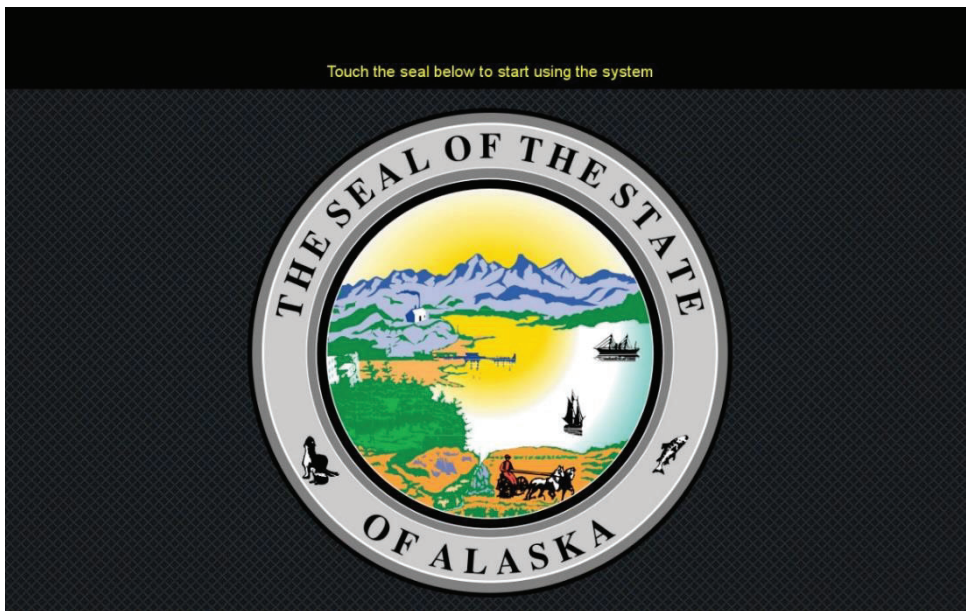# Equipment Usage ACC 102 & 104

Smartboard

The Smartboard is an interactive television which allows you to interact with the PC data and annotate any desktop application. The Smartboard can display the Room PC, hard-wired laptop, and wireless laptops.
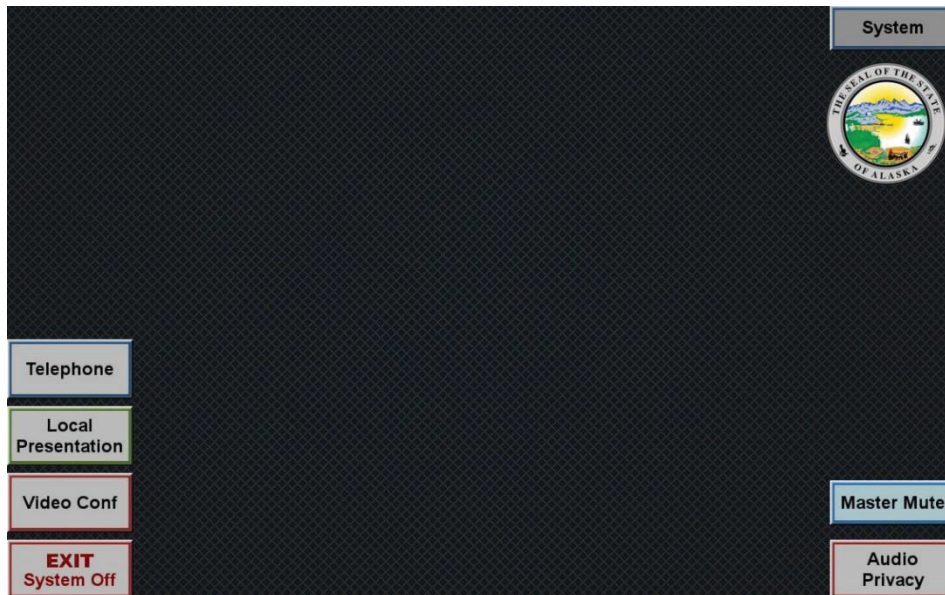
Turning On

