Getting Started with Skype For Business



Prysm Display



In-room Collaboration







From the Welcome screen, you can:

- View a room's Skype For Business (S4B) meeting schedule.
- Join a S4B meeting.
- Create a sketch.
- Share your laptop, tablet, or phone.
- Sign in for a full collaboration experience.

To collaborate immediately without signing in, tap **Join** (for meetings), **Sketch**, or **Display Device**.

To share content and add notes, connect your device to the display.

For wireless sharing, use a wireless network that can communicate with the Prysm display.

Connect as follows:

- Plug the HDMI cable connected to the display into your device.
- Use Apple AirPlay for iPhone, iPad, iPod, or Mac computers.
- Use the Cast extension from a Google Chrome browser on Windows and Mac computers.

Select a device from the list to share on your Prysm display.

Tap the device or sketchboard that you want to display.

To add notes or markups, select a pen color and thickness. You can add notes to each source.

To save notes or markups, tap **Email Content**. Enter email addresses and tap **Send**.

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Meetings (S4B only)

Note: You can't use Skype for Business from the Welcome Screen if your Prysm display is not configured for it.

Viewing Schedule and Joining Meetings





You can join meetings from the **Welcome** screen, or from the Sketchboard or a shared device.

From the **Welcome** screen:

- View the room's meeting schedule.
- Join a current meeting.

To join a meeting while using the Sketchboard or a shared device, tap

Note: When a room is scheduled for back to back meetings, the **Join** button may not be displayed until the meeting start time.

Joining a Meeting While Working



Tap to join while using Sketchboard or sharing devices

5 Skype For Business Options





After joining a meeting, use S4B controls to:

- Mute audio.
- Leave the meeting.
- Toggle your camera on/off.
- Chat.

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Sharing between Rooms (S4B only)

Note: You can't share content in Skype For Business if your Prysm display is not configured for Skype For Business and you are not part of a meeting.



Toggle **Share Content** to the **ON** position to share the display between rooms connected with S4B.

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The selected Sketchboard or device is shared.

The Skype Call Window displays the video feed from other participating rooms that have their camera on.

Saving and Exiting

