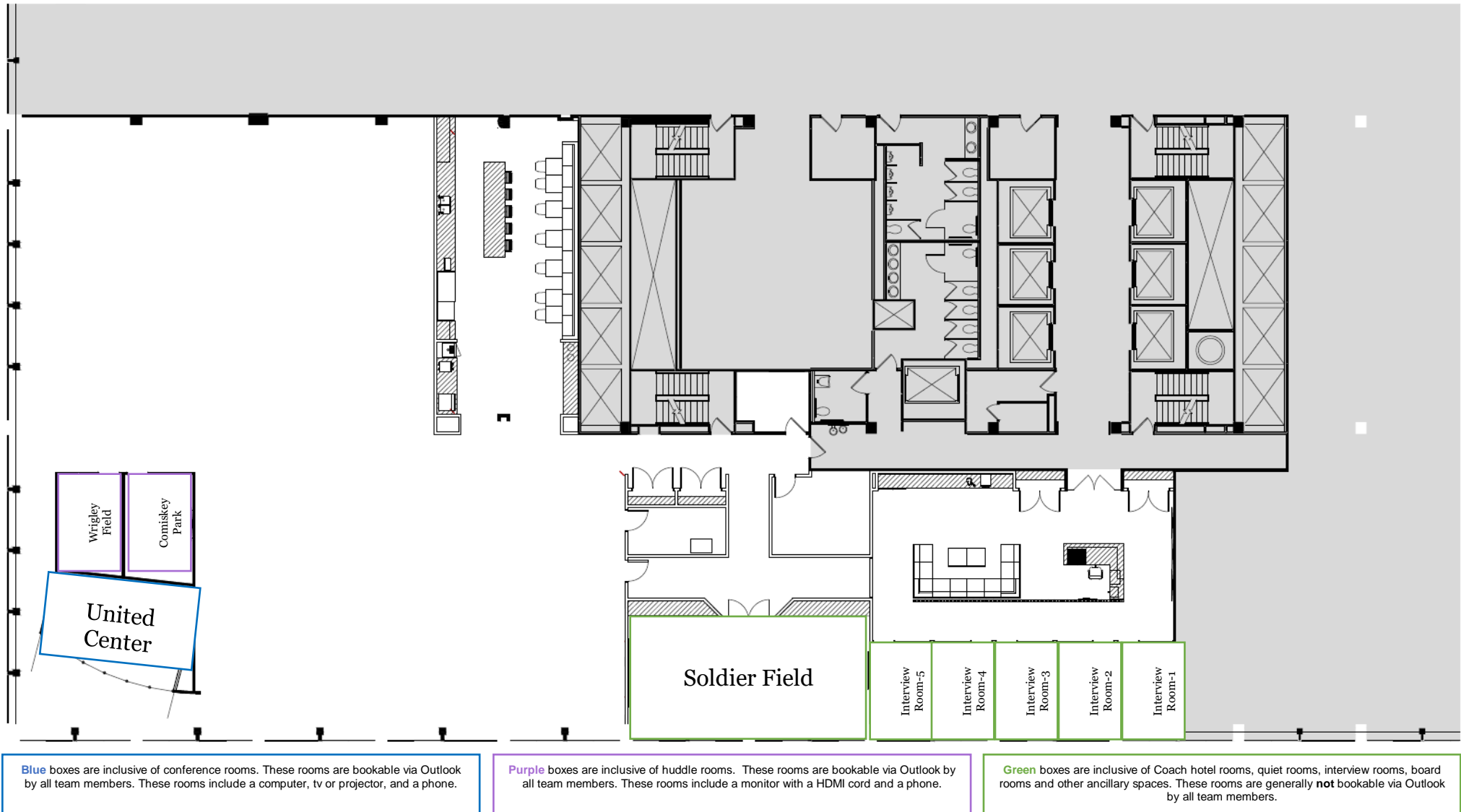


Floor 20 Conference Rooms

Click on a Room to see detailed information



Floor 21 Conference Rooms

Click on a Room to see detailed information



Room Summary

Find a room type appropriate for your needs and/or click on the [Tech Resource](#) to see detailed instructions how to use that system. Please cleanup the room after using and return all items/equipment back to the appropriate location and erase any whiteboards used.

