

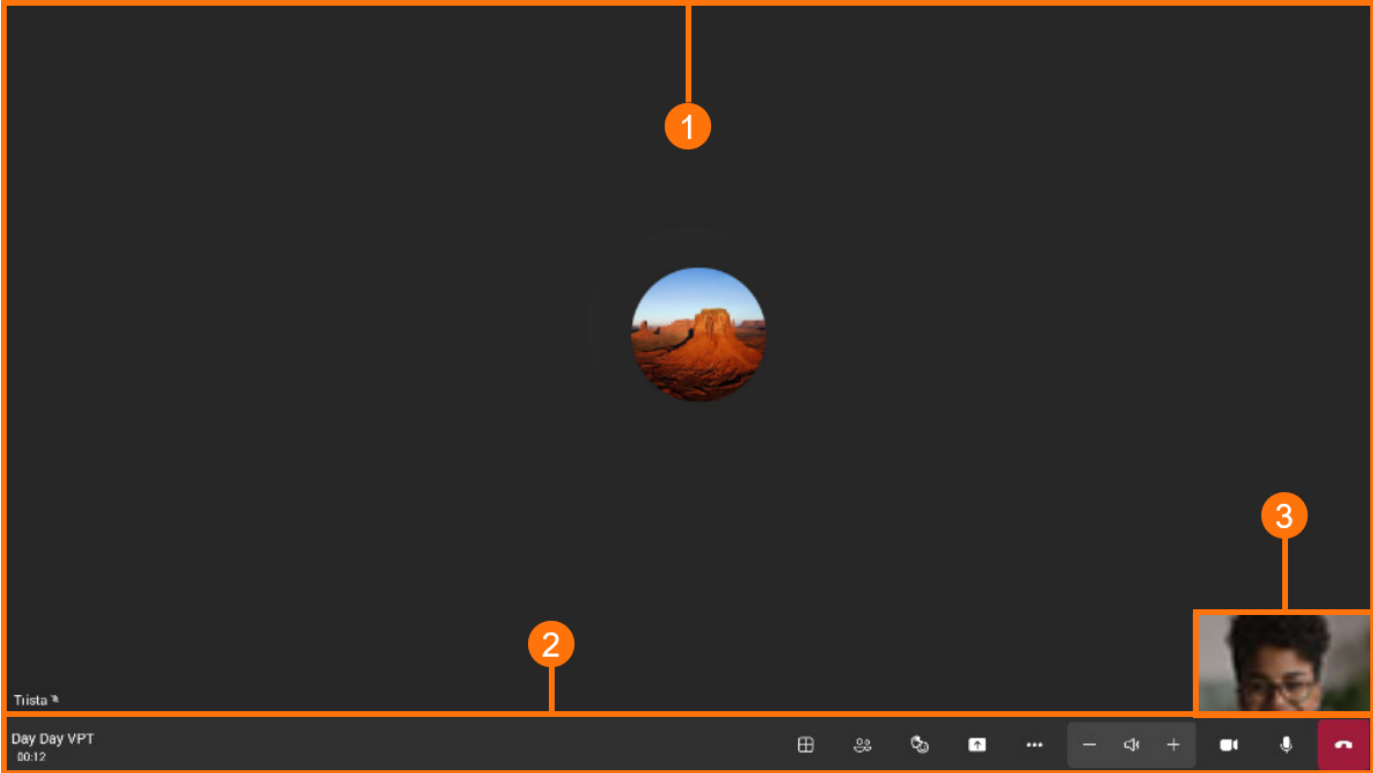
# Quick User Guide for Microsoft Teams

## Yealink MeetingBar Home Interface



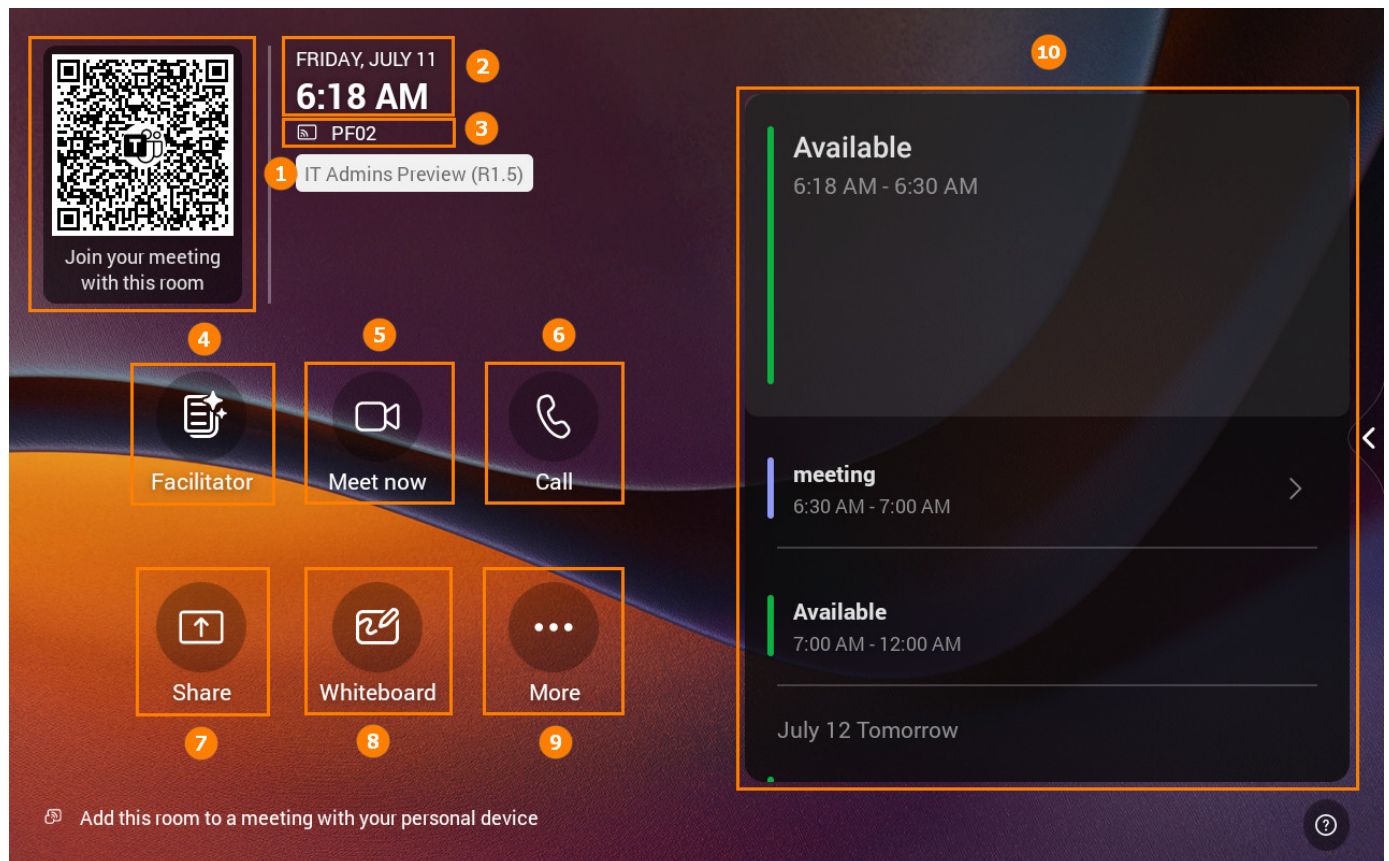
| No. | Description                                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------|
| 1   | Scan to join your meeting in this room.                                                                                       |
| 2   | The local time.                                                                                                               |
| 3   | The meeting room (account) name.                                                                                              |
| 4   | Start an instant meeting.                                                                                                     |
| 5   | If you've configured a <a href="#">Calling Plan</a> 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



