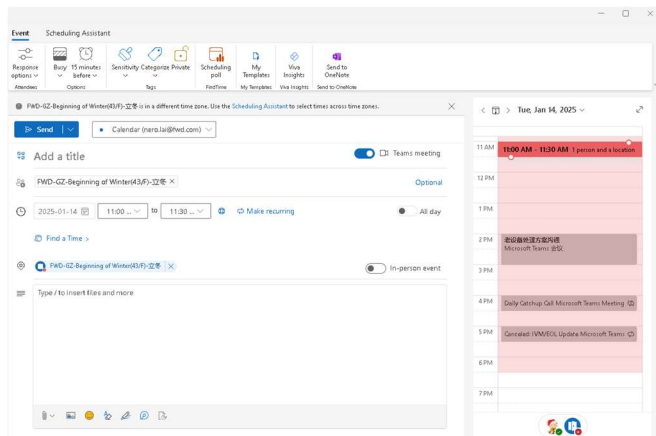


1. Book a meeting room

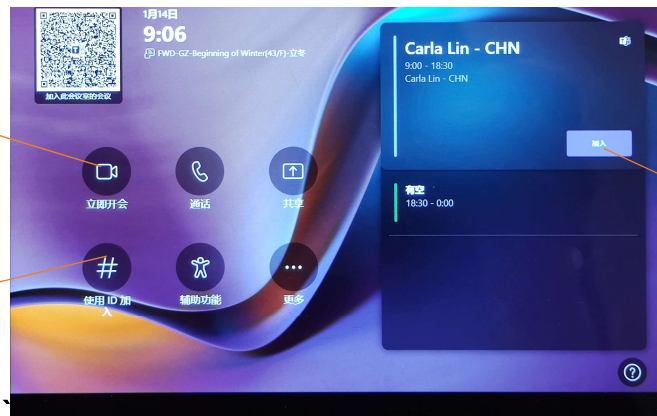
Open Outlook, click New-Event, add meeting room in Invite attendees



2. Join a meeting from device

Method 1:

Click this button to start the meeting immediately

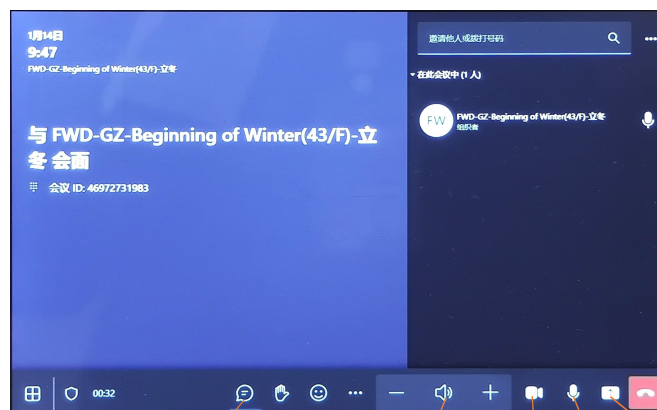


Method 2:

Join your previously scheduled meeting

Method 2:

Enter the meeting using the ID and password



on/off comment

volume control

on/off camera

on/off mic

on/off projection screen