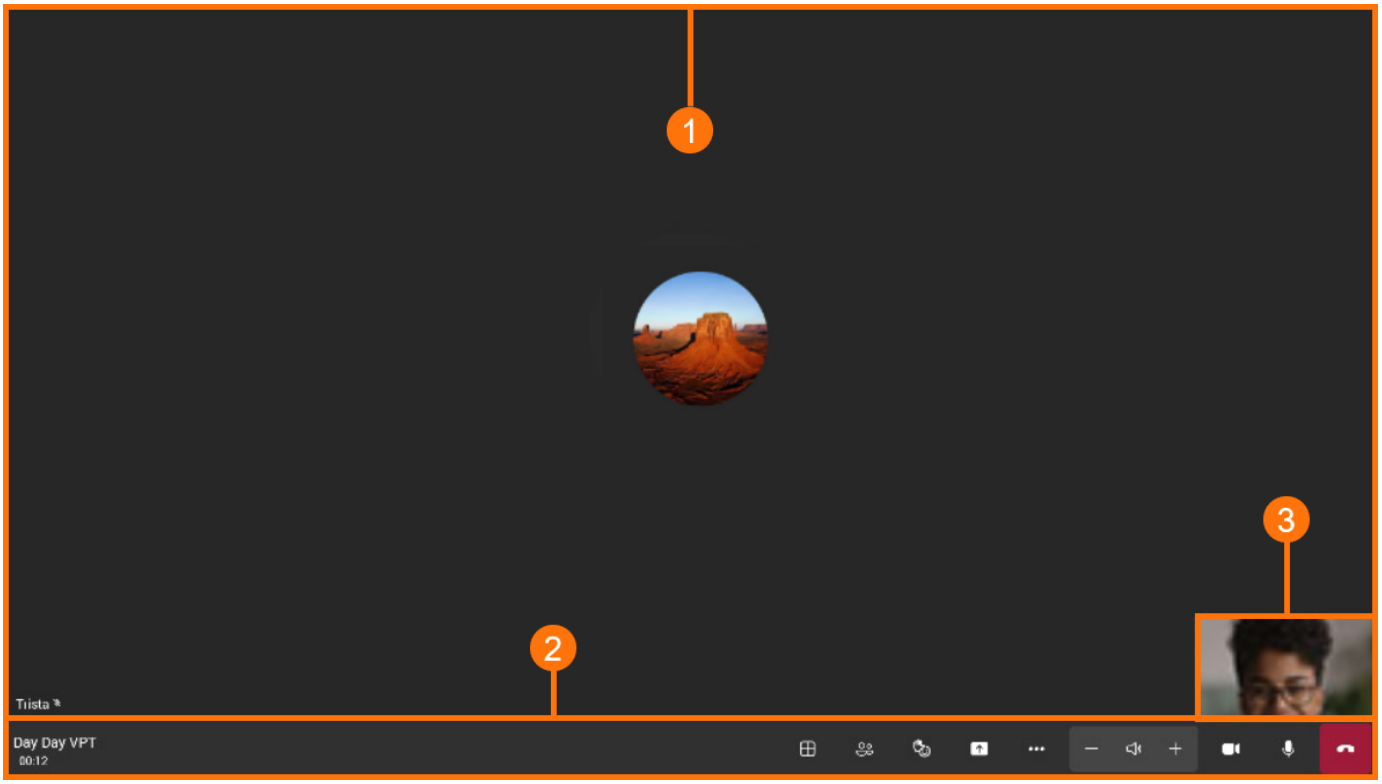
Quick User Guide for Microsoft Teams

Yealink MeetingBar Home Interface

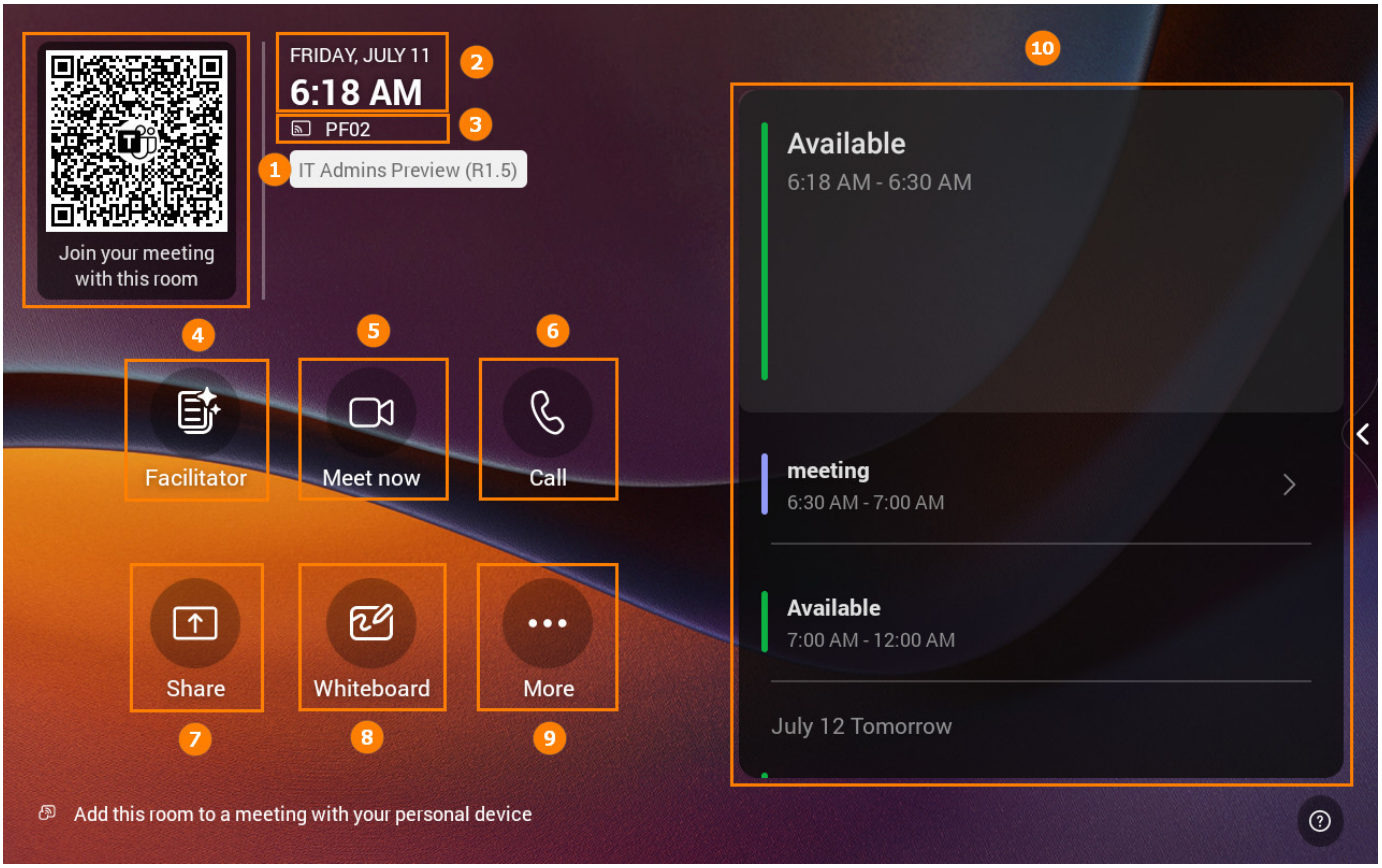
No.	Description
1	Scan to join your meeting in this room.
2	The local time.
3	The meeting room (account) name.
4	Start an instant meeting.
5	If you've configured a Calling Plan for your Teams account, you can join a meeting by dialing a phone number.
6	Start/stop sharing.
7	Open whiteboard.
8	Join with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