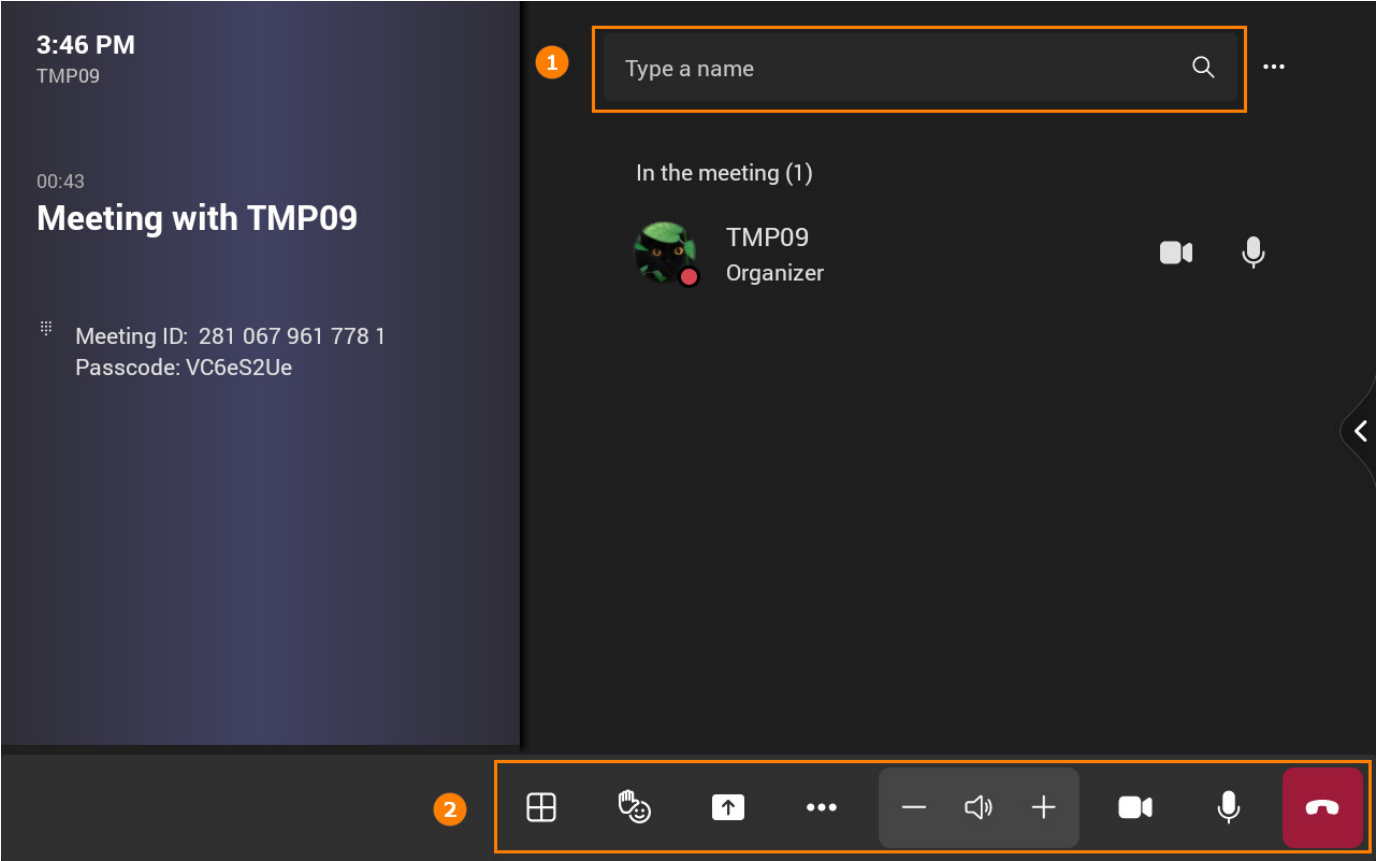
| No. | Description                      |
|-----|----------------------------------|
| 1   | Display the remote video screen. |
| 2   | Meeting control toolbar.         |
| 3   | Display the local video screen.  |

## 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 <a href="#">Calling Plan</a> 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.        |