If you have any questions or something is not working as expected, please reach out to infrastructure_group@belvederetrading.com. Please don't touch any equipment or other equipment other than the Keyboards/Mice, TV Remotes, Power button on displays in Huddle Rooms, Conference Room Display Tablets and Touch Panels in the Divisible Rooms and Boardrooms without consulting with someone from Infrastructure.

ROOM TYPE: BOARDROOM

- General Purpose: Vendor Meetings, Web-Conferencing
- Count: 2 (20 – 1, 21 – 1)
- Size: up to 30 people
- Names: Chicago Riverwalk, Soldier Field
- Who Can Book: People Group, Coaches, Heads
- Book out period: 26 weeks
- Accept for repeat meetings with less than 25% conflicts
- Resources:
 - [PC](#), [Screen Mirroring](#), [Web Conferencing](#), [dual displays](#), [HDMI input](#), [Speaker Phone](#)
- Tablet Display Properties:
 - Can book on screen: NO

ROOM TYPE: STANDARD MEETING ROOM

- General Purpose: Standard Meetings
 - Count: 3 (20 – 1, 21 – 2)
 - Size: 5 - 12 people
 - Names: United Center, Goose Island, Navy Pier
 - Who Can Book: Anyone
 - Book out period: 26 weeks
 - Accept for repeat meetings with less than 25% conflicts
 - Resources:
 - [PC](#), [Screen Mirroring](#), [TV Monitor](#), [Phone](#)
 - Tablet Display Properties:
 - Can book on screen: YES
-

Room Summary cont.

ROOM TYPE: INTERVIEW ROOM

- General Purpose: Face to Face and HireView (web) interviews
 - Count: 5 (20 – 5)
 - Size: 3 people
 - Names: Interview Room 1 - 5
 - Who Can Book: People Group
 - Book out Period: 26 weeks
 - Reject all on meeting conflict
 - Resources:
 - [iMac](#), [Phone](#)
 - Tablet Display Properties:
 - Can book on screen: NO
 - One vertical mount 43" for all 5 rooms, no tablets ([See it](#))
-

ROOM TYPE: HUDDLE ROOM

- General Purpose: Collaborative Work
 - Count: 7 (20 – 2, 21 – 5)
 - Size: 3 people
 - Names: Wrigley Field, Comiskey Park, Buckingham Fountain, The Bean, Magnificent Mile, Adler Planetarium, Shedd Aquarium
 - Who Can Book: Anyone
 - Book out Period: 12 weeks
 - Reject all on meeting conflict
 - Resources:
 - [~43" Display](#), [Phone](#)
 - Tablet Display Properties:
 - Can book on screen: YES
-

ROOM TYPE: DEPARTMENT HOTEL OFFICE

- General Purpose: Temporary (Daily) Office
 - Count: 9 (9 – 21, 3 per department)
 - Size: 3 people
 - Names: *Department* Hotel 1 - 3
 - Who Can Book: Heads/Coaches/Leads of respective departments
 - Book out Period: 26 weeks
 - Reject all on meeting conflict
 - Resources:
 - 2 – 32" displays
 - Tablet Display Properties:
 - Can book on screen: NO
-

Room Summary cont.

ROOM TYPE: DIVISIBLE MEETING ROOM

- General Purpose: Standard and Large Meetings
 - Count: 2 (2 – 21)
 - Size: 8-50 people
 - Names: Millennium Park, Lincoln Park
 - Who Can Book: Anyone
 - Book out Period: 26 weeks
 - Accept for repeat meetings with less than 25% conflicts
 - Resources:
 - [PC](#), [Screen Mirroring](#), [Projector](#), [Phone](#), [Room Dividing/Combining](#), [Microphone](#)
 - Tablet Display Properties:
 - Can book on screen: YES
-

ROOM TYPE: GAME ROOM/BAR

- General Purpose: Company Meeting or Casual Use
 - Resources:
 - [PC](#), [2 TVs](#), [Projector](#), [Bluetooth/Pandora](#) Audio playback
-

ROOM TYPE: QUIET ROOM

- General Purpose: Work quietly away from your desk
- Resources:
 - Peace and Quiet and Views of the City

Tech Resource Guide

PC:

Workstations are setup via wireless and wired mice/keyboards. You should never need to login to a workstation and you should use Chrome as your browser, which is configured to open in incognito mode in the event you forget to log out of a website, but close the window. If you don't see an image initially, please make sure the keyboard is on/wired and press spacebar and wait 15 seconds. If you still don't see an image, check the [Display](#) or [Projector](#).

