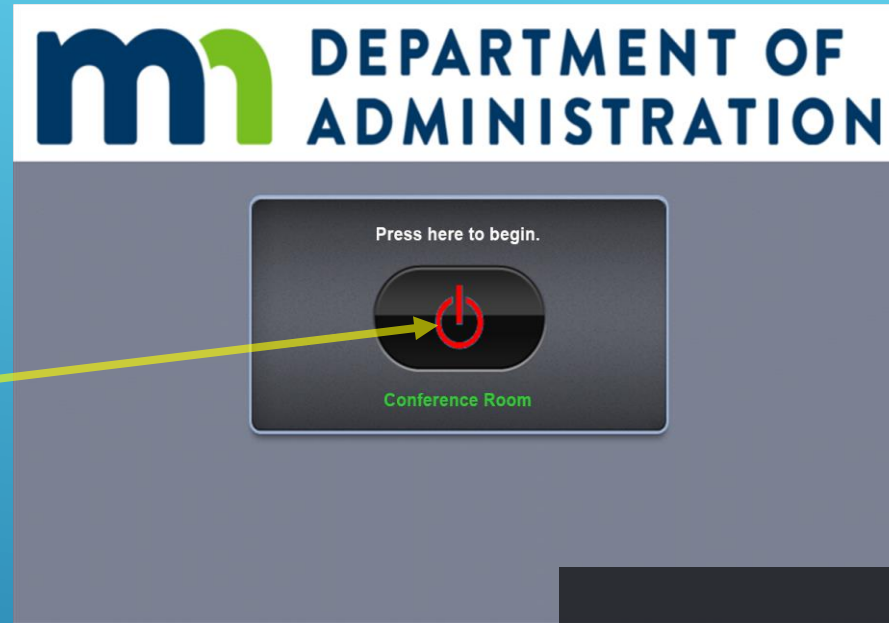


MINNESOTA DEPARTMENT OF ADMINISTRATION CONFERENCE ROOM USER GUIDE



Press button to begin.

Please wait while the system starts up.

HOME SCREEN

Admin 116B PC
Log on \ Password
. \ 116b

- Select PC or Laptop to present. If using laptop, connect laptop via Barco dongle. (Ensure PC is powered up).
- Left Column allows you to move to phone call screen, web cam, and control of microphones
- Overall room volume controlled on the right hand column labeled presentation volume.
- To mute the outside party from hearing you, click the privacy button.



MIC VOLUME/AUDIO CONTROL

*Control wireless and ceiling mics, including mute, from this menu

*Overall room presentation volume can be altered from the main screen

*To return to the main screen, press the close button.



PHONE DIALER

*Control incoming phone or your outgoing volume using the dials on the left hand side.

*Mute yourself to the outside party by pressing the privacy button

*To make a call, enter the number using the keypad and press the green call button.

*To end the call, press the end call button.

*To return to main screen, press the close button.



WEBCAM CONTROL

- Power controls for webcam located on top row of screen
- Use Arrow keys to manually adjust the camera while in session.
- To set a camera preset, move camera to desired position, then press and hold the set button. Your preset will now be in memory for future use
- To return to main screen, press the close button.



SYSTEM SHUTDOWN

*To shut system down, press the system power button from the main screen.

*On the confirmation menu, select power down (or cancel) to shut down system.

Do you want to turn the system off?

Power
Down

Cancel

Please wait while the system shuts down.

USE OF CONFERENCE ROOMS

The following rules apply to conference rooms maintained by Administration Facilities Management (FMD).

- Collection or exchange of money, alms, or donations; or solicitation for money is prohibited.
- No candles, open fires, flames, or smoke.
- Keep the noise at a level that is not disruptive to others in the area.
- Re-arrangement of furniture is allowed, return to the standard configuration when finished.
- Dispose of all trash and recycling in containers provided.
- Turn off lights and equipment.
- Reservations can be made for up to 1 year in advance.
- If a reservation is no longer needed, please contact FMD to cancel.
- Standing, climbing, or crawling on any part of furniture, building, or structure is strictly prohibited.
- Use of paint, spray paint, spray chalk, sidewalk chalk and other marking mediums and materials are prohibited.

In the event of a declared emergency, reservations may be cancelled. FMD will work with the requestor to help find alternative accommodations.

FMD Service Line #651-201-2300