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BC71-123 Conference Room Video & Phone Conference Instructions

Jeff Clark - 2026-02-24 - [Classroom/Conference Room Technology](#)

BC-71 Conference Room 123 Technology Cheat Sheet Guide



How to make an audio-only phone call

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| 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

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| 1. | Reserve the video conference 2-3 weeks in advance. Visit the COM IT Intranet site for instructions. |
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How to make a Skype call

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| 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

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|----|---|
| 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

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| 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)

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| 1. | Contact COM IT 1-2 weeks in advance for this need. |
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Tap **SHUTDOWN** on the bottom left blue bar to **POWER OFF** the system after use.