

# Community Rooms A & B Conference Room A/V Setup (Room 101A & Room 101B)

This guide details how to set up The Community Rooms A & B for virtual meetings and presentations.

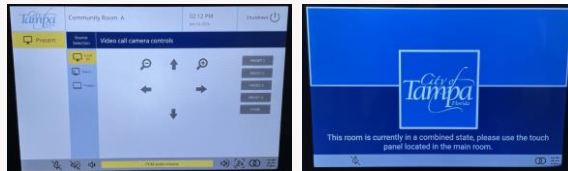
## 1 Using the PC in the Room

When you enter the conference room, you will locate the keyboard that will be on one of the podiums. To turn on the screen, use either the mouse or keyboard to wake up the local PC. Once the screen turns on, use your City issued credentials to log into the system.

*If you are using a Personal/Work Laptop you will use the Barco Pucks to connect to share your content. Barco Installation Instructions are accessible via the QR code located on the podiums.*

## 2 Mounted Logitech Tablets

Once you enter either room, immediately to your left will be a mounted Logitech tablet. This tablet is where you can control the Web Camera, Barco Puck Clickshare, and combine the rooms to make both screens present the same content. If the tablet in Comm Room B says the room is in a combined state, you must use Comm Room A's tablet to disable it.



## 3 Using a Laptop to Connect via Barco Puck

To use your work/personal laptop to connect to the TV for a presentation, you will plug the Barco puck into the laptop using a USB-C port. Once you plug in the Barco puck, if you have not already installed the software, it will prompt you to do so. **For Barco puck installation instructions, please refer to the QRC code posted on the speaking podiums.**

If you have already installed the software, you will follow the instructions on your laptop screen on how to share your content.



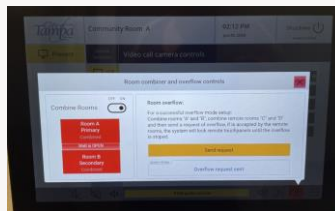
## 4 Audio Settings- Microphone

Each side of the room has 1 Sennheiser microphone that can be utilized in presentations. To make sure the microphone is connected, you will look on the Logitech Tablet mounted on the wall to make sure it is synced up.



## 5 Combining the Screens

If you want to connect both screens in the community rooms to display the same image, you will click the interlocked circles on the bottom right-hand corner of the Logitech tablet mounted on the wall. **You must use the tablet mounted in Community Room A to do this.**



## 6 Inventory

- 2 Logitech Keyboards (one per side)
- 2 Logitech Mouses (one per side)
- 2 Sennheiser Handheld Microphones (one per side)
- 2 Sennheiser Wired Microphone Packs (one per side)
- 4 Barco ClickShare Pucks (two per side)
- 2 mounted Logitech Web Cameras (one per side)

## Outlook Naming Conventions

To reserve this conference room, you will book it via Outlook. To locate the conference room, search for:

- CR\_CCH\_1\_CommRmA- (Community Room A)
- CR\_CCH\_1\_CommRmB- (Community Room B)



# QRC Digital Code

To access this Quick Reference Guide digitally, scan the QR code below



To scan the QR code, open your smart phone's camera and hover over the code. You will see a link appear where you will click it to access the digital version of this guide.