NEWFOUNDLAND AND LABRADOR
MEDICAL ASSOCIATION

Board Room
Guide
Capacity *23 |* ***Services*** *Audio Conferencing, Projection |* ***Mic*** *Ceiling |* ***Speakers*** *Ceiling*
Version *2019.05.22*

Audio Conferencing

Audio conferencing is provided by Bell Conferencing Solutions. There are three always-on bridges for NLMA House; ensure you use the one you booked.

- Select Audio Conference on the touch panel.
- Dial the conference number followed by the Call button. Once connected, enter the conference ID followed by the moderator PIN when prompted (if applicable).
    - **Conference Number** (855) 453-6962 (Canada/US)
    - **Technical Assistance** (800) 561-7338
    - ***Bridge 1***
        - **Conference ID** 9821478# | **Moderator PIN** 3758#
    - ***Bridge 2***
        - **Conference ID** 4628928# | **Moderator PIN** 3935#
    - ***Bridge 3***
        - **Conference ID** 8147793# | **Moderator PIN** 6653#
    - To mute/unmute mic, click the mic button on the touch panel (bottom right).
    - To mute/adjust speaker volume, click the speaker buttons on the touch panel (bottom).
    - To end the audio conference, click the Hang Up button.
    - To turn off the projector and end the audio conference, click the power button on the touch panel (top right)

For more information, see *Bell Reservationless Audio Conferencing Guide*.

Projection

- If using the room laptop, power it on and log in (see Laptop).
- Select Projection on the touch panel.
- Click the connection type:
    - **Wireless (ClickShare)** to project wirelessly via the ClickShare USB device. ClickShare is preferred for most projections and requires first running the ClickShare app. This app is already running on the room laptop, but may need to be started from the ClickShare drive under File Explorer if using another laptop. The ClickShare device's ring will indicate its status:
        - **Blinking White** Preparing, please wait.
        - **Solid White** Ready, click ring to project.
        - **Solid Red** Projecting, click again to temporarily stop projecting.
        - **Blinking Red** Connection error.
    - **Wired (HDMI)** to project via HDMI connection. The HDMI connection, located in the table, is preferred for video projection or when an external laptop's security does not permit the ClickShare option.
- To stop projecting and turn off the projector, click End Projection.

Laptop

Laptops should be left on at all times, but locked when not in use. All users should log into the room laptop using the generic account below. This will provide projection, web access and Skype for Business/Word/Excel/PowerPoint apps. Internal users should then remote to their own computers using Remote Desktop Connection (not required if only using Skype for Business). Remoting back provides unrestricted access to apps and files.

Generic Account

- **Username** room
- **Password** 164house

Remote Desktop Connection

- Select Remote Desktop Connection from laptop task bar.
- Click Show Options and change the following fields:
    - **Computer** first initial + last name (e.g., jdoe)
    - **User Name** first initial + last name (e.g., jdoe)
- Click Connect.
- Enter your password and click OK.
- To end, click Close on Connection Bar (top centre, may be auto-hidden).

Climate Control

- **Occupied Hours** During occupied hours (7:00 am to 5:00 pm, Monday to Friday), room temperature is maintained at the last setpoint. Occupants may adjust the setpoint by pressing the left up/down arrow buttons on the thermostat to increase/decrease the setpoint in 0.5°C increments (from a minimum of 18°C to a maximum of 24°C).
- **Unoccupied Hours** Outside occupied hours, the thermostat will display "off" and room temperature is maintained at 18°C. Occupants may override this by pressing the right up/down arrow buttons on the thermostat to increase/decrease the override time in 30 minute increments (up to a maximum of 2 hours). Once an override time is selected, the occupant may adjust the setpoint (see Occupied Hours). Note, an override only applies to heating, with the exception of the Board Room where cooling is available during unoccupied hours.