
SKYPE FOR BUSINESS ROOM USER GUIDE



Skype for Business

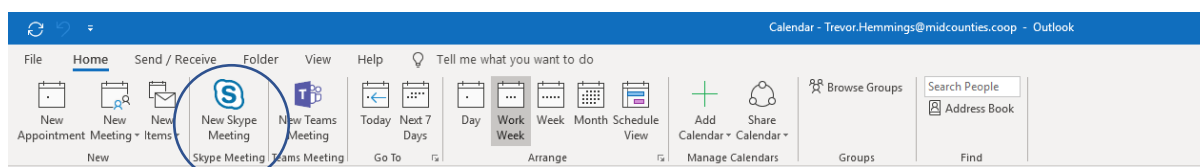
OCTOBER 7, 2019
MIDCOUNTIES COOP
Version 1.1

IMPORTANT MUST READ

THIS EQUIPMENT IS FOR EVERYONE TO
USE. IT HAS BEEN SETUP FOR THIS ROOM
SO SHOULD NOT BE UNPLUGGED AND
MOVED FROM HERE.

How to create a Skype Room meeting invitation

Open **Outlook** and go to Calendar view, a “**New Skype Meeting**” button is used to create an online meeting invitation. The button can be found on the ribbon in calendar view:



Populate meeting invitation details as normal (title, required attendees, time etc):

Skype Meeting - Meeting

Title: Skype Meeting

Required:

Optional:

Start time: Thu 10/10/2019 16:00 ☐ All day ☐ Time zones

End time: Thu 10/10/2019 16:30 [Make Recurring](#)

Location: Skype Meeting

[Join Skype Meeting](#)
 Trouble Joining? [Try Skype Web App](#)

[Help](#)

IMPORTANT:

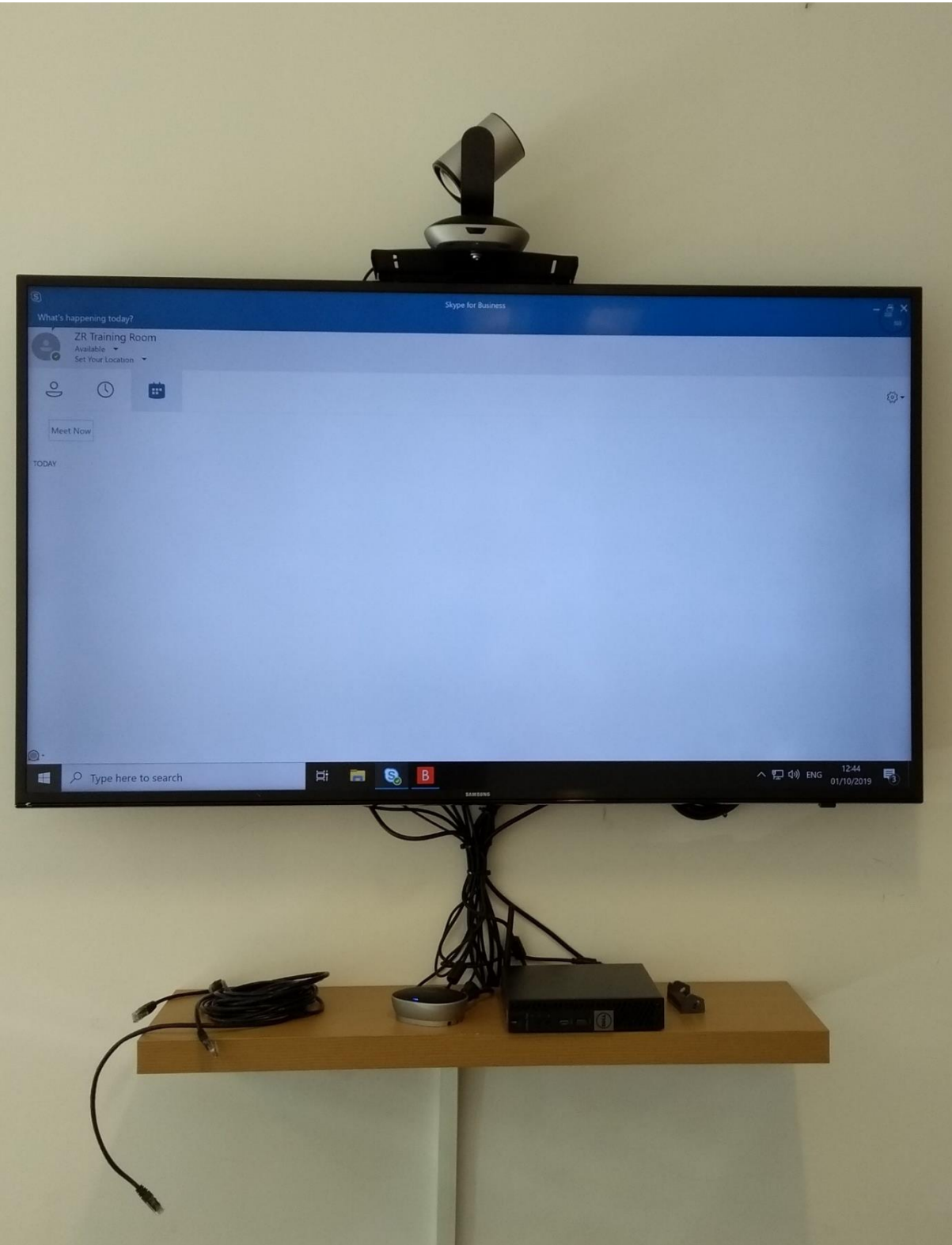
You must invite the **Skype room** as if it was an attendee. To do this click on the “Required” button and search for the room in the address book. To select the relevant meeting room simply double click on it and click OK.

