

IN-ROOM EXPERIENCE

HOW TO

To get a better in-room experience, the shared display functionality together with “Manage what attendees see” view in the presenter meeting lets the producer select what is shown on the in-room monitors in for example an auditorium.

- ✓ The Presenter meeting is the meeting we use to run the production. This meeting will be used to run the AI Producer production and will include all remote presenters, moderators and producers.
- ✓ A destination is needed, and this is where the remote viewers will watch the broadcast.
- ✓ A Remote presenter is a presenter who will connect to the presenter meeting and some time during the production be shown on screen.
- ✓ The Producer will be assigned producer in the AI Producer application and should be added as a co-organizer to the presenter meeting.
- ✓ The shared display function in Teams lets the user display the Teams meeting on the in-room monitors without showing distracting parts of the Teams UI.
- ✓ The “Manage what attendees see” is a Teams feature that requires a Teams Premium license for the organizer of the Presenter meeting

SET UP

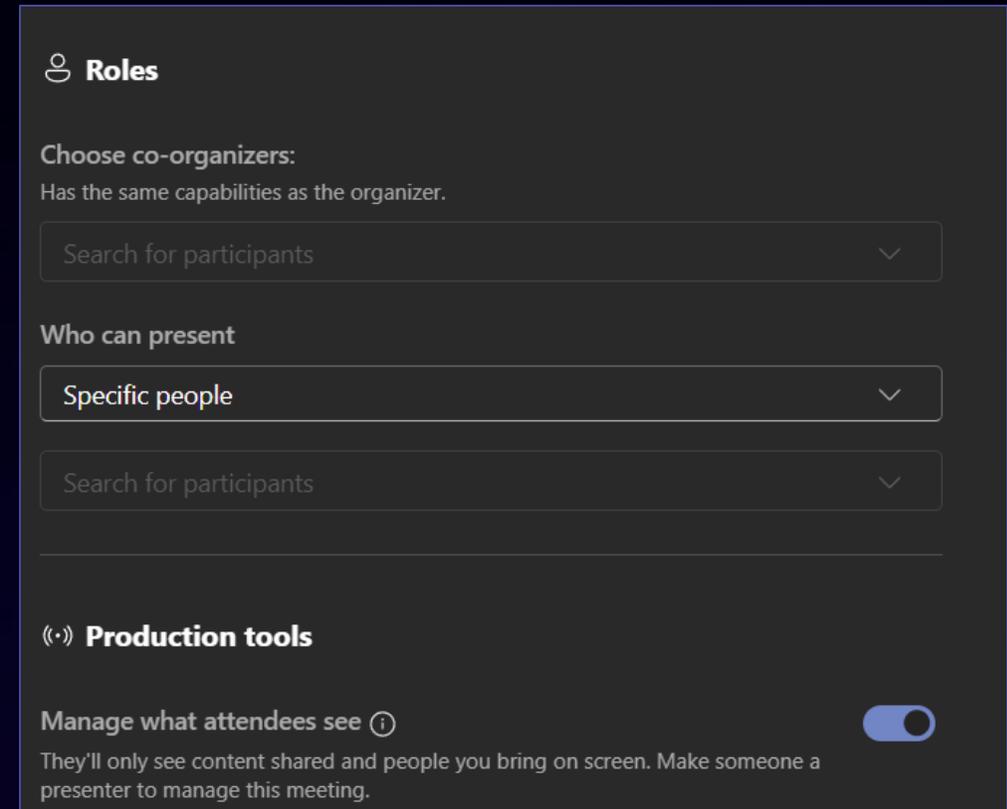
- ✓ 1 production PC, running Teams and where the producer will control the AI Producer production and manage what attendees see in the presenter meeting.
- ✓ 1 Teams room that will connect to the Presenter meeting with camera, microphone and the speakers connected.
- ✓ 1 in-room experience PC, running Teams connected to the in-room monitors and will connect to the presenter meeting. This PC needs a separate Teams user. Mute the microphone and speakers on this one.

To get the best experience, the organizer of the presenter meeting need to have a Teams Premium to be able to utilize Manage what attendees see, this will enable the producer to control what is shown in the in-room monitors.

HOW TO SET IT UP

1. Enable “Manage what attendees see” in the presenter meeting
2. On the Who can present field, select specific people and add everyone except the In-room experience pc-user as a presenter.

