



# OVAL CONFERENCE ROOM

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



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

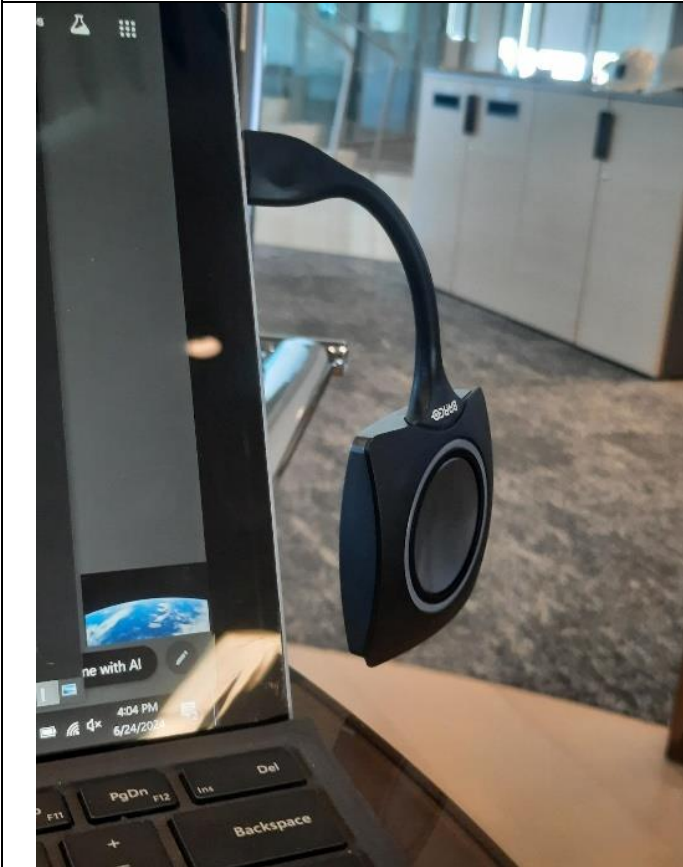
















(2) The TV remote is placed on the credenza. The device shouldn't be turned off.



- 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.



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

<b>Step 1</b> <ul style="list-style-type: none"><li>• Plug the Button into your laptop (Windows or Mac): Wait until the white ring on the Button fills up. <i>The button may start flashing white.</i></li></ul>	<b>Step 2</b> <ul style="list-style-type: none"><li>• When the Button changes to static white, it's ready to share content.</li></ul>																								
																									
<b>Step 3</b> <ul style="list-style-type: none"><li>• <i>Info! If the Button continues to flash white, run the application file located under Clickshare D: (red icon) in “This PC”</i></li></ul>																									
<table><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr><tr><td> Download ClickShare Extension Pack</td><td>2/1/2021 8:19 AM</td><td>Internet Shortcut</td><td>1 KB</td></tr><tr><td> ClickShare_for_Windows</td><td>2/1/2021 8:19 AM</td><td>Application</td><td>12,410 KB</td></tr><tr><td> eula</td><td>2/1/2021 8:19 AM</td><td>Internet Shortcut</td><td>1 KB</td></tr><tr><td> privacy_policy</td><td>2/1/2021 8:19 AM</td><td>Internet Shortcut</td><td>1 KB</td></tr><tr><td> ClickShare_for_MacOSX.app</td><td>2/1/2021 8:19 AM</td><td>File folder</td><td></td></tr></table>		Name	Date modified	Type	Size	 Download ClickShare Extension Pack	2/1/2021 8:19 AM	Internet Shortcut	1 KB	 ClickShare_for_Windows	2/1/2021 8:19 AM	Application	12,410 KB	 eula	2/1/2021 8:19 AM	Internet Shortcut	1 KB	 privacy_policy	2/1/2021 8:19 AM	Internet Shortcut	1 KB	 ClickShare_for_MacOSX.app	2/1/2021 8:19 AM	File folder	
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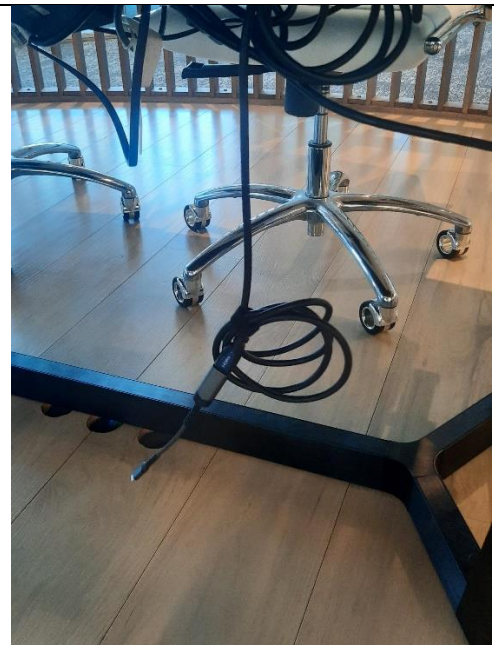


#### Step 4



- 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.

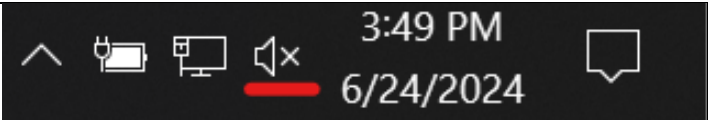
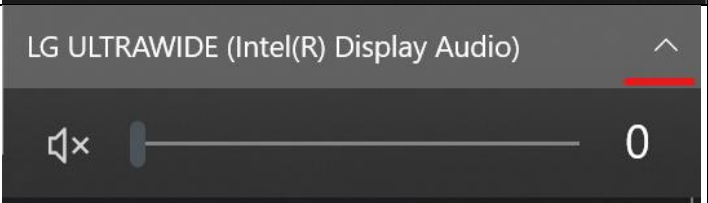
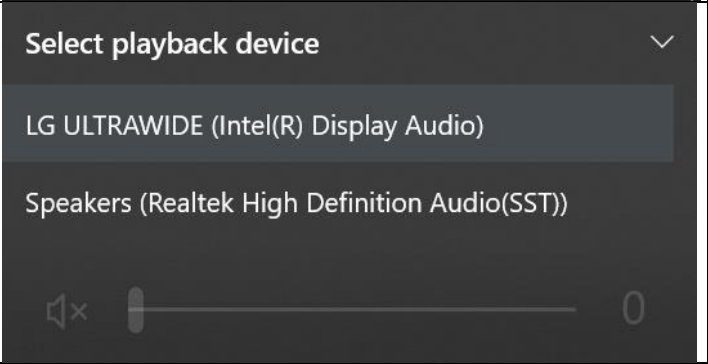


Notes:



(4) Audio System:

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

1- Expand the audio by clicking.....	
2- Click the arrow icon.....	
3- And select your desired.....	

(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