



NEWFOUNDLAND AND LABRADOR
MEDICAL ASSOCIATION

Conference Room

Guide (1 of 2)

*Capacity 10 | Services Audio/Video Conferencing, Projection | Mic Tabletop | Speakers Ceiling
Version 2019.06.13*

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) or on the mic itself.
 - To mute/adjust speaker volume, click the speaker buttons on the touch panel (bottom centre).
 - To end the audio conference, click the Hang Up button.
 - To turn off the display 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/Video Conferencing 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 display, 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.



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Video Conferencing

Video conferencing is provided by Skype for Business.

- **Touch Panel**
 - Select Projection/Video Conferencing on the touch panel (see Projection section for more information).
 - Click Wired (HDMI). Wired HDMI is preferred over Wireless Clickshare for video projection.
- **Room Laptop**
 - If using the room laptop, power it on (if not already on)
 - Log in using the generic account (see Laptop section for more information).
 - **Username** room
 - **Password** 164house
 - Ensure the following are connected to the laptop:
 - **HDMI Cable** to connect to the wall display
 - **USB Cable** to connect to the wall camera
 - **Power Cable** to guard against laptop battery drain
 - Insert USB flash drive if sharing content
- **User Laptop**
 - If using your own laptop, power it on and log in as usual
 - Connect the following:
 - **HDMI Cable** to connect to the wall display
 - **USB Cable** to connect to the wall camera
 - **Power Cable** to guard against laptop battery drain (optional)
- **Skype for Business**
 - Start Skype for Business and log in using your own account (or any account of an invitee)
 - On the Meetings tab, click Meet Now (for ad hoc conference) or Join (for scheduled conference)
 - Click round blue Video icon to preview your video, then click Share My Video to share video.
 - Click round blue Mic icon to mute/unmute.
 - Click round blue Share Content to share files, use whiteboard, start a poll
 - Click round red Hang Up icon to end conference
- **Touch Panel**
 - To stop projecting and turn off display, click End Projection.

Audio Bridge

- Participants may join via audio only by calling in. This includes the Conference Room should technical difficulties be encountered with the above instructions.
 - **Dial in Bridge**
 - **Conference Number** (888) 304-8290 | **Conference ID** See Skype meeting invite

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Troubleshooting

- **Video**
 - If room video feed is square and only capturing three (3) in-room participants, it will change to widescreen and capture five (5) in-room participants once other remote participants join.
 - If video is from laptop camera versus wall camera, click Options cog in Skype for Business and update Video Device settings. This is more likely to happen when a user laptop is used.
 - If camera is not centered in the room, click Camera Control on touch panel to adjust camera zoom and pan.
- **Audio**
 - If participants cannot hear you, ensure mic is not muted in either Skype for Business or on the tabletop mic; click either to toggle settings.