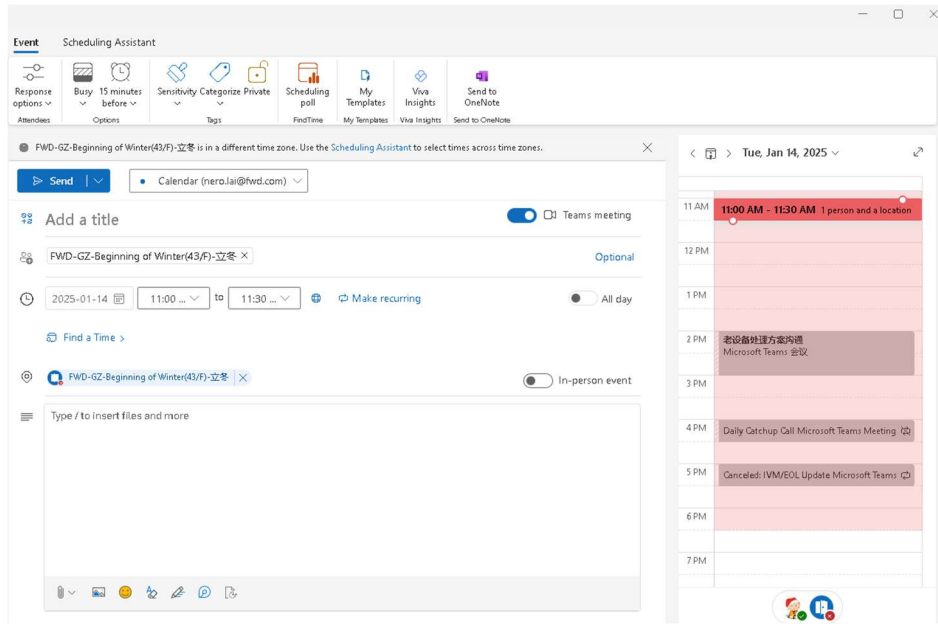


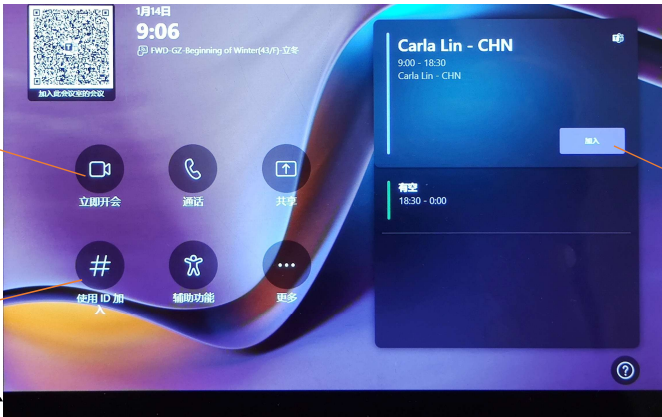
# 1. Book a meeting room

Open Outlook, click New-Event, add meeting room in Invite attendees



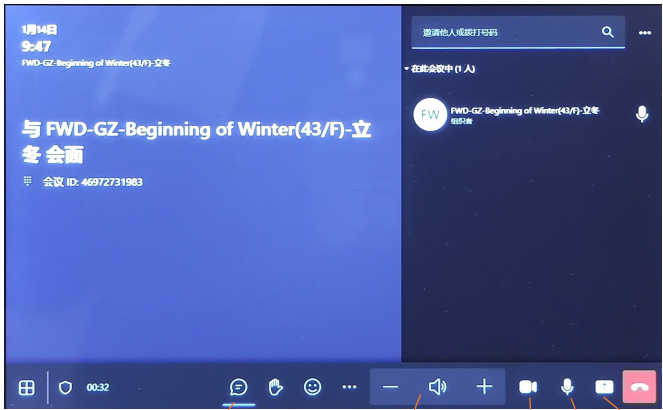
# 2. Join a meeting from device

**Method 1:**  
Click this button to start the meeting immediately



**Method 2:**  
Enter the meeting using the ID and password

**Method 2:**  
Join your previously scheduled meeting



on/off comment

volume control

on/off camera

on/off projection screen

on/off mic