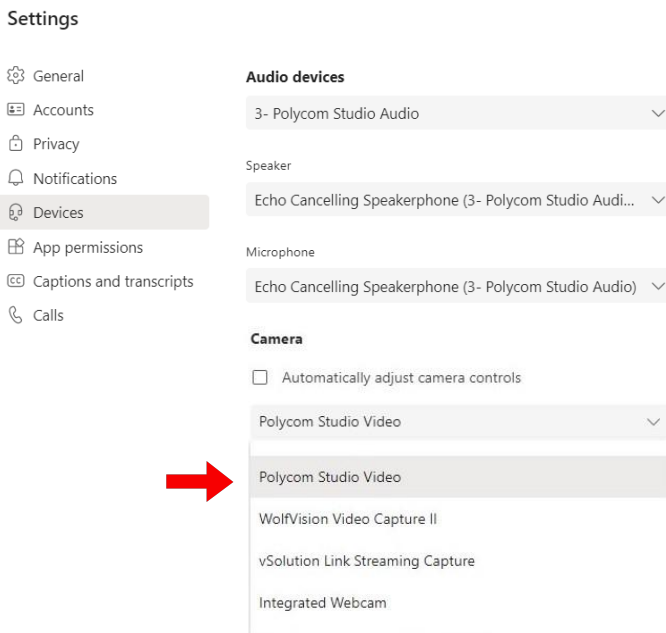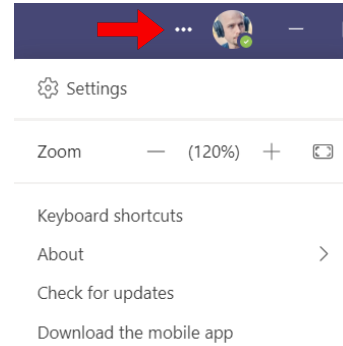# How to Start a Teams Meeting in a Polycom Conference Rooms

To use the Polycom conference camera, you'll need a **USB-to-USB-B** cable. Plug the regular USB end into your laptop and plug the other USB-B end into the camera port located next to the HDMI ports on the table. If you don't have a USB-to-USB-B cable, just call Media Services at 512-232-4646 or come by our office in room 3.410.

Open up **Teams** and click on the three little dots next to your profile picture in the upper right corner of the Teams window. Click on **Settings** in the drop down menu, and then click on **Devices** in the column on the left of the Settings window.
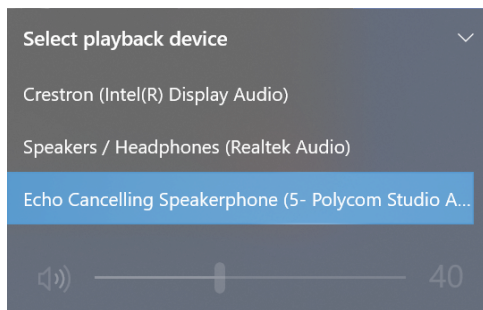

Under **Audio Devices,** select **Polycom Studio Audio**. Then under *both* **Speaker** *and* **Microphone,** select **Echo Cancelling Speakerphone**.

Then scroll down to the bottom of the device list and under **Camera** select **Polycom Studio Video**.

Now you should be able to adjust the volume of the Polycom system by adjusting the volume on your laptop.

For PC users, click on the little speaker icon in the bottom right corner of your screen where you would normally adjust the volume. It should display the same speaker option that you just selected and you can adjust the Polycom speaker volume there.
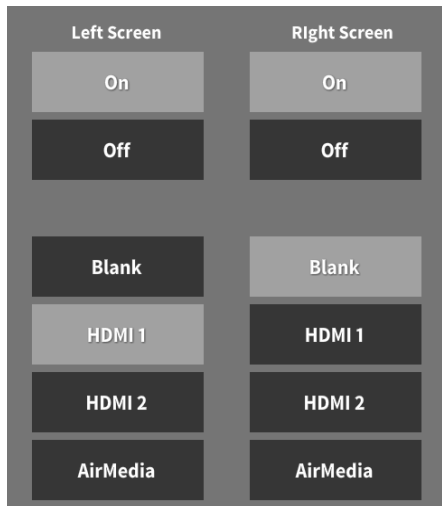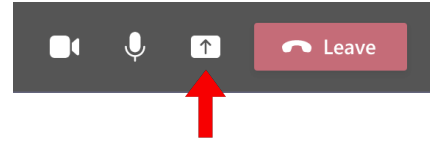

If the selected speaker option isn't the Polycom system then you should click the small upward arrow in the top right corner of the volume window. Then you can select the **Echo Cancelling Speakerphone** to use the Polycom.

In certain rooms you can also select the **Crestron** speaker option if you want the audio from your meeting to come from the speakers in the ceiling instead of the Polycom.

How to Route Content to the Conference Room TV Screens

You'll want to share your content to the rest of the Teams meeting using the **Share Content** button in the upper right corner. Routing HDMI or Air Media to the TV monitors does not mean that the content is being shared over Teams. You *must* use the Share Content button.

Plug your HDMI cable into your laptop and plug the other end into one of the available HDMI ports located in the conference room. These are usually found on the conference room table.

On the touch panel on the wall, you can turn on the TV screens and select the same HDMI source as your laptop.

Contact RRH Media Services if you need help finding any of these ports. You can also connect without an HDMI cable using the wireless Air Media system.

If you want to connect via Air Media you can select Air Media on the touch panel and then connect wirelessly using the IP address and pass code displayed on the TV screen.