

How to Create and Launch a Video Conference Using Self-Service Teams Dial-In Option

Technical Training Services

Video Conference ID Available in Teams Invites

MS Teams meeting invites include **dial-in details** for video conferencing equipment in video conference rooms.

- You can launch your own Teams meeting on video equipment without the assistance of tech support



Note that Alternate VTC instructions are **not** part of the new Self Service Access feature.

3 Steps to Prepare and Launch Your Video Conference Using Teams:

- Reserve** Video Conference Room.
- Create** Teams Meeting in Outlook.
- Launch** video conference in conference room.

See below for detailed instructions.

Step 1: Reserve Conference Room

You **must** reserve a conference room with video conference equipment. Then you can launch the video conference yourself.

- Call **x3193** or [email](mailto:conferencing@wsgr.com) the **Conferencing Coordinators** (conferencing@wsgr.com).
- Indicate you will be doing a **video conference** using your **own Teams meeting link**.

Recurring meetings can only be booked 6 months out.

Step 2: Create Teams Meeting via Outlook

- From **Calendar** view, select a day and then click **New Teams Meeting** from the Ribbon.
- Set **Title**, **Required**, **Date** and **Time** fields.
- In **Location** field, **remove** “Microsoft Teams Meeting” and manually type in **video conference room location**.
- Join with a video conferencing device** section should appear along with the Teams meeting link.

Step 3: Launch Your Scheduled Meeting

- To start meeting, tap to **wake up** touch panel, if necessary.



- Tap **Call**, and then tap **Favorites**.
- Tap inside the **Search** field at top, and then tap the **numbers button** below keyboard.
- Enter the **Video Conference ID** from your **Teams meeting invite**.
- Tap **Call**.



End Video Conference

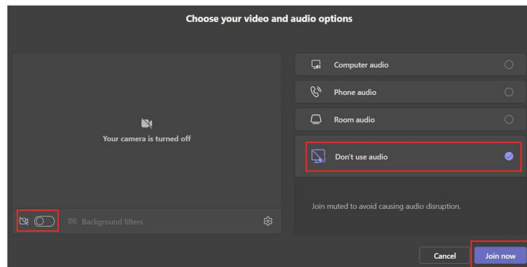
1. To end meeting, tap **End Call** on **Touch Panel**.





Share Content from a Laptop

Share through your Teams meeting

1. Click the **Teams** meeting link.
2. Turn **off** your camera.
3. Click **Don't use audio** > **Join now** > **Share**.



Share through Solstice app

1. From the **Start** menu , launch the **Mersive Solstice** app. 
2. From **Touch Panel**, tap **Share** > **Share in Call**.
3. From **laptop**, enter the **IP address** from the bottom left corner of the wall monitor.
4. Tap **Connect** > enter **Key** > **OK**.
The Key is the last 4 digits after IP address.
5. Select what you'd like to share on your computer.

Stop Sharing Content and End Video Conference

1. On **Touch Panel**, tap **X** in upper right corner.
2. Tap **End Call** on **Touch Panel**.

Share Content from an iOS Device

1. Be connected to the firm's **Wi-Fi: WSGR04**.

*If you lose the ability to see the IP address on the large screen, tap **Share Content** from the **Touch Panel**.*

2. Download **Solstice** app from **WSGR Catalog**.
3. **Launch** the Solstice app and enter **IP address** bottom left corner of wall monitor.
4. Tap **Done** > enter **Key** (last 4 digits after IP address).
5. Select what you'd like to share.
6. **Swipe down** from top right corner > **Screen**



7. Select the conference room you're in.
8. Enter the **Key** displayed on screen > **OK**.

Stop Sharing Content

1. **Swipe down** from top right corner > **Screen**



2. Tap **Stop Mirroring**.

Share Content from an Android

1. Be connected to the firm's **Wi-Fi: WSGR04**.

*If you lose the ability to see the IP address on the large screen, tap **Share Content** from the **Touch Panel**.*

2. Launch the **Hub** app from the work profile and tap **App Catalog**.
3. Search for and install the **Solstice** app
4. **Launch** the Solstice app and enter **IP address** (bottom left corner of the wall monitor).
5. Tap **Done** > enter **Key**.



6. Tap **Mirror Screen**

7. Select what you'd like to share.

Stop Sharing Content

1. Tap **Stop Mirroring Screen** 