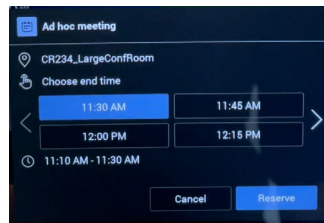


## HOST AN AD HOC MEETING

If the panel outside a conference room is green and says Available, you can reserve the room for an immediate meeting.

### Outside the room

1. Click **Reserve** on the panel.
2. Select the end time for the meeting.
3. Click **Reserve**.



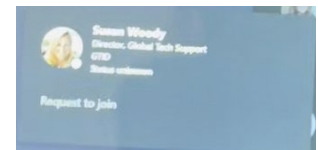
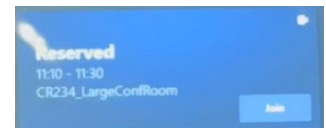
### AD HOC MEETING TIPS

- Don't use the Meet Button on the panel inside the room. It starts a meeting but doesn't reserve the room.
- Call yourself if you want to join your device and share your screen.
- There is no way to release a room from an ad hoc meeting if it ends early.
- If you use the panel outside the room to book a meeting, at least one device must join the meeting or the ad hoc booking will be cancelled.

### Inside the room

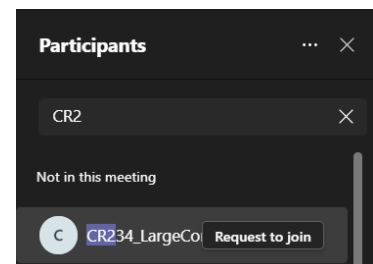
#### Start an ad hoc meeting

1. Click **Join** on the tabletop panel.
2. Click **Invite someone or dial a number** and enter 3 letters to search for a colleague from the directory.
3. Click on the name and click **Request to join**.
4. When they accept, they are joined to the Teams meeting.
5. Click the red phone button to end the meeting and disconnect the room.



#### Join the room to an existing meeting

1. Join the meeting in Teams from your computer or mobile device.
2. Mute the speakers and microphone on your device to avoid feedback in the room.
3. Click the Participants button in the Teams meeting and search for the room name to add as a participant.
4. Click Request to join to call the room.
5. Answer the call from the conference room device.



Submit a ticket in [ChemSupport](#) with any questions.