With a wireless keyboard, please ensure that you turn off the mouse and keyboard to preserve battery life.

IMAC:

iMacs are always logged in and are primarily used for HireVue or to access other websites. If you have a requirement, please discuss with the Recruiting Team.

SCREEN MIRRORING (AIRSERVER SOFTWARE):

AirServer software runs on the [PC](#) and broadcasts the name of room you are in. On a MacBook or Windows Laptop you can mirror your screen to the [TV](#) or [Projector](#) by following this instructions in the links below and selection the room name you are in.

[Windows: Project your screen to a wireless display](#)

[Apple: Mirror or extend your Mac display](#)

TV/DISPLAY:

Ensure that the TV/Display is on and the input you are trying to use is selected. Please give the TV/Display ample time to detect a newly connected or waking device since auto-detect may be enabled.

Turn the display off when done with your meeting.

BAR TVS:

The 2 TV's have remote controls in the console cabinet to the right of the TV's. Each TV operates independently and has a cable box in the console cabinet. The cablebox on the left controls the right TV and the cablebox on the right controls the left TV. There are also gaming consoles in the console cabinet that can be used and connected to either TV in the console cabinet if they have HDMI connections. In order to hear the sound from either TV in the Game Room/Bar reference the [Advanced Audio](#) section of this guide.

Please turn off the TVs after using.

Tech Resource Guide cont.

PHONE:

Phones should display an image on them if they are powered and online. To receive a call from any phone the number to be called is 312-893-3752 plus the extension of the phone in the top right corner.

To make an outgoing call, just dial as you would from any phone, you don't need to prepend a number to get an outside line. To reach someone internally, find their extension on the [directory website](#) and dial their extension.

WEB CONFERENCING:

Web Conferencing is to be used using Microsoft Teams software. Please reference this information for their use:

<https://products.office.com/en-us/microsoft-teams/group-chat-software>
<https://www.youtube.com/watch?v=wuA4rdFsVxo>

Reference this information to aim and zoom camera in the conference room:



The video camera can be used with video conferencing applications like Skype, Zoom or other computer based conference packages.

Use the Zoom buttons to size the image.



Use the wheel to pan / tilt the video camera.



Presets – use the preset buttons to store camera position for quick recall. To store a preset use the zoom and Pna / Tilt buttons to position the camera and then push and hold one of the presets for 5 seconds. To recall simply select the input.

Tech Resource Guide cont.

BOARDROOM PHONE:

For audio conferencing, select “Audio Conf” from the touch panel and follow the instructions below.

Board Room - Audio Conferencing



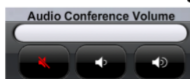
Mic Mute –



Toggle the Mic Mute button to mute/unmute the ceiling microphone. (This is the outgoing audio.)

Volume Controls –

Select to mute the overhead speakers and incoming conference audio.



To initiate an audio conference call, utilize the dial pad to enter the number followed by selecting ‘Dial’.

- **Numeric Buttons** – Used to enter the phone number.
- **Dial** – Used to dial the number entered.
- **End** – Used to end the audio conference call.
- **Back Space** – Use to delete one digit in the phone number.
- **Clear** – Use to delete the phone number entered.
- **Incoming Call** – Select Ignore or Answer when someone dials into the room.



DIVISIBLE ROOM DIVIDING/COMBINING: (TO BE COMPLETED BY INFRASTRUCTURE OR PEOPLE TEAM ONLY)

Rooms can be physically divided/combined by turning the keys by the accordion wall at the same time.

Rooms can be virtually divided/combined by using the panel in the Lincoln Park Conference Room and combining/dividing rooms. The Streaming and Advanced switching options allow to select the source audio and video inputs for the virtual space.

Tech Resource Guide cont.

Conference / Game Room Space – Combined





When all rooms are combined additional sources are available for display on the projectors. The selected source will display all projectors. Simply select the source.

(See combining page for instruction on how to divide and combined the system.)

