



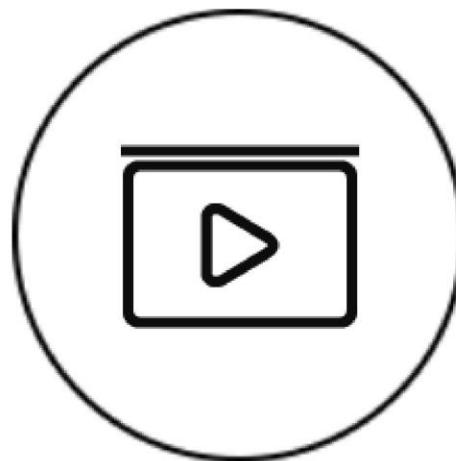
Financial Services Regulatory
Authority of Ontario

FSRA Large Meeting Room Audio Visual Instructions

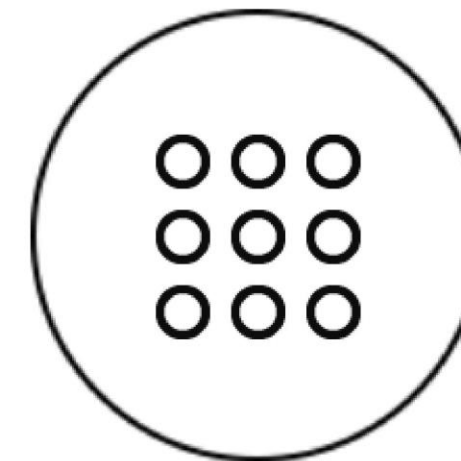
Tap anywhere
on the screen
to start system

Welcome to the Large Meeting Room.

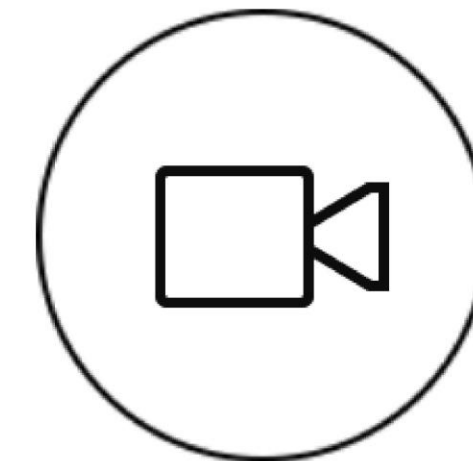
How would you like to use the room?



Presentation



Audio Conferencing



Web Conferencing

The top and bottom menus are available from every page.



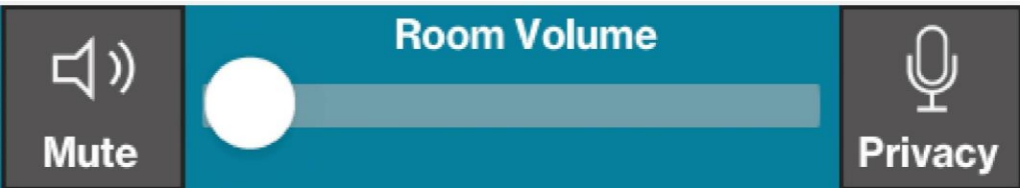
Manually power the display On/Off



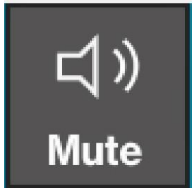
Shutdown system



Toggle between pages



Program Volume, controls the overall volume of the system



Mute



Mute Ceiling Mic



Presentation

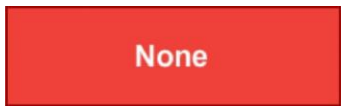
This page allows the user to select which source to display on screen.



HDMI Inputs
mounted in table



Use AirMedia to
wirelessly share
content from device



Stop sharing and turn
off display



3:48 PM
January 25, 2021



PRESENTATION

Select a source to send to the room display.

Front Table

Rear Table

AirMedia

None

Play

Grid

Camera

Room Volume

Mute

Privacy

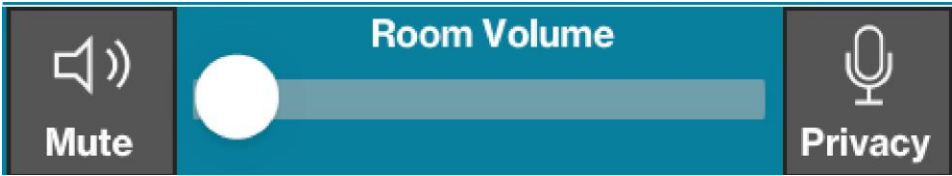
Audio Conference

This page allows the user to make phone calls using the in-room AV equipment.

