Instant Meeting

Introduction
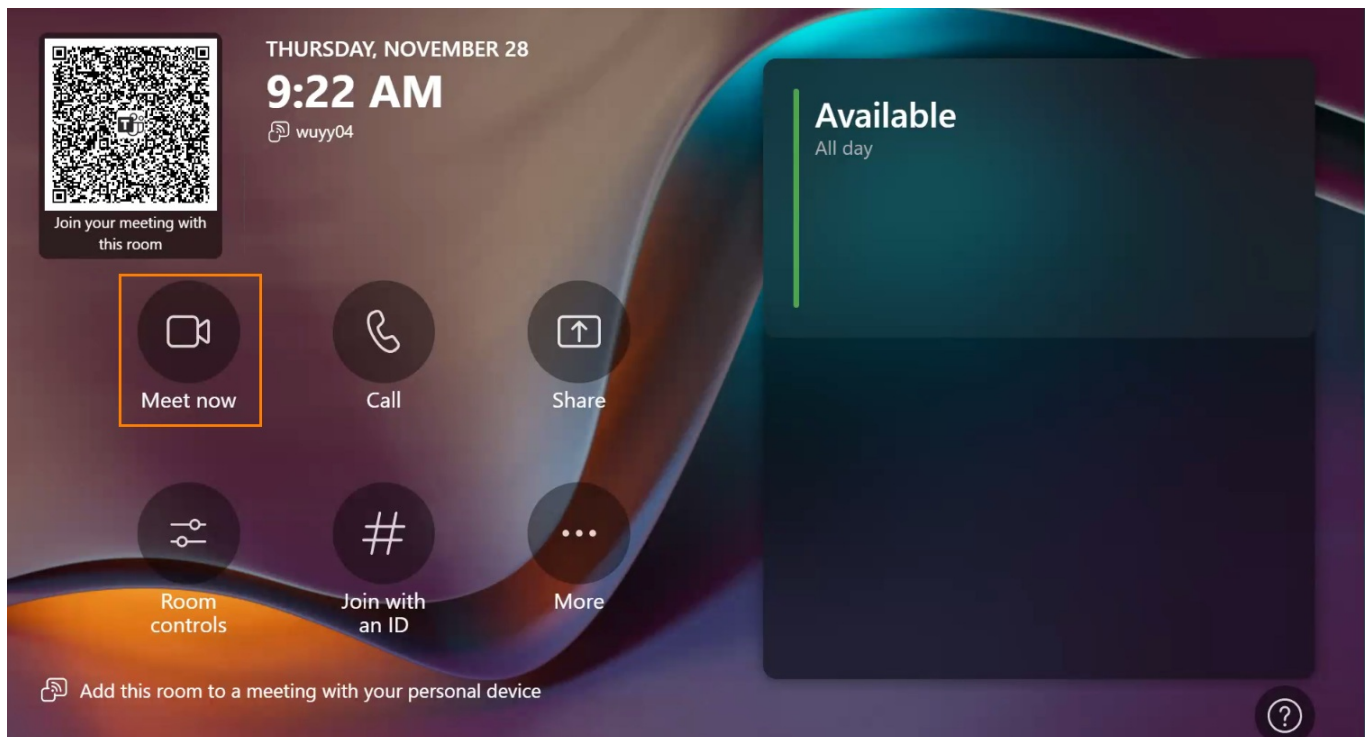
After completing the Quick Setup, you can log in to your Skype account and use the Microsoft Teams Rooms application (MTR) to start a meeting.
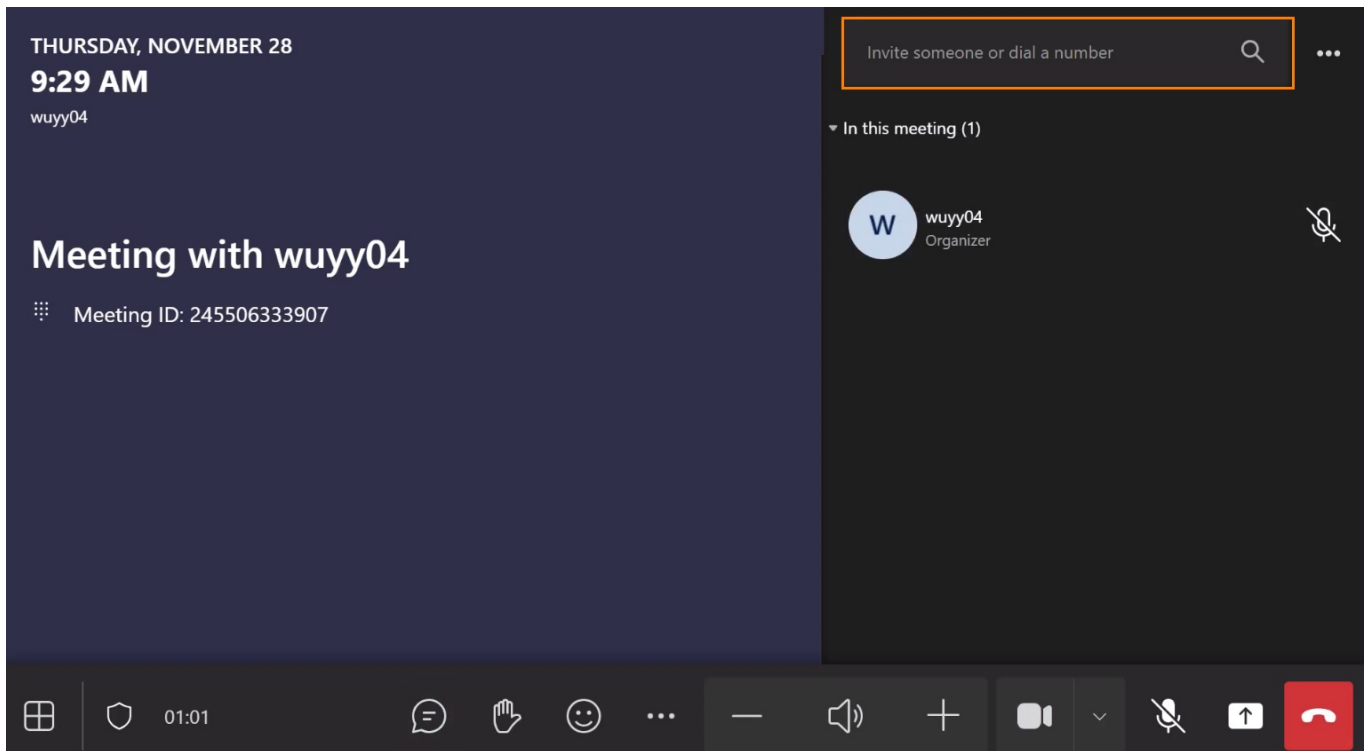
Before You Begin