Please see list below of available rooms with Skype facility.

- Meeting Room Executive, Skype
- Meeting Room Board, Skype
- Meeting Room Retail 2, Skype
- Meeting Room Training, Skype
- Waterfront, Board Room, Skype

Send meeting invitation as normal to all attendees including Skype room.

Skype Room Setup



Equipment Check list:

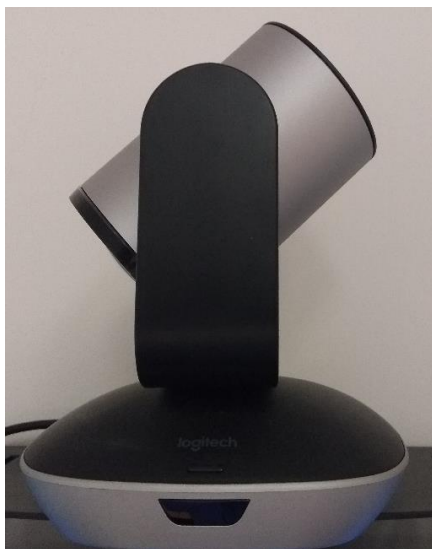
Skype Base



Ensure the Skype Base is powered on, and that the power LED is on.

If the light is off or flashing, press the power button to wake the unit up, and allow up to 5 minutes for the system to boot up

Web Camera and Remote



the zoom level

Use the remote control to control the audio and video during the meeting

Use the Red and Green buttons to end/Answer a meeting invite

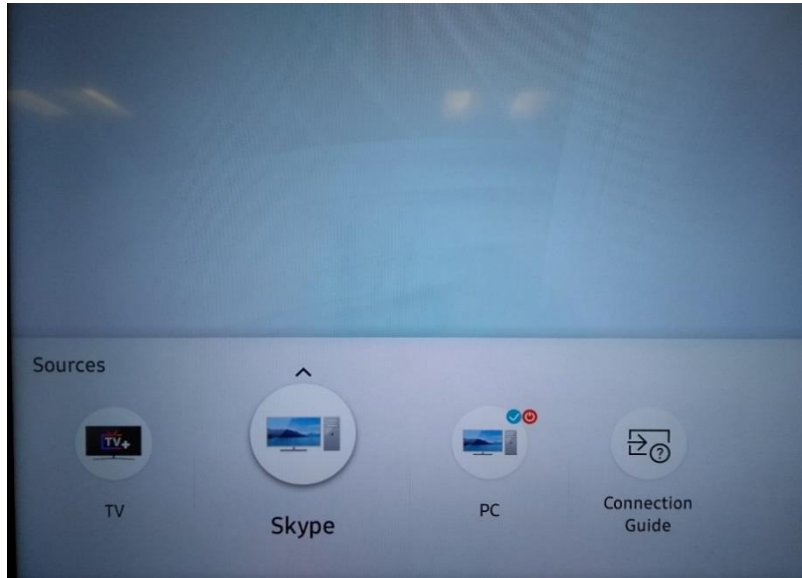
Use the mute button to mute the room audio