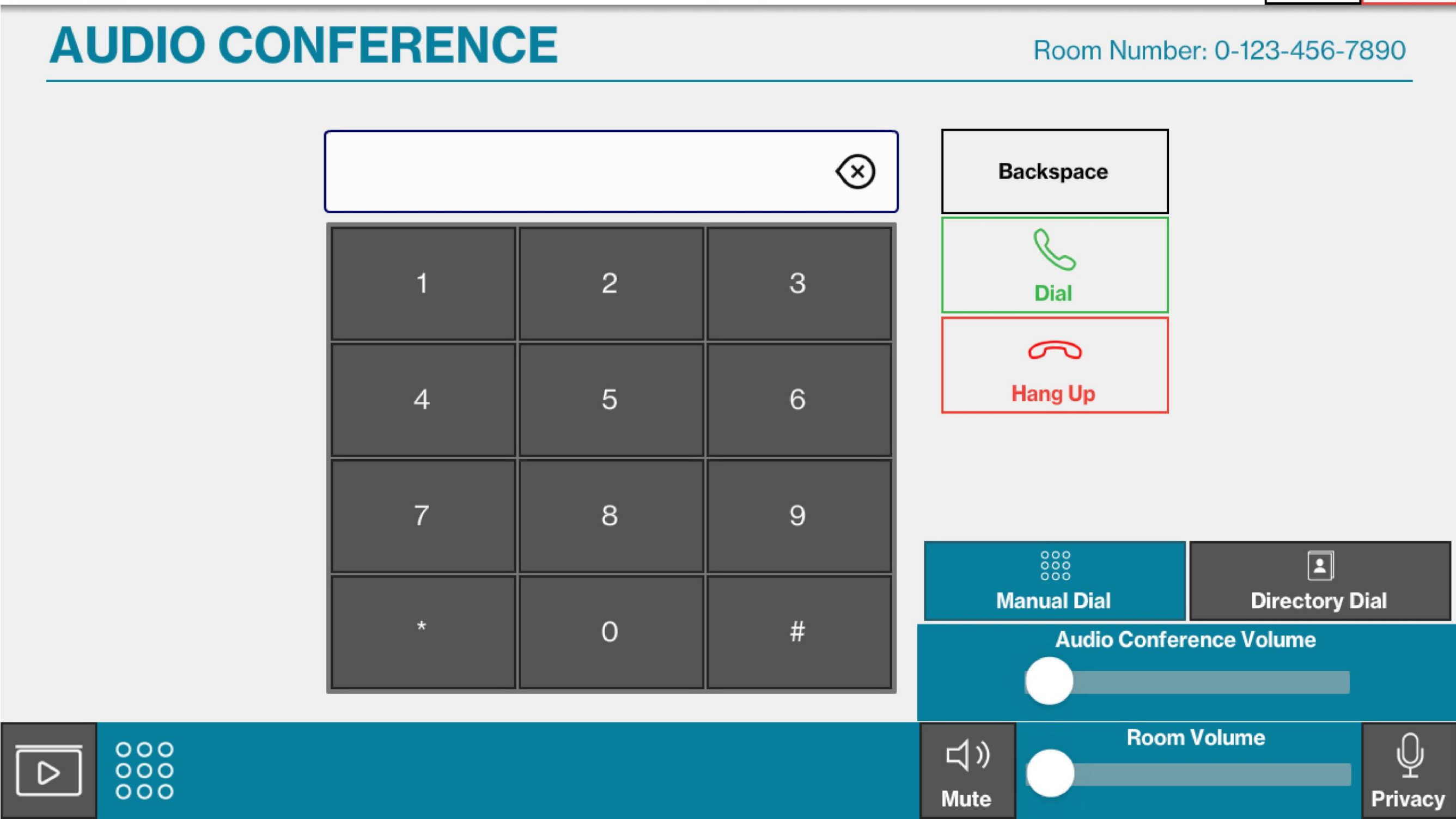
Audio Conference Volume will adjust the in-call volume.



Use the Mute button to mute the call and Privacy to mute the microphone.

