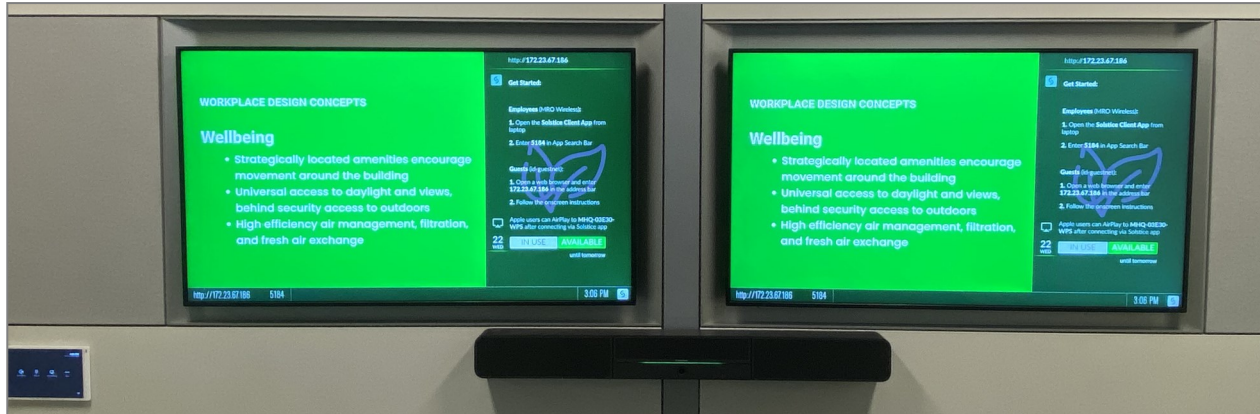




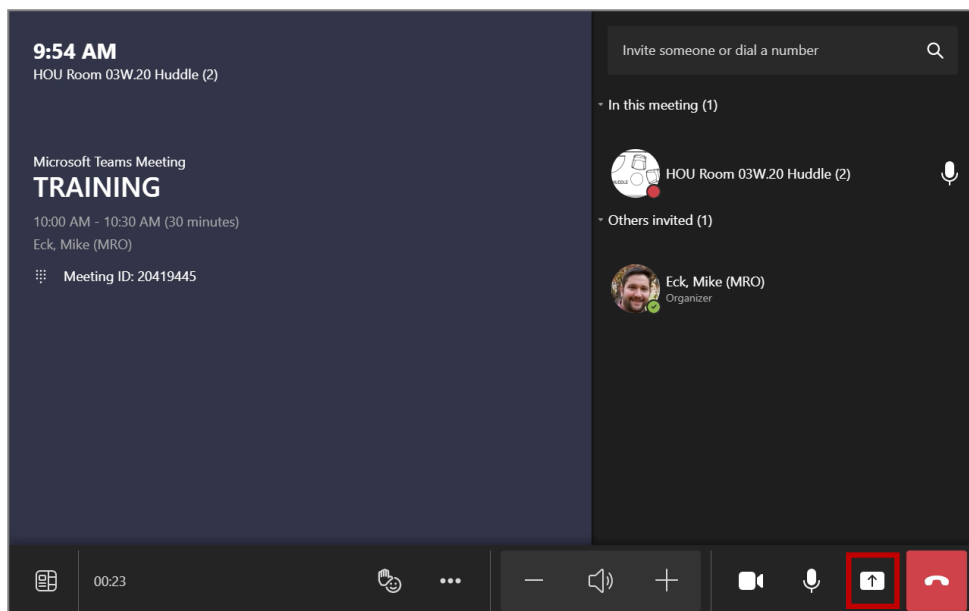
Recommendations for Large Bookable Enclosed Workspaces

Large, bookable enclosed workspaces include: 2x Huddle Rooms and Large Conference Rooms. **Please note:** These rooms have 2 or more display screens available.