Use the directional buttons to adjust the camera position and the + and – buttons to change



Meeting Screen

1. Please ensure the input source is Skype, and is displaying the meeting screen



Input Source Selection Screen

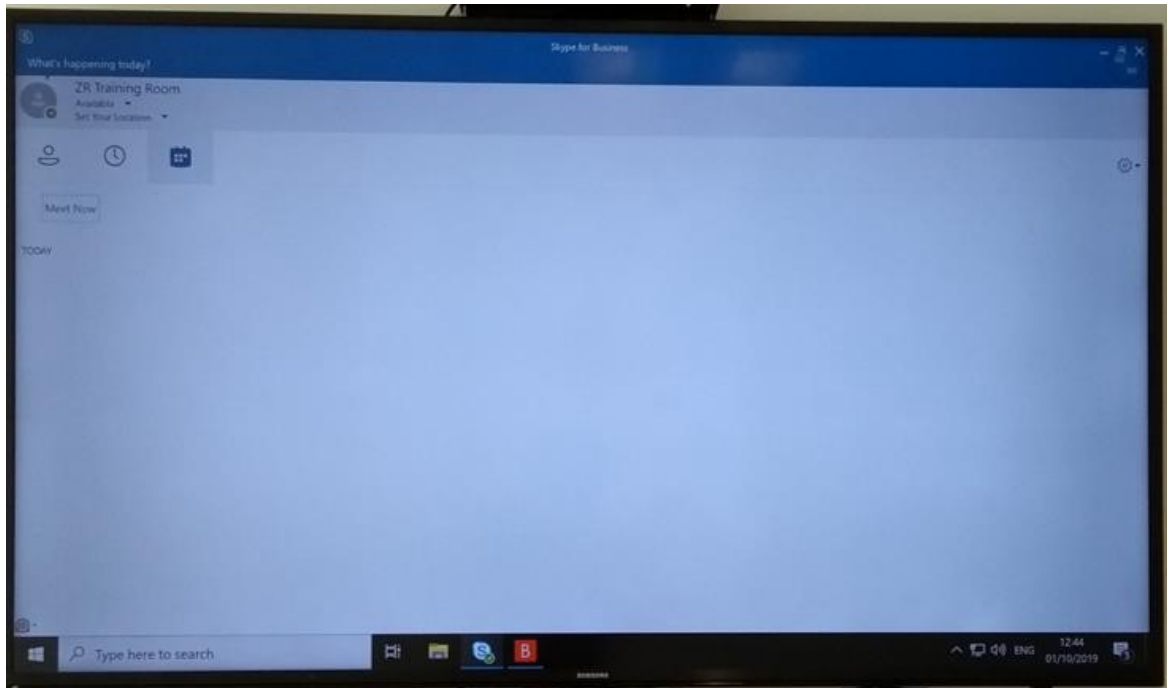
Use the Source button on the Selection screen as per the

Use the Directional arrows on Source and confirm with the



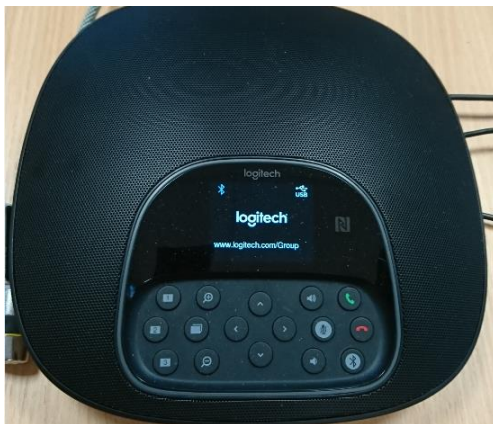
remote to bring up the Source above picture

the remote to select the Skype Enter button



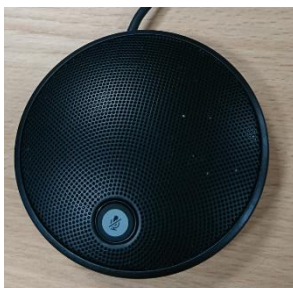
Meeting Screen

Room Controller



The lights on this will change according to it's status, Blue when its Active in a call and will switch to Red when Muted

