Quick User Guide in Microsoft Teams

Home Interface

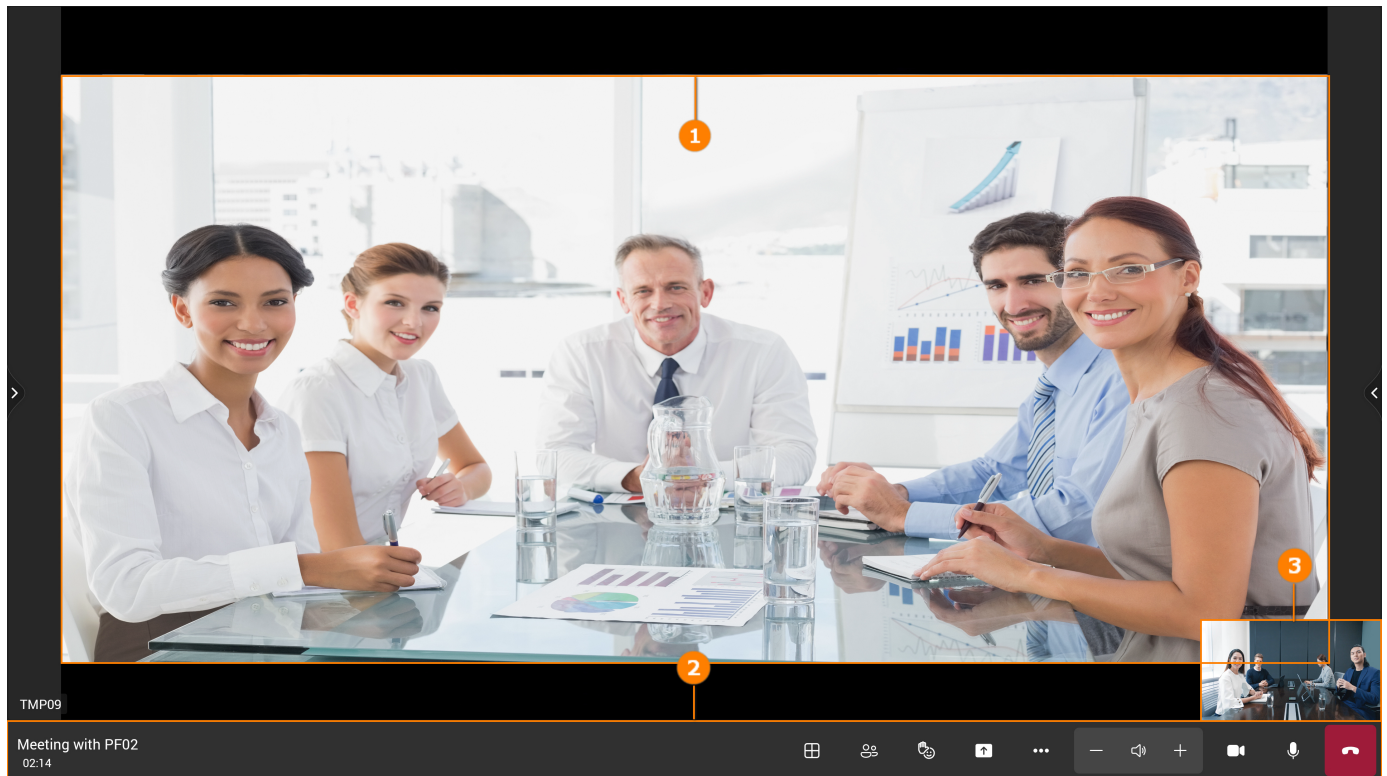| No.	Description
1	Scan to join your meeting in this room.
2	Date.
3	The local time.
4	Start an instant meeting.
5	If you've configured a Calling Plan for your Teams account, you can join a meeting by dialing a phone number.
6	Start/stop sharing.
7	Open whiteboard.
8	Join with a meeting ID.
9	Configure the video conferencing device.

10	Display scheduled meetings.
11	Join an invited meeting.
12	Click the **sidebar** to enter the shortcut tools. Please refer to the figure below for details.

