

Abbotsford Executive Boardroom Video Conferencing User Guide

- 1) When you first approach the touch screen (located to the right of the TV monitor) you will see the following panel



Touch screen to begin

2) Touch anywhere on the screen and the following control page will appear



At this point you will have 2 choices:

- 1) Press the Room Computer tab - the TV monitor will turn on and you will be able to access log into the Room Computer. This computer has access to the internet and a webcam, speakers and a microphone for Video Conferencing. Be sure to turn the switch on the wireless keyboard and mouse in the room to “ON” if you want to use the Room Computer.
- 2) Press the Table Input tab - any laptop that is connected to the Boardroom table HDMI video cable at the table center will now be able to share content on the TV Monitor.

You will also be able to adjust Volume up or down (or mute) using this page on the touch panel. If there is audio accompanying what you are displaying on the TV Monitor it will play through the ceiling speakers in the boardroom.

Skype for Business & Zoom have been loaded onto the Boardroom PC. To access this feature, start the application, input your username and password and you are ready to

start your Video Conference. Remember to sign out of the application when you are done.

When you complete your time in the in the Boardroom press the Shutdown tab on the top right hand corner of the screen. The following panel will appear. At this point you will have an option to go back to the previous screen or shut down the system.