This can also be done during the meeting under the people tab of the teams meeting.



Roles

Choose co-organizers:
Has the same capabilities as the organizer.

Search for participants

Who can present

Specific people

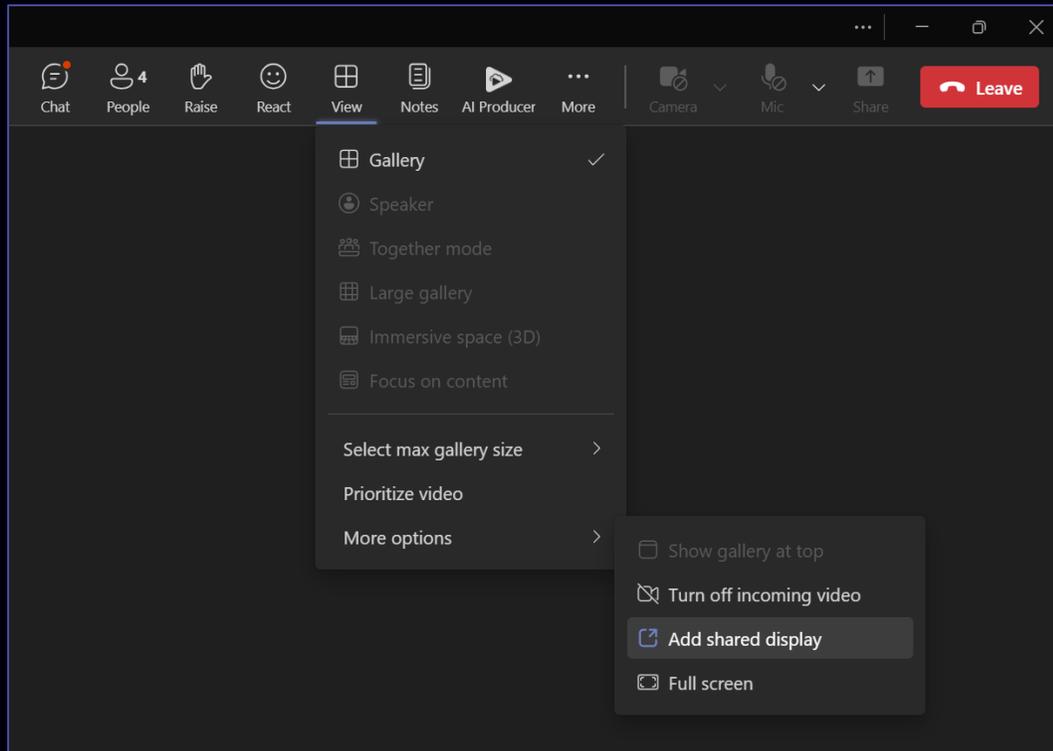
Search for participants

Production tools

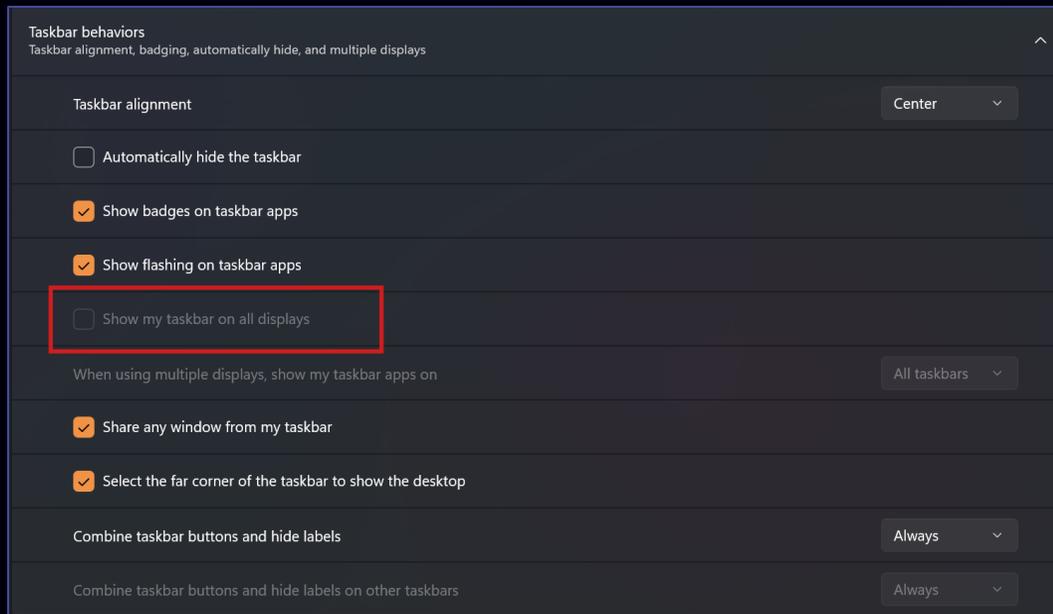
Manage what attendees see ⓘ

