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.

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<th>Feature</th>
<th>Description</th>
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<td>Meeting card</td>
<td>Join a scheduled meeting.</td>
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<tr>
<td>2</td>
<td>New meeting</td>
<td>Start an unscheduled meeting.</td>
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<tr>
<td>3</td>
<td>Call</td>
<td>Call a phone number (displays when a calling plan is configured).</td>
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<td>Access content sharing and volume controls.</td>
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<td>Turn camera tracking on or off and set or select camera presets.</td>
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<td>8</td>
<td>Settings</td>
<td>Reserved for administrators.</td>
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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.

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<td>1</td>
<td>Invite participants</td>
<td>Invite additional participants to the meeting.</td>
</tr>
<tr>
<td>2</td>
<td>Layout</td>
<td>Change the participant and content layout.</td>
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<tr>
<td>3</td>
<td>Raise your hand</td>
<td>Indicate to other participants someone in the conference room wants to speak.</td>
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<tr>
<td>4</td>
<td>Present content</td>
<td>Stream content from your computer through HDMI (video only).</td>
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</table>
| 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.

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