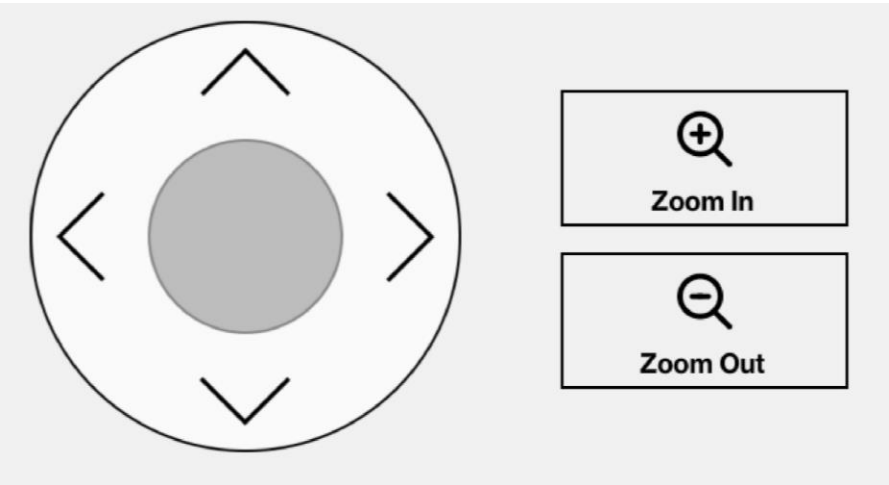


3:49 PM
January 25, 2021



Web Conferencing

To use the web conference features, connect the USB cable in the table to your laptop.



Use the directional arrows and zoom in/out to position the camera.



To store a preset, position the camera then hold the preset button for 5 seconds.

FSRA

Financial Services Regulatory
Authority of Ontario

3:48 PM

January 25, 2021

Settings

Shutdown

WEB CONFERENCING

Connect via USB at the Front Table

Zoom In

Zoom Out

To save a preset, press and hold one of the preset buttons for five seconds.

Preset 1

Preset 2

Preset 3

Preset 4

Preset 5

Room Volume

Mute

Privacy

Shutdown

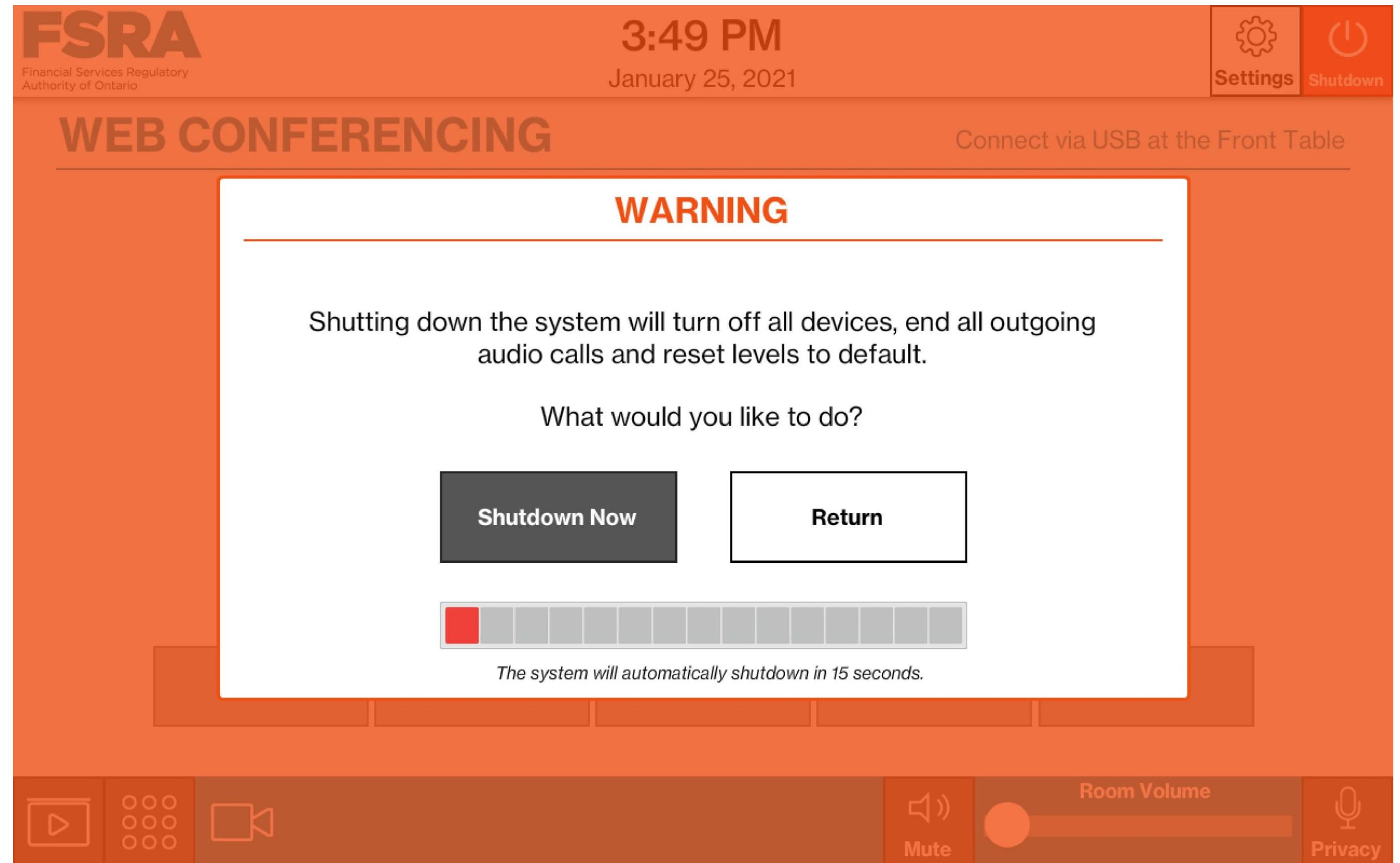
When the power icon is selected, the system begins to shutdown. This will turn off displays, mute microphones and put cameras in privacy mode.

