



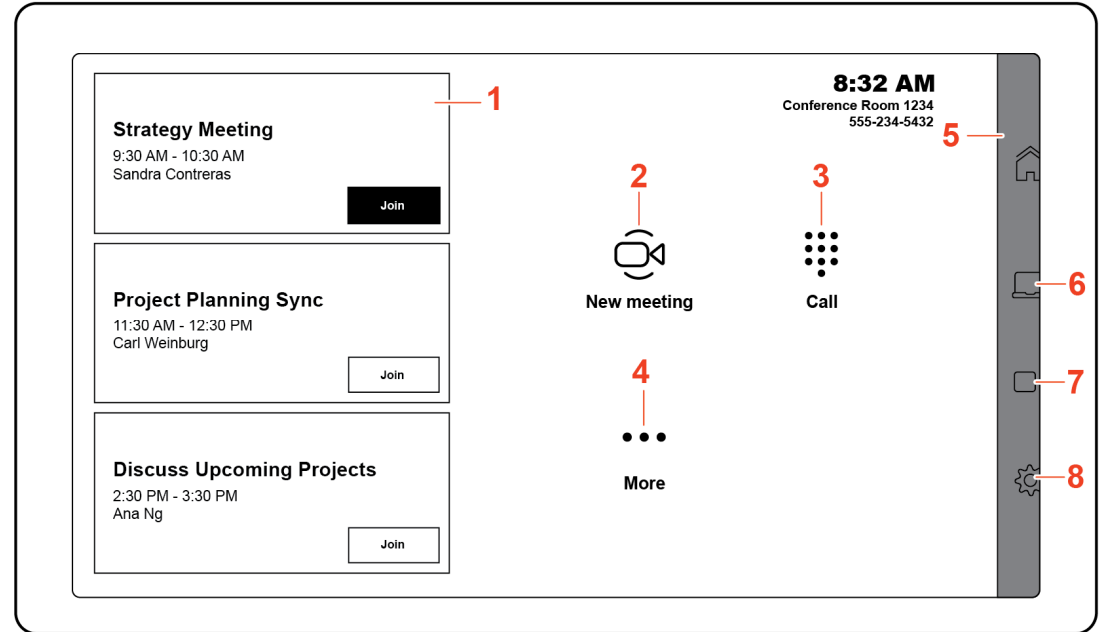
Quick Tips for Poly Studio X50 and Poly Studio X30 in Microsoft Teams Mode

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Home Screen

The Microsoft Teams Rooms controls display on the Poly TC8 touch-enabled controller.

Ref.	Feature	Description
1	Meeting card	Join a scheduled meeting.
2	New meeting	Start an unscheduled meeting.
3	Call	Call a phone number (displays when a calling plan is configured).
4	More	Access content sharing and volume controls.
5	System controls	Access Device Mode , Camera Controls , and Settings .
6	Device Mode	Use the system's camera, microphone, and speakers from a computer.
7	Camera controls	Turn camera tracking on or off and set or select camera presets.
8	Settings	Reserved for administrators.



Join a Meeting from Poly TC8

- » On the Poly TC8 device, select a meeting card.

Join a Meeting from a Computer

Join a meeting and connect to the room from your computer.

1. Join a meeting from the Microsoft Teams desktop application on your computer.
2. On the **Choose your video and audio options** screen, select **Room audio** .
3. Choose the conference room from the list and select **Join now**.

Join a Meeting from a Mobile Device

With Bluetooth enabled, join a meeting and connect to the room from your mobile device.

1. On your mobile device, select **Join** next to a scheduled meeting.
2. Select the drop-down menu next to **Join now**.
3. Under **Nearby**, choose the room and select **Join**.

Start an Unscheduled Meeting

1. Select **New meeting** .
2. Search for a name in the directory or enter the contact's email address.
3. Select **Invite**.