Review Best Practices below:

- To book a Teams meeting, use the Outlook application or use the Crestron panel outside of each bookable room to reserve an available meeting room.
- For the best meeting experience, please utilize the Teams technology features to meet with team members and share content.
 - ◇ If you plan to use the Mersive Solstice technology during a Teams meeting and there are remote participants joining, please ensure the sharing capability on the Teams panel (located on the wall in the enclosed workspace) is enabled.
 - ◇ **Please note:** If a remote participant shares content and completes sharing their screen, participants in the enclosed workspace will need to re-enable the share button on the Teams panel.

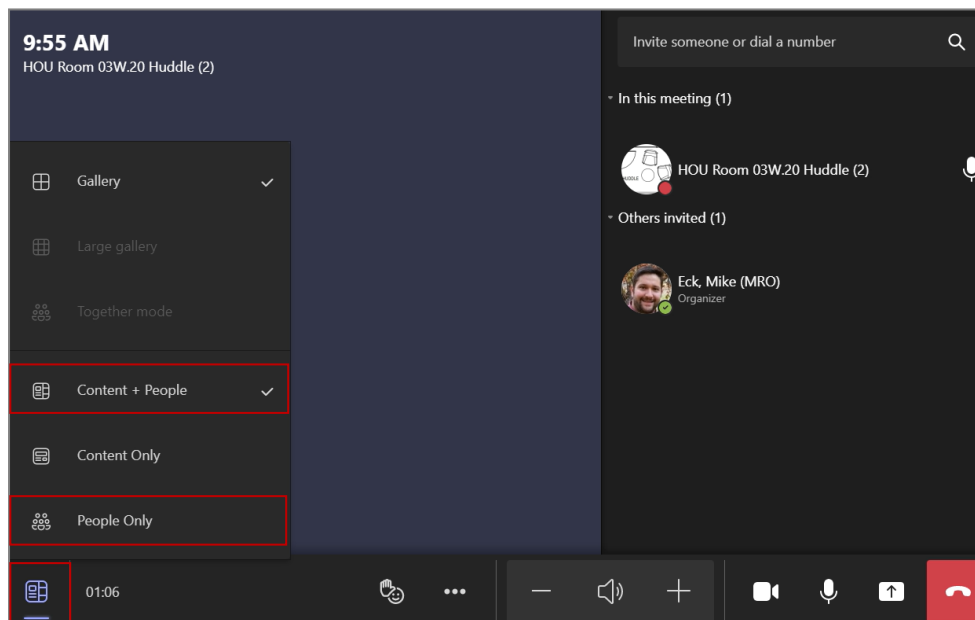


Recommendations for Small Bookable Enclosed Workspaces

Small, bookable enclosed workspaces include: 1x Huddle Rooms and Small Conference Rooms. **Please note:** These rooms have 1 display screen available.

Review Best Practices below:

- To book a Teams meeting, use the Outlook application, Teams client, or the Crestron panel outside of each bookable room to reserve an available meeting room.
- When joining a Teams meeting, click the “Layout” icon on the Teams panel (located on the wall in the enclosed workspace) and three screen layout options will appear.
 - ◇ In workspaces with one display screen, it is **highly recommended** to utilize the “**Content + People**” screen layout. This layout option will allow participants to see shared content and the meeting participants at the same time.
 - ◇ If there is no content sharing, it is **recommended** to select the “**People only**” screen view to see all meeting participants.



- For the best meeting experience, please utilize the Teams technology features to meet with team members and share content.
 - ◇ If you plan to use the Mersive Solstice technology during a Teams meeting and there are remote participants joining, please ensure the sharing capabilities on the Teams panel is enabled.
 - ◇ **Please note:** If a remote participant shares content and completes sharing their screen, participants in the enclosed workspace will need to re-enable the share button on the Teams panel

Recommendations for Open Collaboration Spaces

Open collaboration spaces include: Workrooms, furniture with integrated technology, collaboration booths, etc. **Please note:** *These spaces may have 1 or more display screen available.*

Review Best Practices below:

- When using available collaboration spaces or furniture with integrated technology, Mersive Solstice is enabled in each location with display screens
- Please refrain from using these workspaces to conduct Teams meeting, as these are designed for in-person collaboration sessions
 - ◊ Please do **not** join a Teams meeting from your laptop and try to share your screen using the Mersive Solstice technology to these displays