Shutdown Now

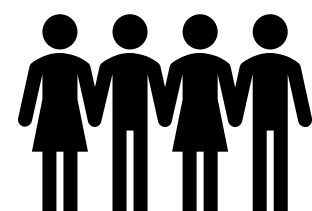
Shutdown now will immediately shutdown the system.

Return

Return will abort shutdown.



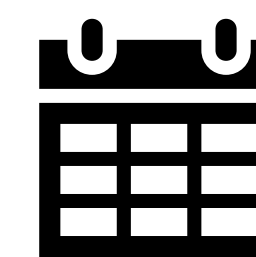
Meeting Room Guide – Bryan Davies Boardroom



Max 20 Participants



16th Floor
Room 1638



Reserve room as a resource
through your Outlook Calendar.

Room Functionality:



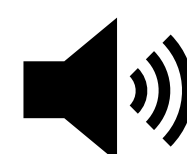
Wi-Fi



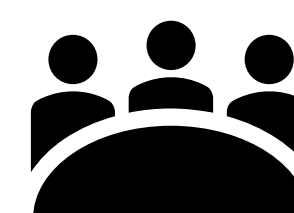
Display



Ceiling
Microphone



Ceiling
Speakers



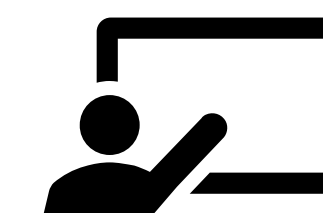
In Person
Meetings



Hybrid
Meetings



Podium



Whiteboard

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.

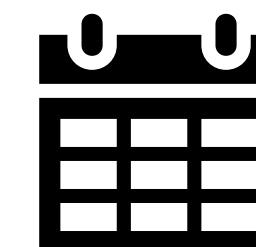
Meeting Room Guide – Algonquin Room



Max 14 Participants



2nd Floor
Room 237



Reserve room as a resource
through your Outlook Calendar.

Room Functionality:



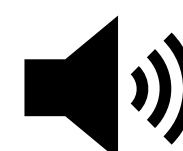
Wi-Fi



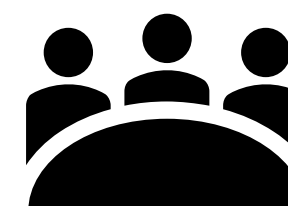
Display



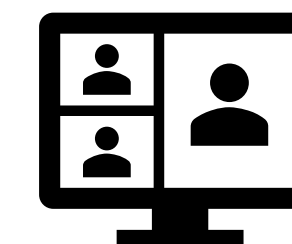
Ceiling
Microphone



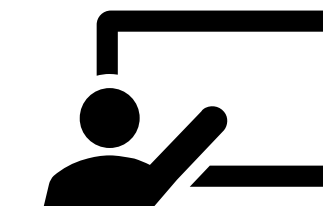
Ceiling
Speakers



In Person
Meetings



Hybrid
Meetings



Whiteboard

Meeting Scenarios:

- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
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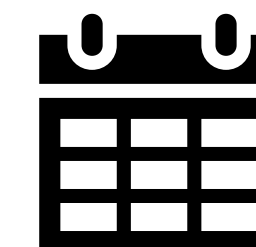
Meeting Room Guide – Trillium Room



Max 14 Participants



16th Floor
Room 1638



Reserve room as a resource
through your Outlook Calendar.

