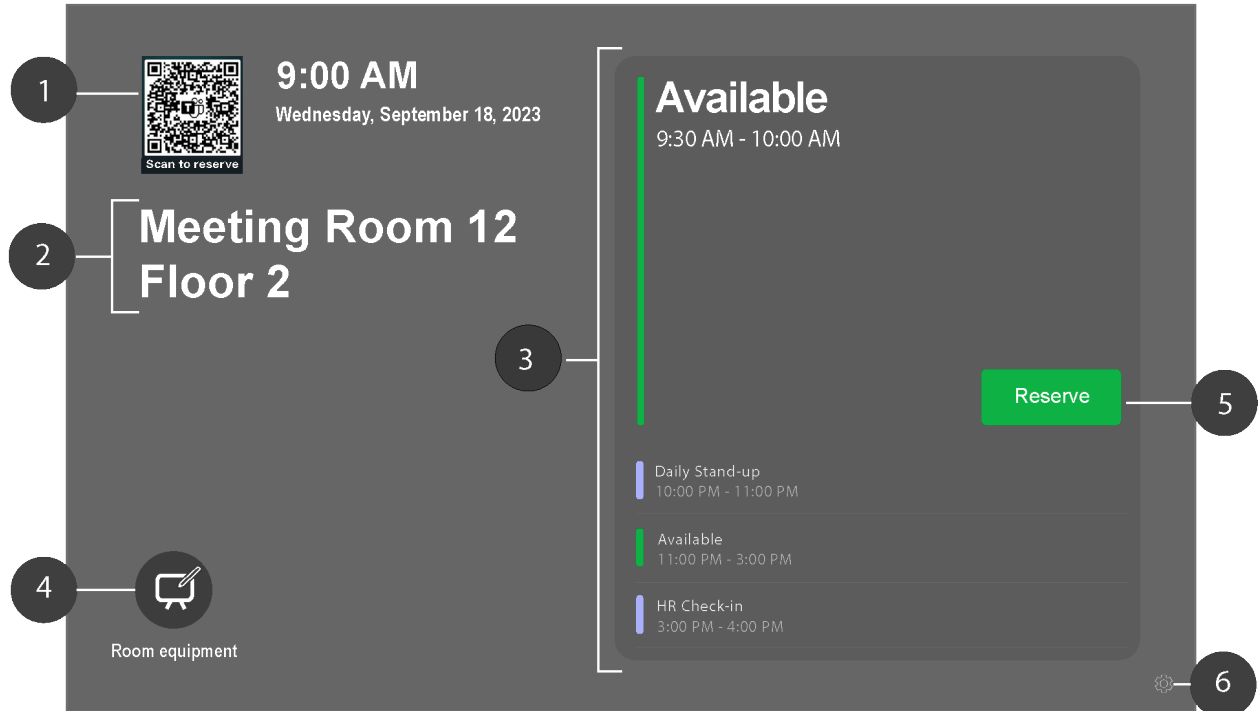


Microsoft Teams Panel Home Screen

The home screen displays upcoming meetings and the availability of the meeting room.

Note: Some of the user options outlined here are available only if configured in the settings.

Ref.	Description
1	QR code to reserve room
2	Meeting room name/location
3	Current status and upcoming meetings
4	View the equipment available in the room (if enabled in settings)
5	Reserve button if meeting room is available Check-in button if meeting room is booked Manage button if a meeting is in progress
6	Settings



Reserve the room with a QR code

Schedule a new meeting or reserve the room for an existing meeting

- Using a smart phone or tablet running the latest version of the Teams app, scan the QR code using the device's camera.
- Follow the prompt to open the Teams app.
- Follow the instructions to schedule a new meeting or reserve the room for an existing meeting.

Reserve the room for an ad-hoc meeting

If a meeting room is free, you can reserve it for an ad-hoc meeting.

- To reserve a meeting room, select **Reserve**.
- Select an ending time for the meeting.
- Select **Reserve**.

Check in to a meeting

If you don't check in, the meeting room is released after a period of time, as defined in the admin settings.

- Select **Check-in**.

Extend a meeting

Extend a meeting beyond its reserved slot

- Select **Manage**.
- Select **Extend room reservation**.
- Choose a new ending time.
- Select **Reserve**.

Release a room early

Release a room early to make it available again

- Select **Manage**.
- Select **Check out** and **Check out again**.

See room equipment

If enabled in the settings, view the equipment available in the meeting room at a glance:

- Select **Room equipment**.

Getting help

Visit support.poly.com for help setting up and using your device. For more information on using the Poly TC10, see the [Poly TC10 User Guide](#).