Ensure that you are in the Microsoft Teams mode. Learn more about Switch Account.

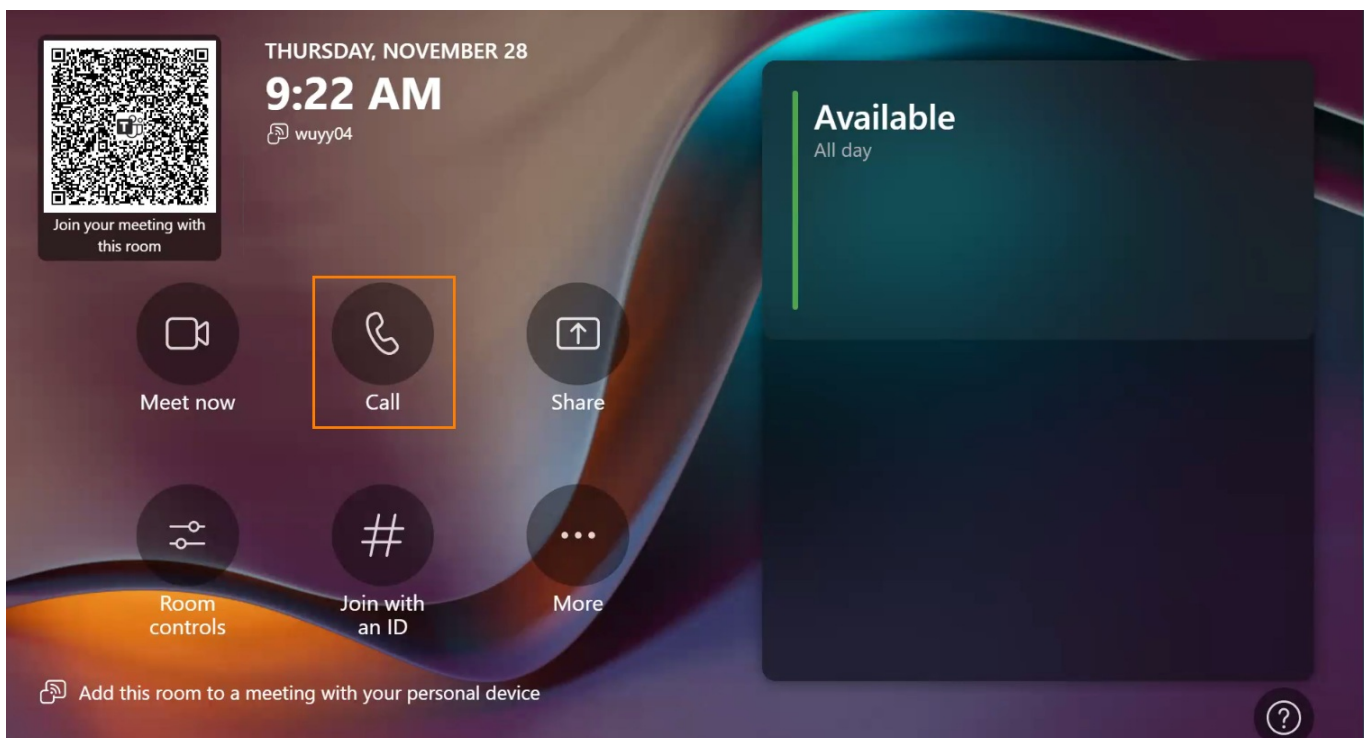## Start a Meeting

1. Select **Meet now** to start your meeting.

2. Invite other participants to join the meeting.



Call Someone to Join Meeting

1. Select **Call**.

2. Type a name or number (Tip: You can call multiple people simultaneously), select **Call** and wait for the other person to enter the meeting.

