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Video & Phone Conference Instructions

## BC71-123 Conference Room Video & Phone Conference Instructions

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Room Phone number: 561-297-2054

### BC-71 Conference Room 123 Technology Cheat Sheet Guide



#### How to make an audio-only phone call

1. Touch screen to power on
2. Tap phone icon on the bottom blue bar
3. Dial number and press the green Dial button.
4. Adjust volume by using the up and down arrow keys on the black panel



#### How to make a video conference call

1. Reserve the video conference 2-3 weeks in advance. Visit the COM IT Intranet site for instructions.



#### How to make a Skype call

1. Touch screen to power on
2. Tap Room PC icon on the top left
3. Use wireless keyboard/mouse to double click on Skype icon on the desktop (or touch the TV screen directly)
4. Login to your Department Skype account and make call



#### How to load PowerPoint / Word File / Web Browser

1. Touch screen to power on
2. Tap Room PC icon on the top left
3. Use wireless keyboard/mouse to double click on PowerPoint/Word or Web Browser icon on the desktop (or touch the TV screen directly)



#### How to load my USB thumb drive content

1. Touch screen to power on
2. Tap Room PC icon on the top left
3. Plug in your USB thumb drive into the extension on top of cabinet
4. Use wireless keyboard/mouse to double click on the My Computer icon on the desktop (or touch the TV screen directly). Navigate to your thumb drive files.



#### How to connect my laptop to project on the screen (special events)

1. Contact COM IT 1-2 weeks in advance for this need.

Tap **SHUTDOWN** on the bottom left blue bar to **POWER OFF** the system after use.