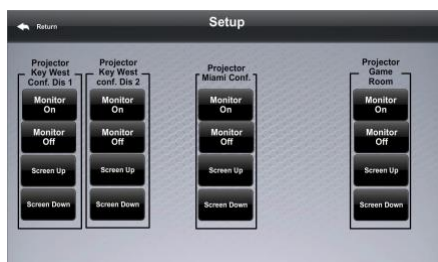
Advanced Switching – select to enter the advance switching page.



Streaming Advance – select to enter the Yamaha Streaming Advanced Page

- Select the Bluetooth button to play from your portable device. 
- Down the MusicCast Controller application to your portable device and pair your device
- Select the Pandora button to listen to the streaming Pandora account. 
- Use the Play and forward/ Reverse buttons to control what is being played
- Select the Presentation to exit the page

Conference / Game Room Space - Advanced Settings



Settings Page

The Settings page allows for individual projector control.



Advanced Presentation

When in full room combined the Advanced Presentation Page allows you to select any system input and route it to any projector. Simply select the room then the input.

The Audio routing buttons allow routing of any presentation source to the overhead speakers.

Tech Resource Guide cont.

MICROPHONE IN MILLENNIUM PARK ROOM: (TO BE SETUP FOR USE BY INFRASTRUCTURE AND PEOPLE ONLY)

The microphone is located in the cabinet in the Millennium Park Conference Room. It is intended to only be used while all rooms are in Combined mode. Simply turn on the microphone and begin to use. The volume can be adjusted on the Millennium Park Conference Room panel.

As a backup, there is also a hardwired microphone plugged into the Lincoln Park Conference Room PC.

PROJECTORS IN DIVISIBLE ROOMS: (FOR GENERAL MEETING USE IN DIVIDED MODE)

Please make sure to turn the system off when finished using the room.

Conference / Game Room Space – Presentation



Using the touch controller to select an activity to begin;

- Room PC – display from the room computer



Conference Room Presentation Page
System Power Off

Volume Up / Down / Speaker Mute

Settings – Access the advanced monitor control and routing page



Tech Resource Guide cont.

BLUETOOTH IN GAME ROOM/BAR:

Follow the instructions in [Advanced Audio Settings](#) to select Bluetooth input, then pair your Bluetooth phone/device with “GameRoom 21 Bluetooth”.

PANDORA IN GAME ROOM/BAR:

A Pandora account is setup to play a “Today’s Hits Radio”. To play Pandora, follow the [Advanced Audio Settings](#).

ADVANCED AUDIO SETTINGS IN DIVISIBLE CONFERENCE ROOMS:

Select Streaming Advanced (Select “Streaming” first if in Game Room) from the panel. If the room is divided or combined, the only Audio source options available on a given touch panel are those available to that virtual space. For example, with all rooms divided, Pandora and Bluetooth are only visible in the Game Room/Bar.




When all rooms are combined additional sources are available for display on the projectors. The selected source will display all projectors. Simply select the source.

(See combining page for instruction on how to divide and combined the system.)

Advanced Switching – select to enter the advance switching page.



Streaming Advanced – select to enter the Streaming Advanced Page

- Select the Bluetooth button to play from your portable device. 
- Select the Pandora button to listen to the streaming Pandora account. 
- Use the Play and forward/ Reverse buttons to control what is being played
- Select the Presentation to exit the page

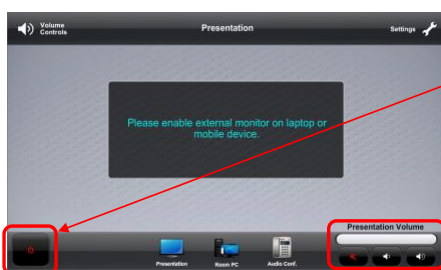
Tech Resource Guide cont.

DUAL DISPLAYS IN BOARDROOMS:



Using the touch controller to select an activity to begin;

- Presentation – display from laptop at table
- Room PC – display from the room computer
- Audio Conference



Presentation Page

System Power Off

Volume Up / Down / Speaker Mute

Settings – Access the advanced monitor control and routing page



Settings Page

The Settings page allows for individual monitor control.

Video Routing - Routing allows the selection of any video input device to any of the displays. Select the monitor and the desired input to route a source to either display.



System Power

Select the system off button on the presentation or audio conference pages to turn off the system.



Confirm system shut down via the Power Down Room page.