



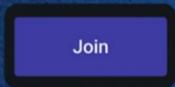
WORKPLACE IN MOTION
POWERED BY COMPASS GROUP

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

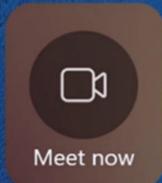
TYPE IN THE MEETING ID AND PASSCODE

OR



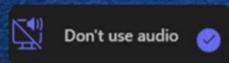
SCAN THE PANEL QR CODE DISPLAYED ON THE TOP LEFT OF THE DISPLAY PANEL SCREEN

TO CREATE A NEW MEETING:

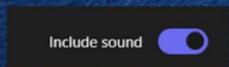


PRESS MEET NOW ON THE PANEL, THEN INVITE OTHERS BY NAME OR EMAIL.

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 AV SUPPORT? THE WAVEGUIDE TEAM HAS YOU COVERED. [REQUEST HELP]
ESFM.SERVICE-NOW.COM/COMPASS-HQ
OR CALL: 704-328-5788