> **☼ TIP**
>
> You can search for someone's name, number, or email account.

How do I check my email account?

1. Go to **More** > **Settings**.
2. After entering the administrator password (default: sfb), you can view it in **Accounts**.
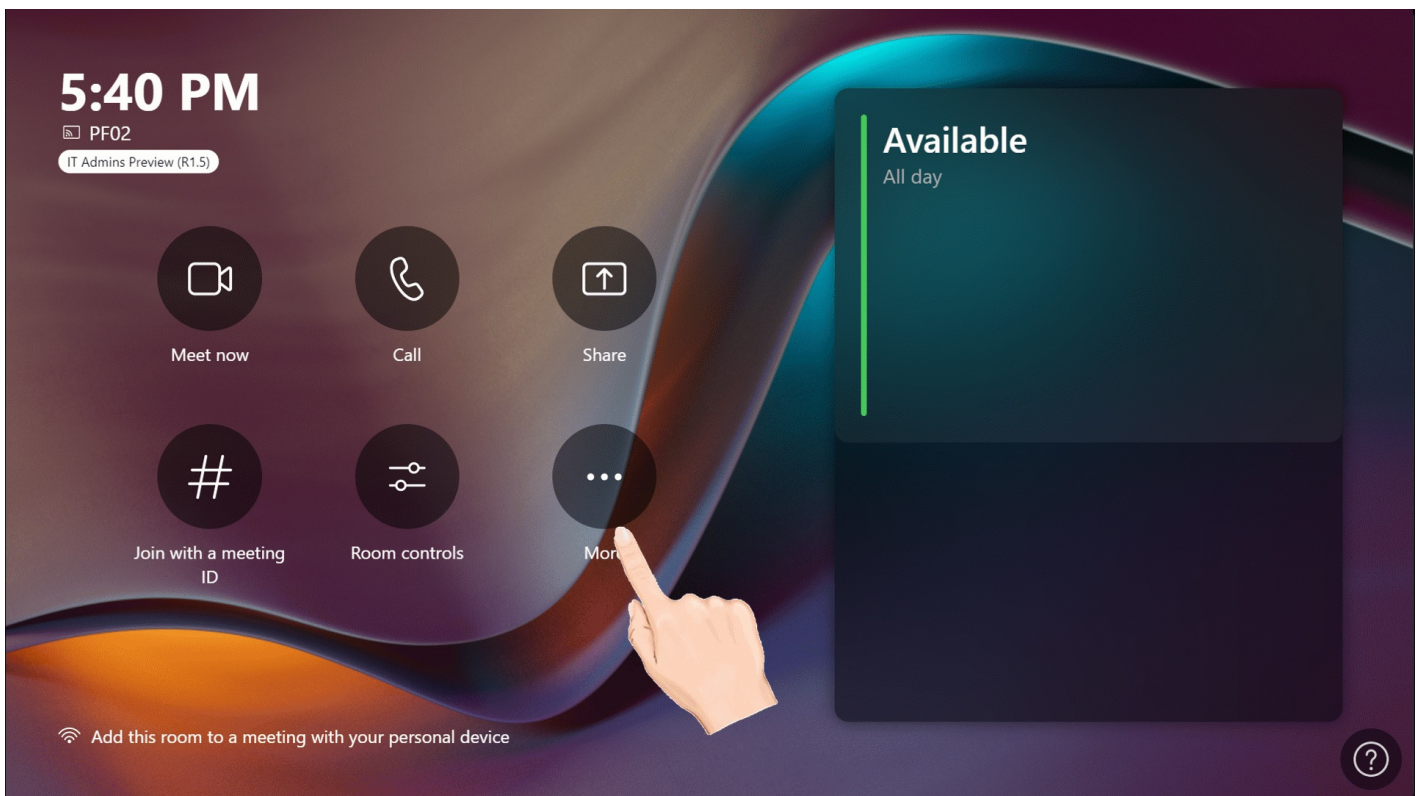
Does MVC support reserving a meeting? How to reverse a meeting?

The MVC Rooms system does not support scheduling a meeting but supports an instant meeting. If you want to reserve a Teams meeting, you can download the Teams client to reserve a meeting. Please refer to Schedule a meeting in Teams for more information.