



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.

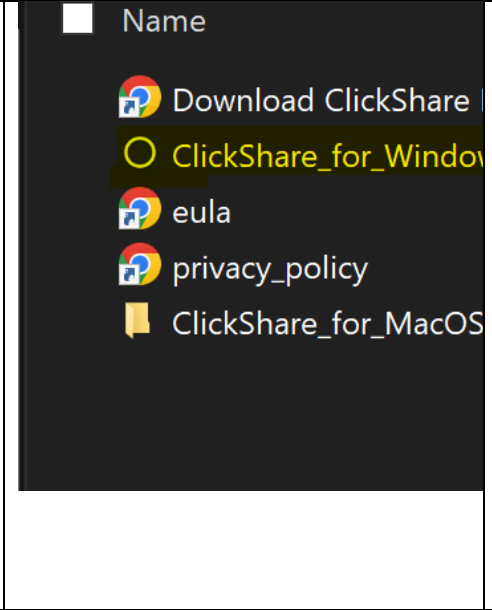
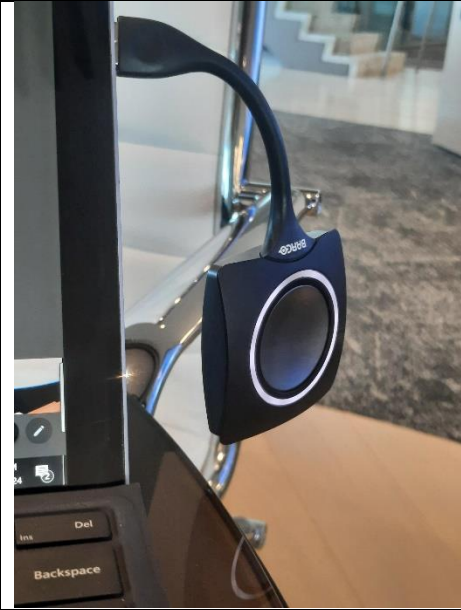
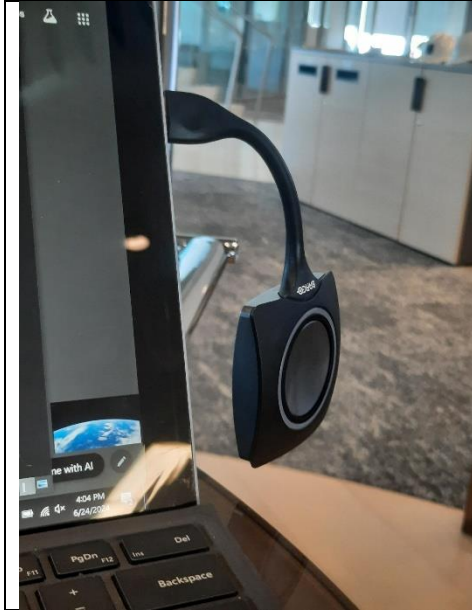


- If the TV is OFF, please press the power button on the remote to turn it back on.
- If the PC is OFF, please press the ON button on the PC located behind the TV.
- Press the remote input button to switch between inputs if needed.

(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
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- Plug the Button into your laptop (Windows or Mac): Wait until the white ring on the Button fills up. *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"*

(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.

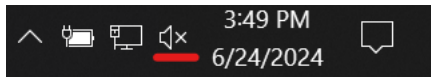


Notes:

(4) Audio System:

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

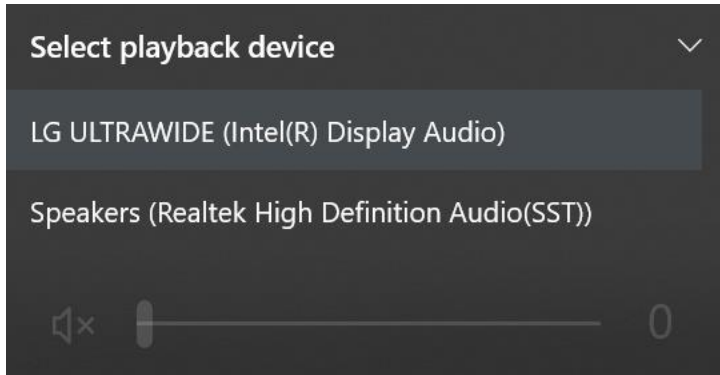
1-Expand the audio



2-Click the arrow icon



3-And select your.....



(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