A blue and white logo

Description automatically generated

Oval 2841 Conference Room Instructions

***INTRO: Located on the 28th floor. This room has IT technology to ensure meetings, presentations, and video conferences run smoothly. Please follow the instructions below.***

## (0) The TV remote is placed on the credenza. The device shouldn’t be turned off.

|  |  |
| --- | --- |
| A remote control on a table  Description automatically generated | * If the TV is OFF, please press the power button on the remote to turn it back on. |
| * If the PC is OFF, please press the ON button on the PC located behind the TV. |
| * Press the remote input button to switch between inputs if needed. |

## (1) To log in to the computer or access RP-Guest Wi-Fi please use the credentials displayed on the table.

## (2) To display/share content using a Clickshare Button you should follow the steps below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1** | **Step 2** | **Step 3** | **Step 4** |
| A black headphones attached to a computer  Description automatically generated | A black speaker from a black cord  Description automatically generated | A screenshot of a computer  Description automatically generated | A black speaker with a red border  Description automatically generated |
| * Plug the Button into your laptop (Windows or Mac): Wait until the white ring on the Button fillsup*. The button may start flashing white.* | * When the Button changes to static white, it's ready to share content. | * *Info! If the Button continues to flash white, run the application file located under Clickshare D: (red icon) in “This PC”* | * Click the Button. *The button LED changes to a static red and your screen is shared.* * Switch the Input if needed. |

## (3) To display/share content using a USB-C, please plug the USB-C display cable located beneath the table and switch the input to Cable/TV.

|  |  |
| --- | --- |
| A chair with a cord attached to it  Description automatically generated | Notes: |

## (4) Audio System:

Follow the steps if you would like to switch the output for the device Audio:

1-Expand the audio

A screenshot of a phone

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2-Click the arrow icon

A screen shot of a computer

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3-And select your……

A screenshot of a device

Description automatically generated

## (5) Adjust the camera and video settings for Teams conference call:

## (6) To charge your Surface or Lenovo Computer during the use of this room, please use the allocated chargers beneath the table.

## (7) Using Whiteboard and its features

## (8) Common issues:

In case ……. please contact the IT Administrator.

## (9) Once finished using the room