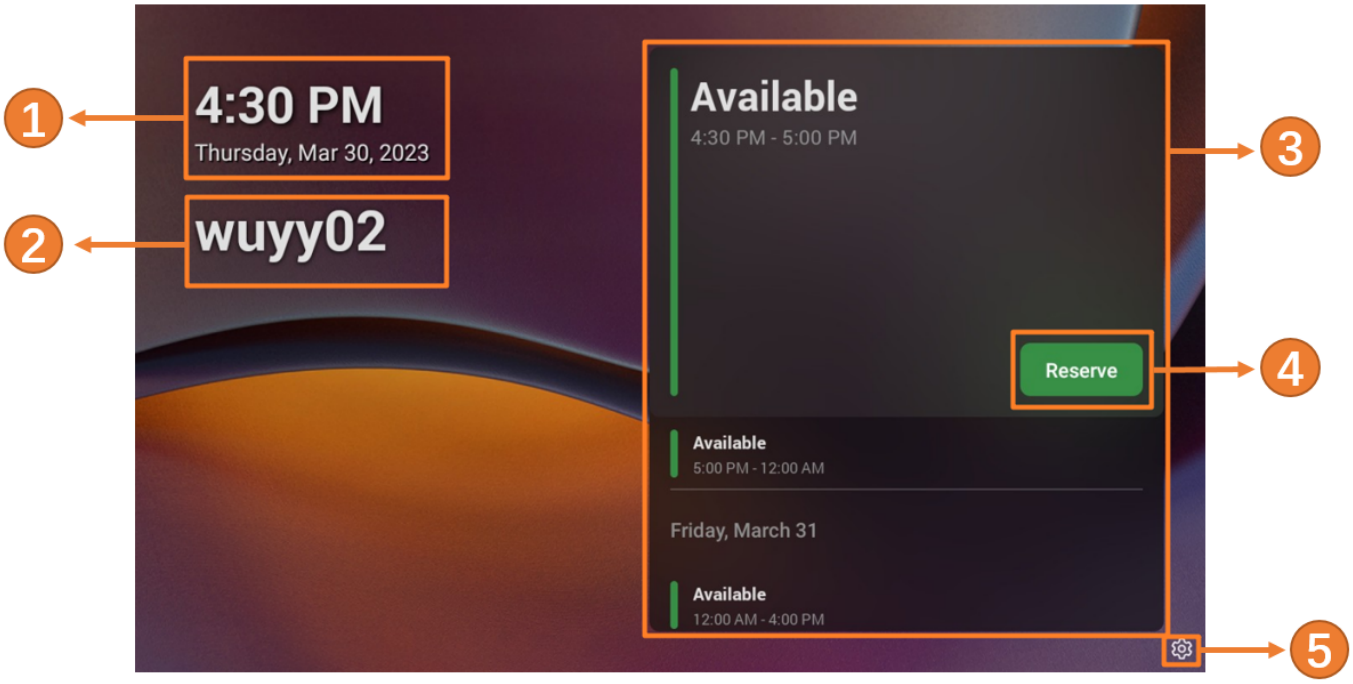
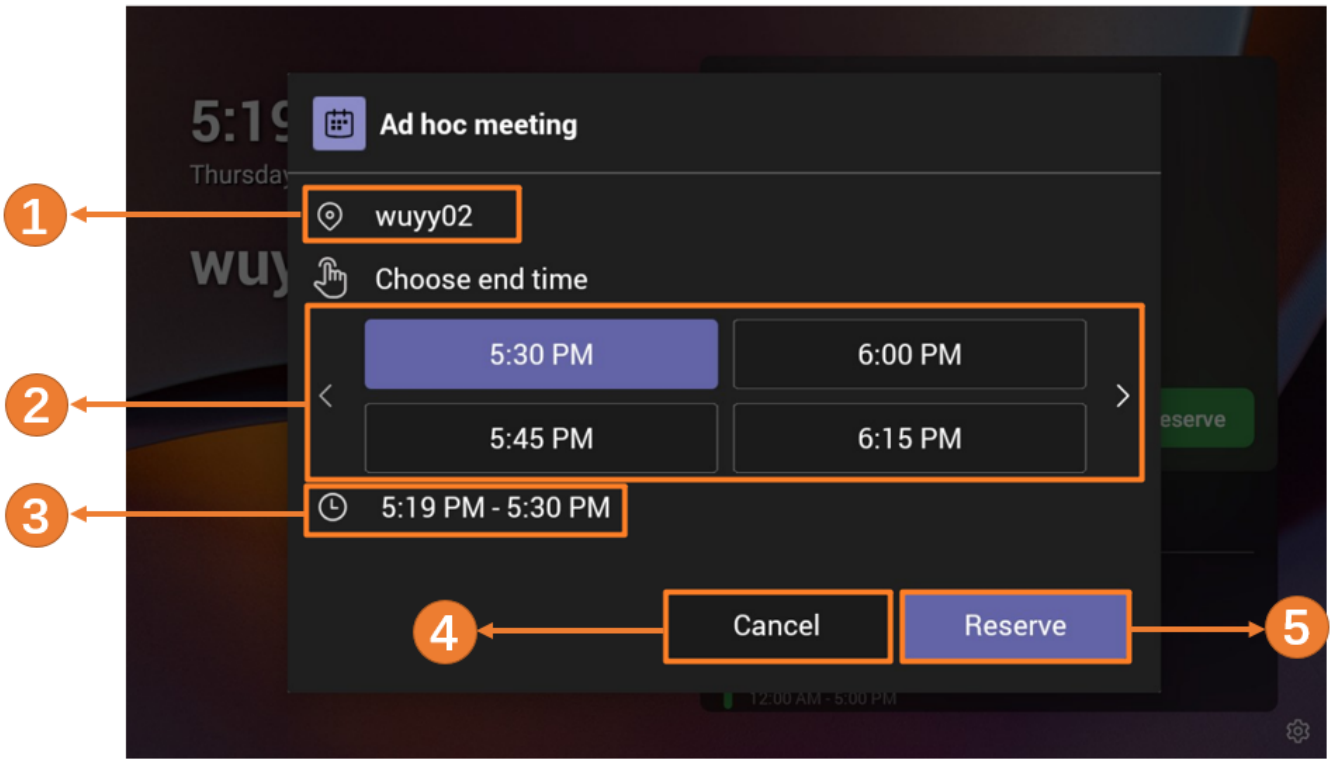
Quick User Guide for Microsoft Teams

Home Interface



No.	Description
1	Display the time and date.
2	Display the name of the meeting room.
3	Display the meeting time list for this room.
4	Tap to reserve a meeting.
5	Tap to enter the settings screen.

Reservation Interface



No.	Description
1	Display the name of the reserved meeting room.
2	Choose the end time of the meeting.
3	Display the time from the start to the end of the meeting.
4	Cancel reservation.
5	Reserve a meeting.

Light Bar Status

Status	Description
Green	• The meeting room is vacant. • The device is starting up.
Purple	The meeting is in progress.
Off	• The device is not powered up. • The device is not logged in to an account.