharing your desktop in the Teams Meeting.

This option does not have limitations. However, using Teams' Share Tray is the preferred sharing method.

Manage Conference Calls on the MVC 300

Initiate a Conference Call

You can initiate a conference call directly from the MVC 300. To initiate:

1. Call a contact on the MVC touchscreen console.
2. Tap the **Add Participants** button.
3. Enter a second contact's number to invite them. The contact is added to the conference after answering.

Control the MVC 300 Camera During a Teams Meeting

While in a Teams Meeting, you're able to adjust the MVC 300's camera from the touchscreen console. This allows you to zoom in/out, or pan to either side.

1. During the Teams Meeting, tap **More Options** on the touchscreen console.
2. Tap **Room Controls**.
 - a. You're also able to tap Settings icon on home screen (at bottom right).
3. You'll see a Panning wheel, with plus-and-minus icons for zoom. Adjust these values and watch the video feed to match your desired angle.
4. When done, tap **Exit**.

Support

For more reference tips, view the [Meetings in Microsoft Teams](#) tutorial from Microsoft.

If you have issues with your Office applications, please follow your internal help desk protocol. If you are directed to PlanetMagpie Support, we can be reached at 510-344-1203 or helpdesk@planetmagpie.com.