Room Functionality:



Wi-Fi



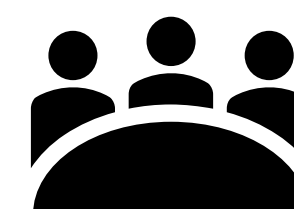
Display



Ceiling
Microphone



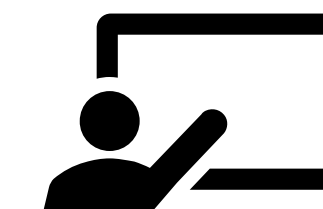
Ceiling
Speakers



In Person
Meetings



Hybrid
Meetings



Whiteboard

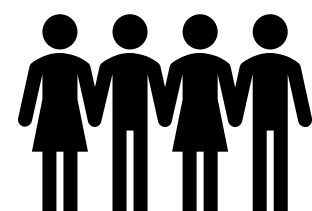
Meeting Scenarios:

- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.

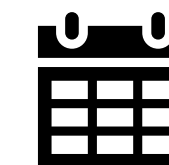
Meeting Room Guide – Ontario Room



Max 36 Participants



1st Floor
Room 113



Reserve room as a resource through
your Outlook Calendar.

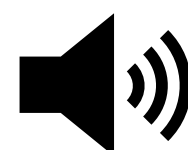
Room Functionality:



Wi-Fi



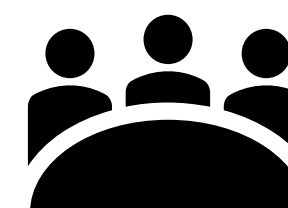
Display



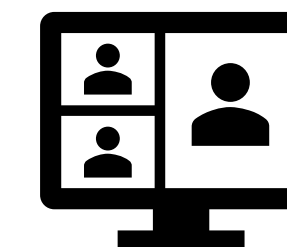
Ceiling
Speakers



1 Handheld
and 2 Lapel
Microphones



In Person
Meetings



Hybrid
Meetings



Podium

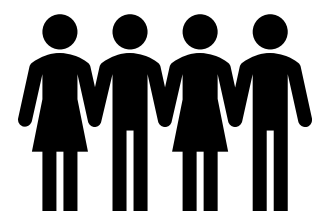
Meeting Scenarios:

- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
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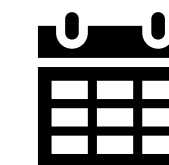
Meeting Room Guide – Superior Room



Max 18 Participants



1st Floor
Superior - Room 112
Ontario - Room 113



Reserve room as a resource through your Outlook Calendar. Each room will need to be booked if both are needed at the same time.

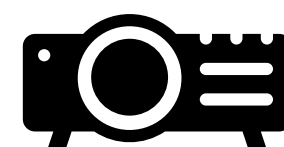
Room Functionality:



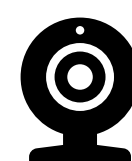
Wi-Fi



Display



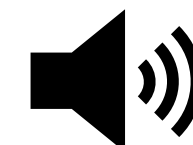
Projector



Podium
Camera



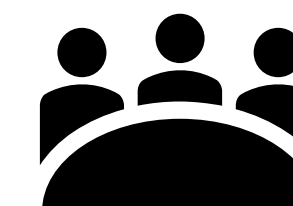
Ceiling
Microphone



Ceiling
Speakers



1 Handheld
and 2 Lapel
Microphones



In Person
Meetings



Hybrid
Meetings



Podium

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Advise General Services if dividing room wall needs to be open or closed.
- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.

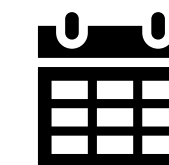
Meeting Room Guide – Ontario and Superior Rooms



Superior - Max 18 Participants
Ontario - Max 36 Participants



1st Floor
Superior - Room 112
Ontario - Room 113



Reserve room as a resource through your Outlook Calendar. Each room will need to be booked if both are needed at the same time.

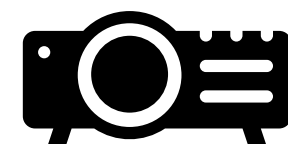
Room Functionality:



Wi-Fi



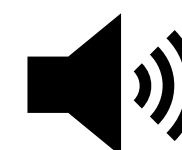
Displays replicate each other



Projector



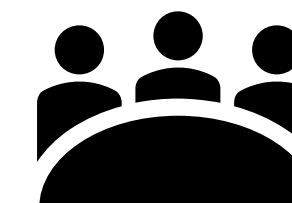
Ceiling
Microphone



Ceiling
Speakers



2 Handheld
and 4 Lapel
Microphones



In Person
Meetings



Hybrid
Meetings



Podium

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

Helpful Hints:

- Advise General Services if dividing room wall needs to be open or closed.
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