Press button to begin.
• 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.
*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 present, 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.
*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.
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