



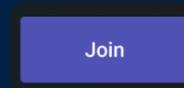
WORKPLACE IN MOTION
POWERED BY COMPASS GROUP

For MS Teams Meetings with Virtual Attendees:



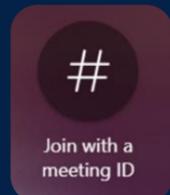
DO NOT connect your laptop

If the room was invited to the meeting:



Tap **Join**

If the room was not invited to the meeting:



Tap **Join with ID**

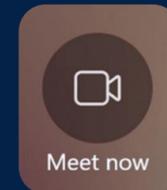
Type in the **Meeting ID** and **Passcode**

OR



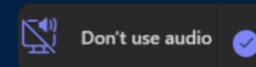
Scan the panel QR code displayed on the top left of the display panel screen

To create a new meeting:

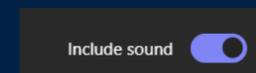


Press **Meet Now** on the panel, then invite others by name or email.

To share content:



Join the Teams meeting on your laptop without audio, then share your screen as you would in a Teams call



To share audio from your laptop, click **SHARE** near the top right corner of the TEAMS window and select **"INCLUDE SOUND"**

Need help with AV? The Waveguide team is here to help!

Call or Email: 704-328-5788 | corporateav@compass-usa.com