To turn on the system, touch the panel located near the door to your room. The screen will be black at first, but any touch on the panel will turn on the system.
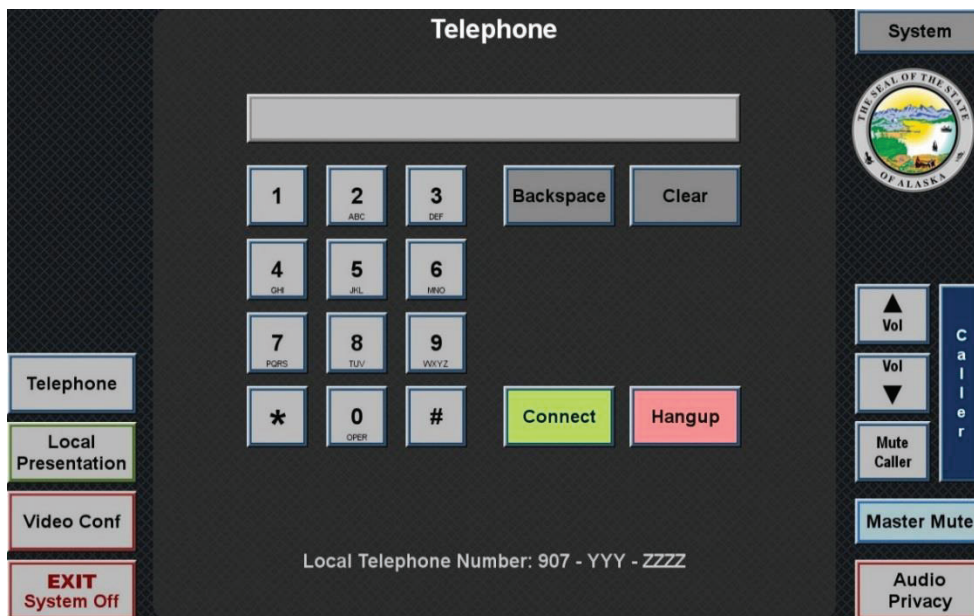

Once the panel is on, touch the State of Alaska seal to launch the system.

The selections for the system are located on both sides of the screen.

Telephone

The button for telephone function is located on the bottom left of the selection screen. The conferencing system has a built in telephone which uses the speakers and microphone installed around the room. A wireless handheld microphone and a wireless lapel microphone are available to use if only one speaker needs to be heard.

Placing a Call

Use the touch pad to dial the number, and then press Connect to dial. The system will automatically use the room speakers and microphone for all calls.

Conference Call

To host a conference call with more than one recipient, you will need to utilize a call bridge provider. The most common is a GCI bridge which can be scheduled by calling 1-800-315-6338. If you do not have a call bridge scheduled, you will need to have another member of the conference call be host and you will dial in to their call.

Microphones

Wireless handheld microphones and wireless lapel microphones are located in the closet near the breakroom door. These microphones must be signed out from Building Management located in Suite 280 and returned to Building Management at the end of each day.
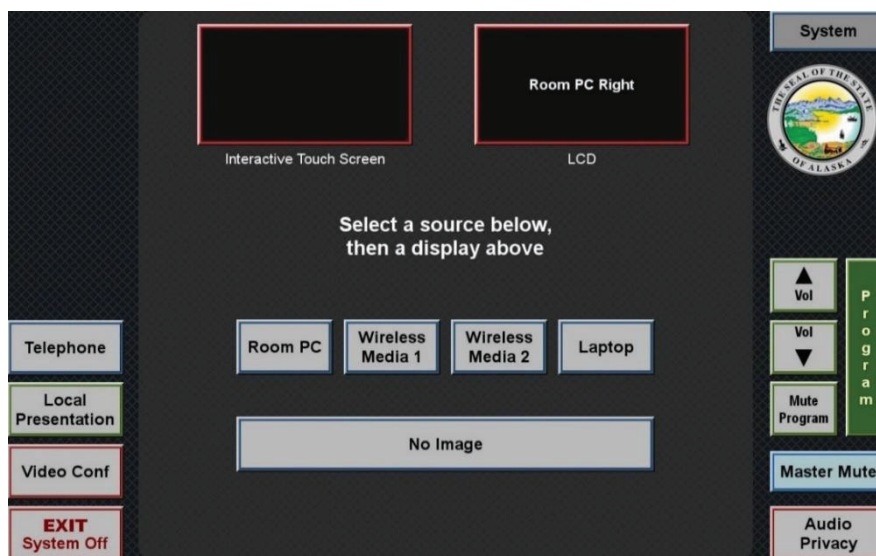
Using Microphone

When you turn on either of these microphones, they will become the primary microphone for the room. The ceiling mounted mics will remain active, unless you can turn them off by going to "System" in the upper right and then selecting "Ceiling Mic Off".

Local Presentation

Local presentation allows you to share PC, wireless media, and laptop images onto the Smartboard and LCD screen.