They'll only see content shared and people you bring on screen. Make someone a presenter to manage this meeting.

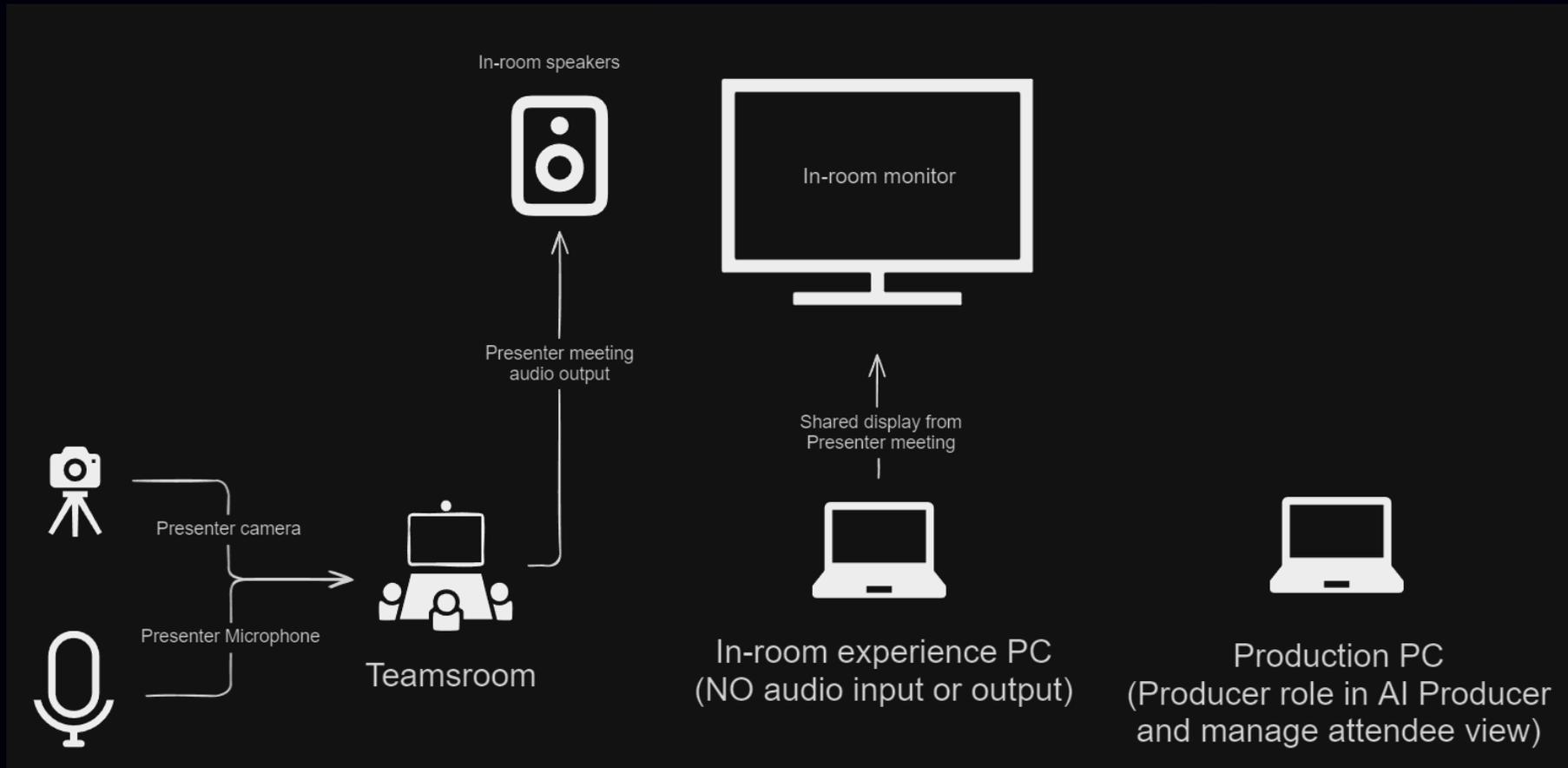
3. On the in-room experience PC, join the presenter meeting and open the shared display view. Make it full screen and display it on the in-room monitors. The in-room experience PC user should be invited as an attendee to the presenter meeting.