External Mics (Optional)

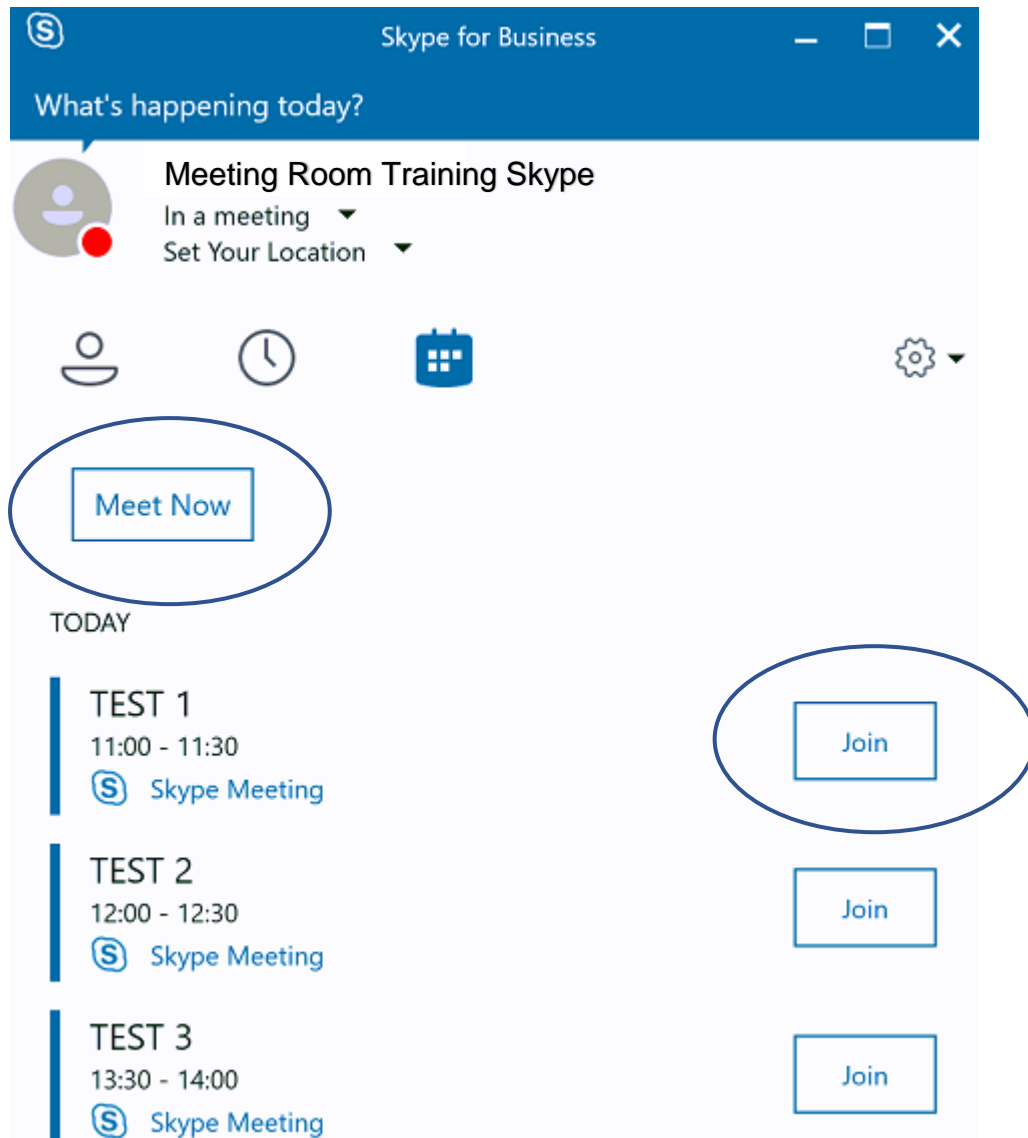


If the room is large then there will 1 or 2 external mics connected to the controller, this is ensure clarity of audio for all participants in the room

