

Start a meeting



You've scheduled the meeting with Outlook



It will appear on the Ctouch For Team Talk homepage.
Click on your name. That's it!

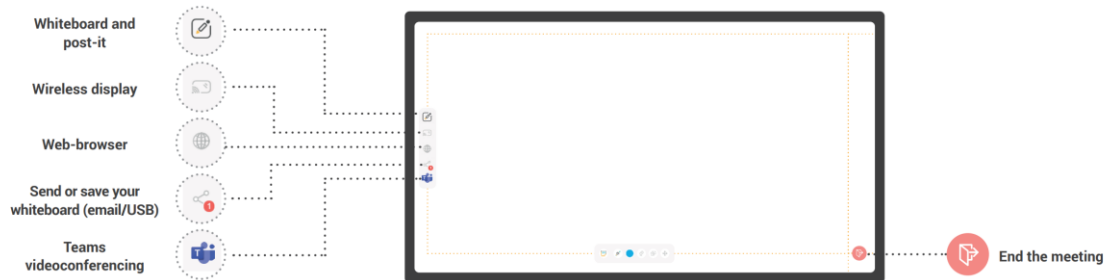
or

You arrive spontaneously in the room



Touch the screen to wake it up. The meeting will start and
the whiteboard will automatically open.

All available features



Write on the whiteboard

1

Click on the whiteboard icon

Some tips for leading an efficient meeting:

Set:

- the agenda
- the objective
- the duration of each part of the agenda

2

Whiteboard tools

Create a post-it

Write on the whiteboard

Colors


Eraser

Select any object

Get to a different page, move a selection

Some tips: Use your fingers to zoom in/out.

Display your content from a PC

a Click on the  icon to share the content of your PC wirelessly.


b Follow the instructions found via the Ctouch For Team Talk screen.

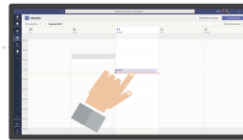


Launch a Teams video conference

a Click on the Teams icon.

b Select your meeting from the calendar.

A new window will open. Click on the  icon. Smile and say hello !



 Camera  Mic  Blurred background

Some tips: Whenever you want, you can share your whiteboard.



Click on 



Then click on a whiteboard screenshot.

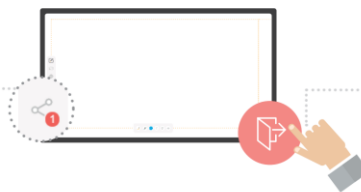


That's it !

End the meeting

a Send your notes by email (.pdf) or save them (USB).

Some tips for leading an efficient meeting: open the whiteboard before leaving the meeting. Write the TO DO list and create a summary of the agenda.



b End the meeting. Then remember to free up the room via the booking system at the entrance.