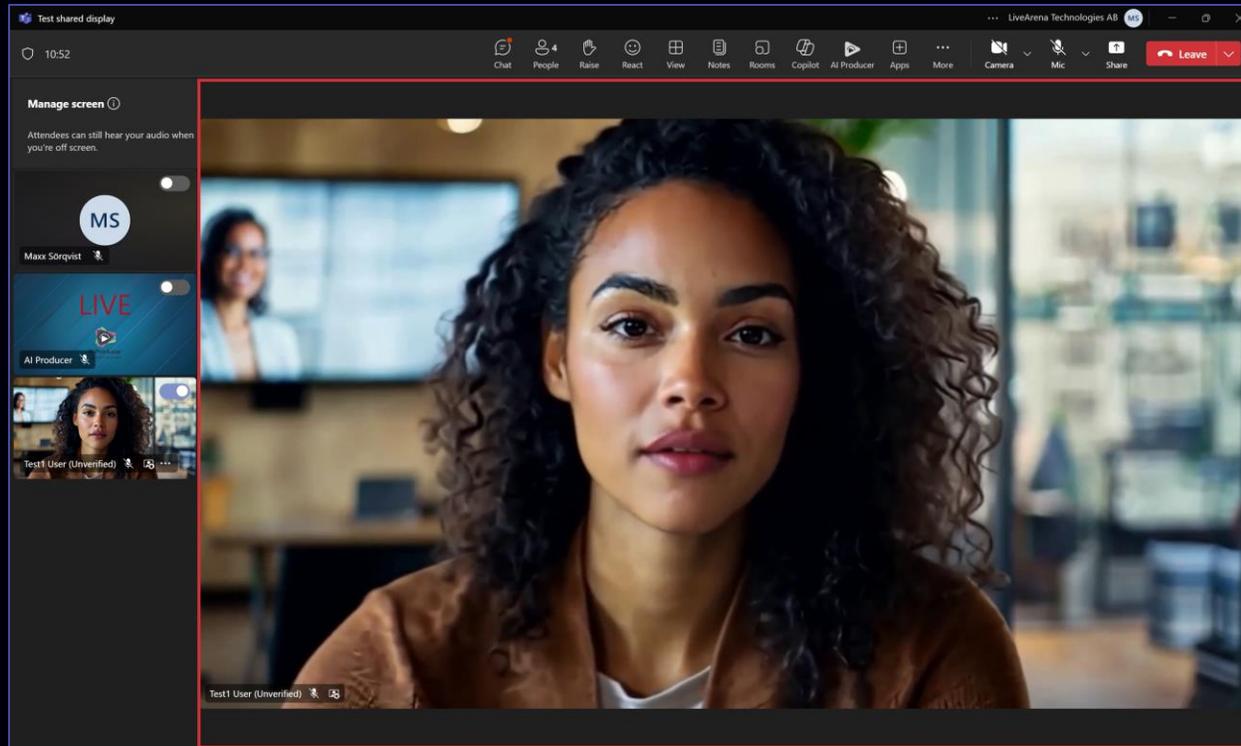
4. On the in-room experience PC, make sure that the taskbar is hidden on the external screens. This is done in the taskbar settings, under Taskbar behaviors.



Overview flowchart



5. The producer can then manage what will be displayed on the in-room monitors by bringing the source they want to display "on screen".



6. Anyone that have joined the presenter meeting (producers or presenters) can share the screen in the meeting.
7. Shared screens will automatically appear on the Shared Display in a larger format.



8. For the best in-room experience when playing videos, the person sharing the screen should temporarily stop screen sharing and the producer should spotlight AI Producer in the Presenter Meeting.