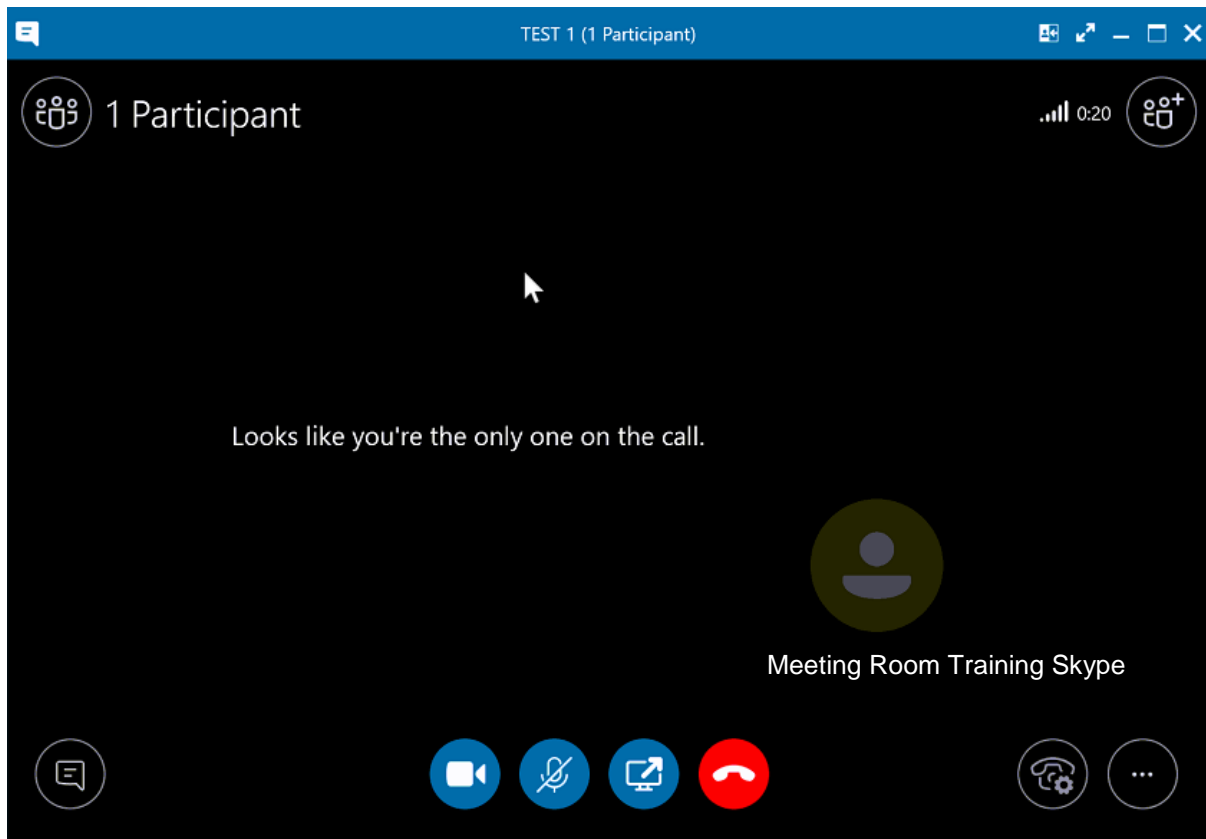
How to start and control a meeting in the Skype room

To **Join** a scheduled meeting simply click on the Join Button for the relevant meeting as per below using the PC mouse in the room.

Please note all scheduled meeting will be visible in the Skype for Business Room for each day set up by different colleagues within the Society.



Using the **Meet Now** option you can start an immediate meeting if not previously scheduled.



As per a normal Skype Meeting, click the Microphone and Camera Icons to start the audio and Video inputs

When the meeting has finished, click the Hang Up icon and close the conversation Window