Use the Room Microphones, Speakers, and Camera from a Computer

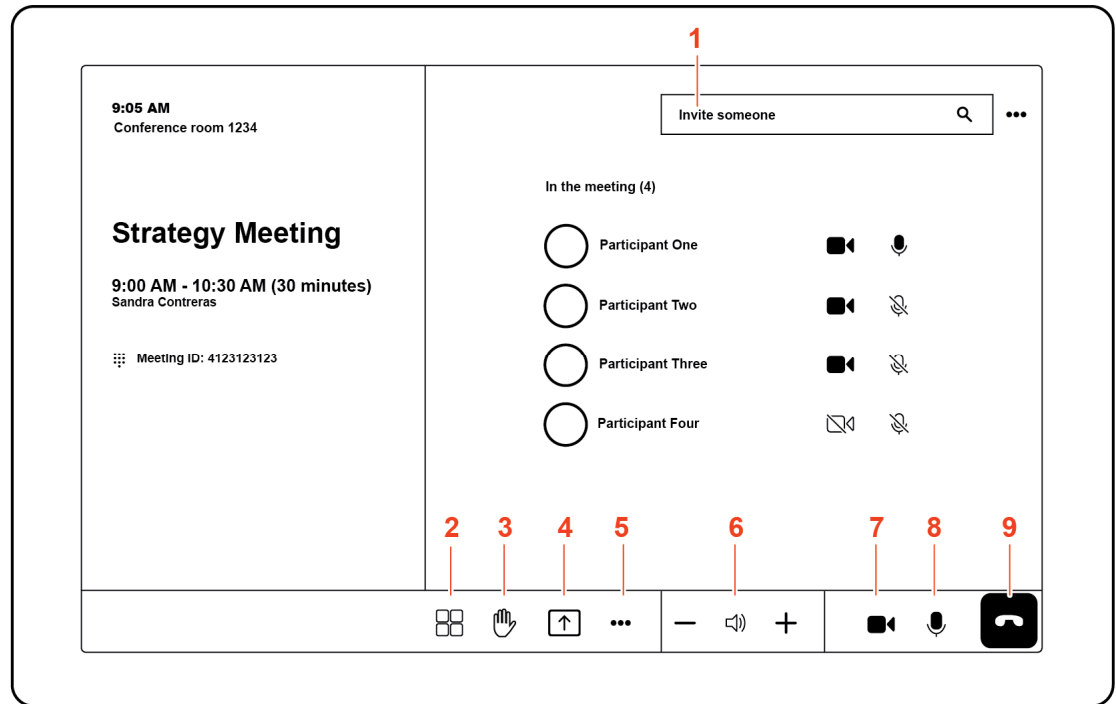
Access **Device Mode** to use the room's camera, microphones, speakers, and display from your computer.

1. From the right side of the screen, swipe left.
2. Select **Device Mode** .
3. Follow the on-screen instructions.

Meeting Screen

Manage the room's resources while in a meeting.

Ref.	Feature	Description
1	Invite participants	Invite additional participants to the meeting.
2	Layout	Change the participant and content layout.
3	Raise your hand	Indicate to other participants someone in the conference room wants to speak.
4	Present content	Stream content from your computer through HDMI (video only).
5	More settings	• Hold or resume the call. • Turn on live captions. • Access the dial pad.
6	Volume	Adjust the system volume.
7	Camera	Mute or unmute the camera.
8	Microphone	Mute or unmute the microphone.
9	Hang up	End the meeting.



Turn the Camera On or Off

- » Select **Video On** or **Video Off** .

Mute or Unmute the Microphone

- » On the TC8 or any connected microphone, select **Mute** or **Unmute** .

Turn Camera Tracking On or Off

1. From the right side of the screen, swipe left.
2. Select **Camera Settings**.
3. Select **Tracking On** or **Tracking Off** .

Share Content

1. Select **Share** .
2. Connect an HDMI cable from the system to your computer.
Your screen appears on the conferencing display.

Place a Call On Hold

- » Select **More** > **Hold** .

Turn Off Incoming Video

- » Select **More** > **Turn off incoming video** .

Turn On Live Captions

Microsoft Teams detects the meeting conversation and displays it as text on the conferencing display.

- » Select **More** > **Turn on live captions** .

Add Participants

1. Select **Invite someone**, and enter a name.
Contacts from your company directory display.
2. Select a name from the list.
The system calls the selected contact.

Access Room Controls from a Mobile Device

When you join a meeting with your mobile device, you can connect to the room controls.

- » From the Microsoft Teams application on your mobile device, select **Room Controls** .

Getting Help

Microsoft Teams Room Help

For more information on using Microsoft Teams Rooms, visit support.microsoft.com.

Studio X50 and Studio X30 Help

For help with your system, visit support.polycom.com/video.