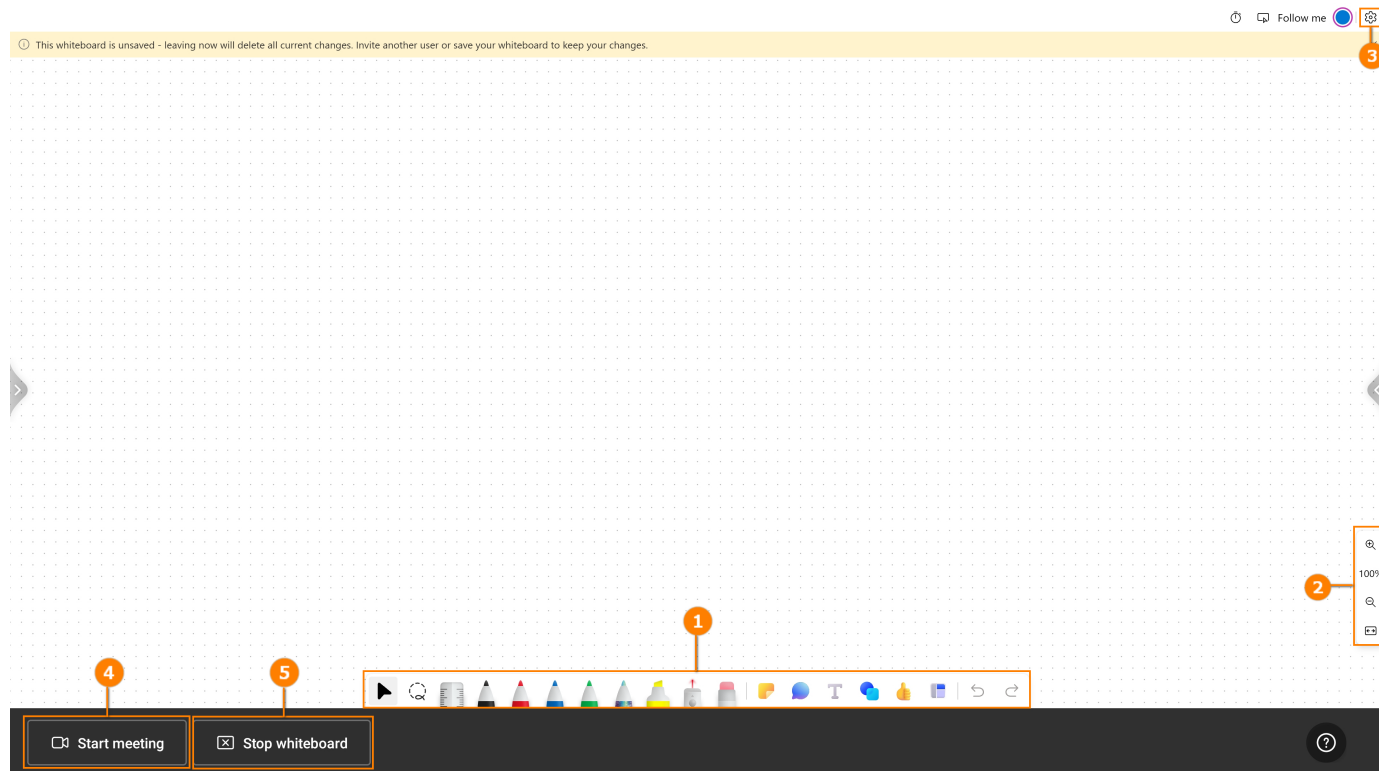| No.	Description
1	Home: Return to homepage. Tasks: Quickly switch or clear the currently running tasks of MeetingBoard Pro. Power: Use this button to sleep, restart, and shut down. Settings: View device IP, change device settings, etc. For example, display, camera, audio, network, etc., can be configured. Annotation: In any interface on MeetingBoard Pro, you can add annotations to the content of the page. Camera Control: Adjust the camera manually, or use camera AI features such as Auto Framing, etc. Help Center: Cover guides and FAQs to help you get started quickly and master the use of MeetingBoard Pro.
2	Adjust the brightness.

3	Adjust the speaker volume.

Teams Rooms Meeting Interface

No.	Description
1	Display the remote video screen.
2	Meeting controls toolbar.
3	Display the local video screen.

Whiteboard Interface

No.	Description
1	Move/zoom in/out of the whiteboard.
	Circle Contents
	Ruler
	Brushes/highlighters
	Laser point
	Ease
	Sticky notes
	Send comments
	Text
	Shape
	Emojis
	Template
	Undo
	Redo
2	Zoom the whiteboard
3	Whiteboard setting

4	Start meeting
5	Stop whiteboard