

# Sandbar Executive Suite Conference Room A/V Set Up (Room 304.02)

This guide details how to set up the Sandbar Executive Suite Conference Room for virtual meetings and presentations.

## 1 Using the PC in the Room-Extron Panel

When you enter the conference room, to the left you will see the Extron panel. To use the Local PC located in the room, you will select PC. From there you will use the keyboard to sign into the computer with your City credentials.



## 2 Switching HDMI inputs/sources

To switch the HDMI input on the TV screen based on the method of logging in, you can either select the buttons on the Extron panel or by pressing the Source button on the Samsung TV remote until you land on the correct input.



HDMI 1-  
Laptop

HDMI 2-  
Wireless

HDMI 3-  
PC

## 3 Using a Laptop to Connect via Barco Puck

To use your laptop to connect to the TV for a presentation, you will plug the Barco puck into the laptop into any of the USB-C ports. 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 near the Extron panel.**

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

There are a couple of ways to adjust the volume of the Samsung TV in the conference room. You can either adjust the volume on the Extron panel, by using the Samsung TV remote, or by using the Bose Soundbar remote.



## Turning Equipment On/Off

To preserve the equipment, make sure that the equipment is powered on and off correctly. To turn on the TV, you can either press the On button in the Display section on the Extron panel or use the TV remote to turn it on. To turn off the equipment, you can use the Off button on the Display section of the Extron panel or use the TV remote to power it off.

## Inventory

The loose items that are located in the Sandbar Executive Suite Conference Room are:

- 1 Amazon Keyboard
- 1 Amazon Mouse
- 1 Barco Puck
- 1 Samsung TV Remote
- 1 Bose Soundbar Remote

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