Yealink MeetingBar Meeting Interface



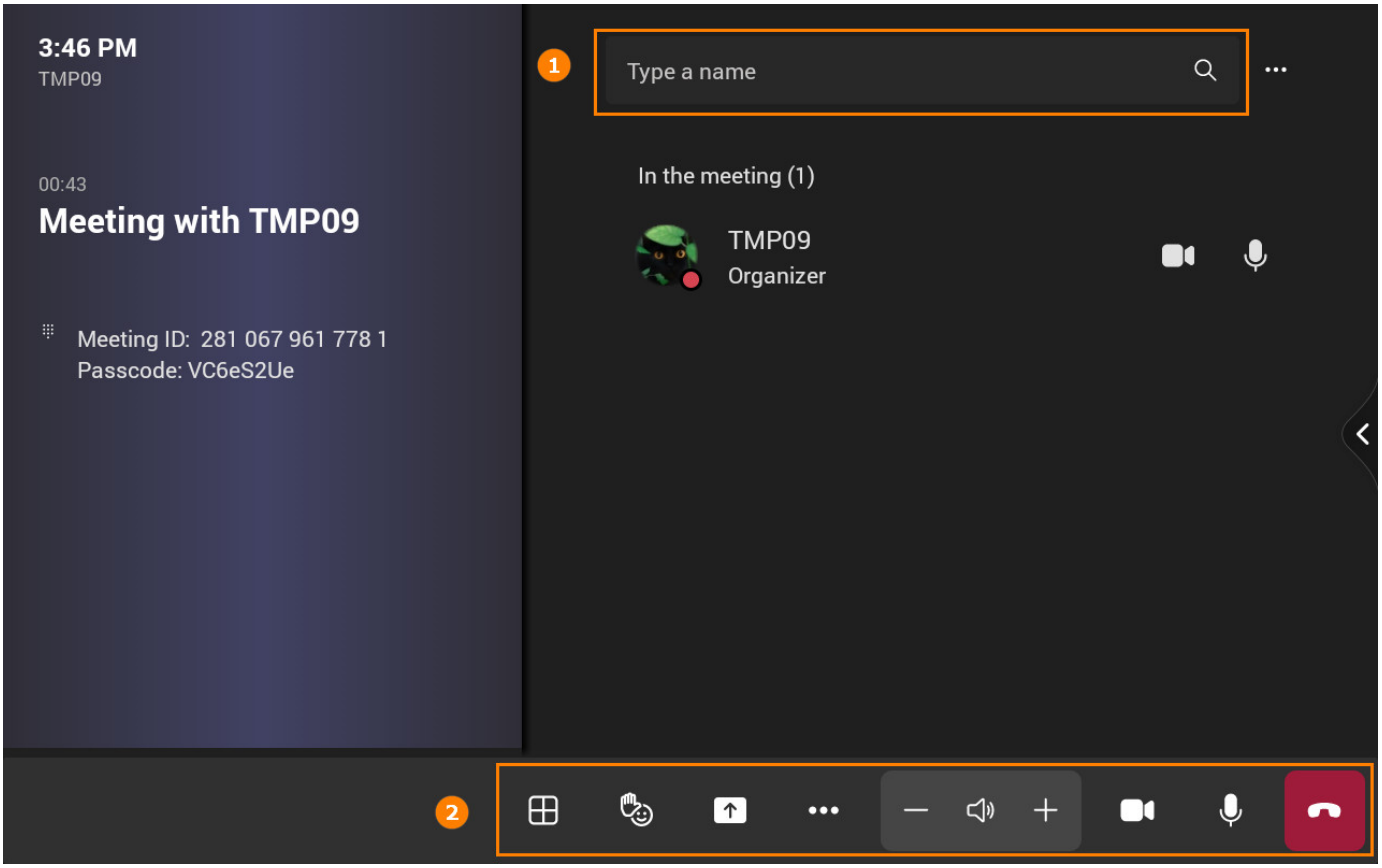
No.	Description
1	Display the remote video screen.
2	Meeting control toolbar.
3	Display the local video screen.

Controller Home Interface



No.	Description
1	Scan to join your meeting in this room.
2	The local time.
3	The meeting room (account) name.
4	Tap and scan to have facilitator take notes during the meeting.
5	Start an instant meeting.
6	If you've configured a Calling Plan for your Teams account, you can join a meeting by dialing a phone number.
7	Start/stop sharing.
8	Open whiteboard.
9	Configure the video conferencing device.
10	Display scheduled meetings. Tap and join an invited meeting.

Controller Meeting Interface



No.	Description
1	Invite someone to your meeting.
2	Meeting control toolbar.