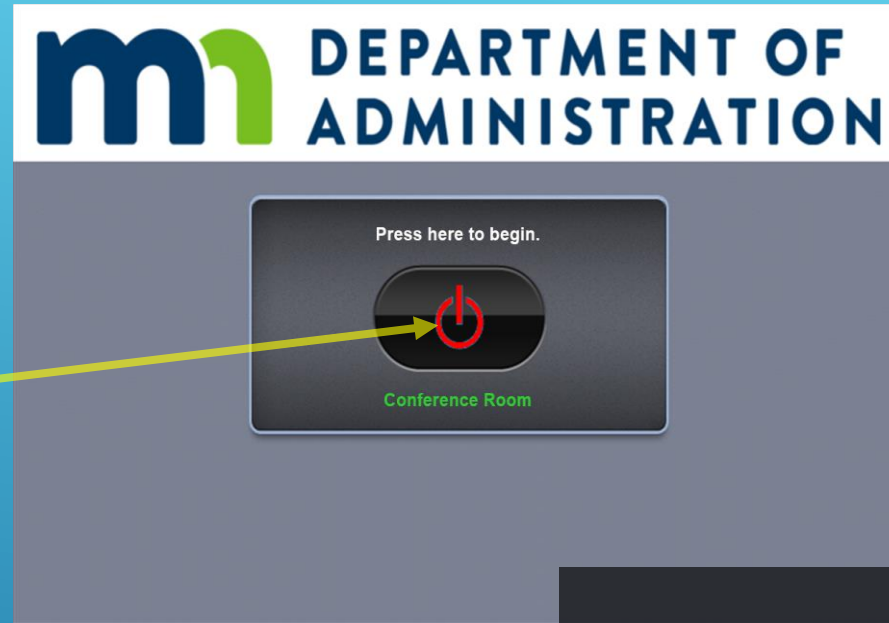


# MINNESOTA DEPARTMENT OF ADMINISTRATION CONFERENCE ROOM USER GUIDE



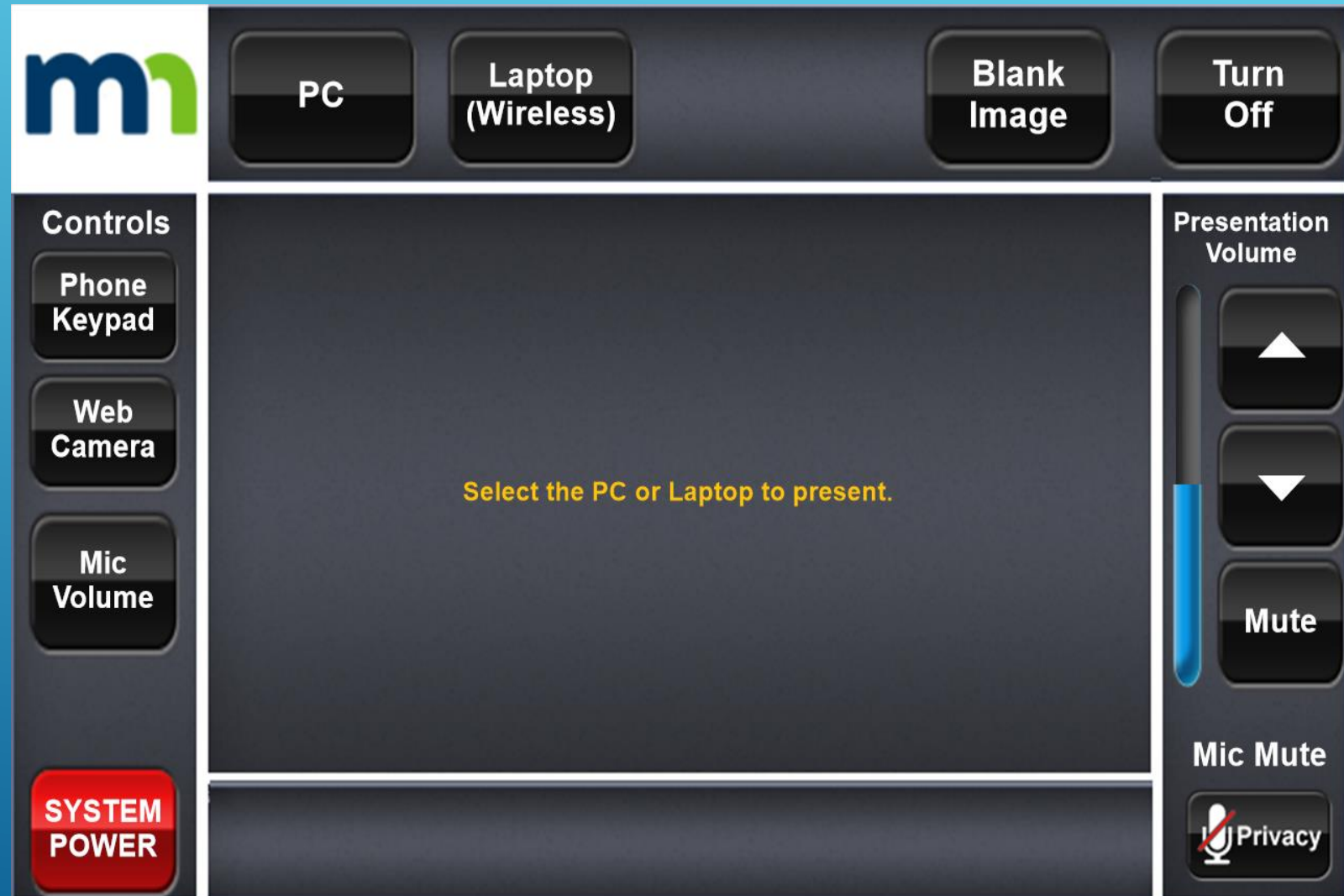
Press button to begin.

Please wait while the system starts up.

# HOME SCREEN

Ladyslipper PC  
Log on/Password  
Ladyslipper/Ladysl!pp3r

- 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