Controls
You select the input you want (Room PC, Wireless Media 1, Wireless Media 2, Laptop, or No Image) and then select the screen you wish the image be sent to. For instance, if you want Room PC to be displayed on the Smartboard you would press "Room PC" and then press "Interactive Touch Screen".
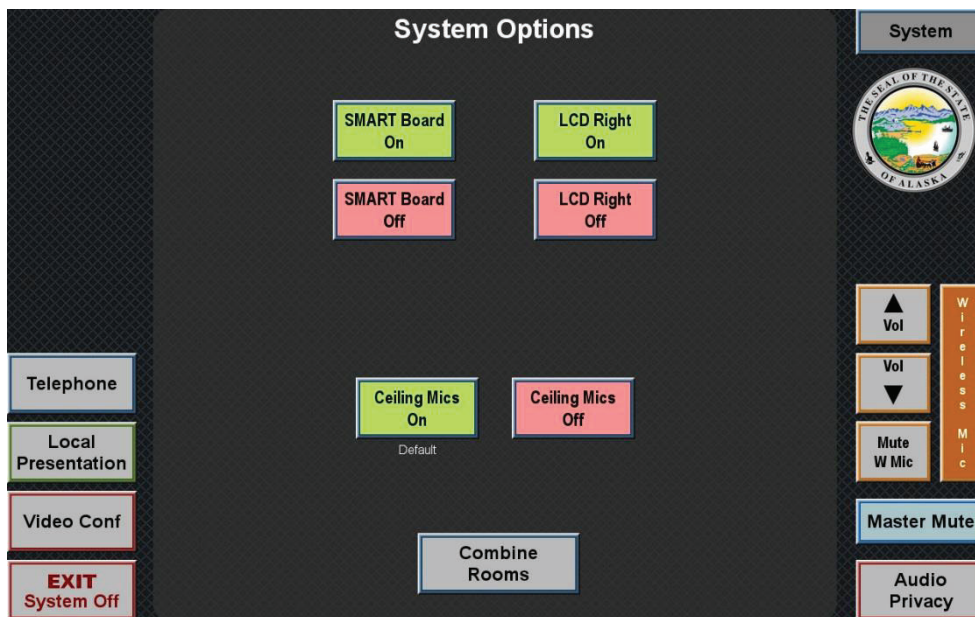

Inputs
The room PC has two USB inputs located on the side of the cabinet near the control panel. You may plug in thumb drives or any other USB device into these ports and they will be usable on either the SMARTBOARD or Television.
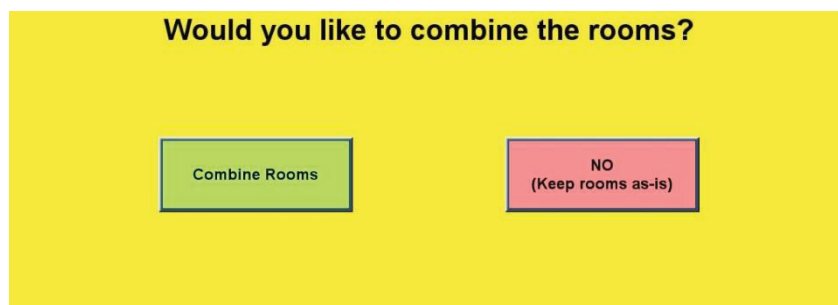
System

Combining Rooms

You are able to combine room 102 and 104 and can mirror the displays of one room into the other. This is best utilized when giving large presentations requiring the television and Smartboard use. In essence, the Smartboard on both sides will mirror and the Televisions on both sides will mirror. In order to do this you need to select the "System" button located in the upper right of the control display.
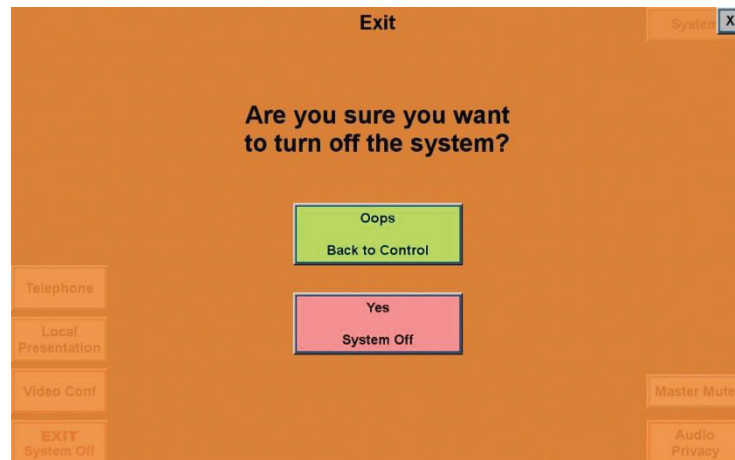

You would then select the "Combine Rooms" button located at the bottom of the screen. A prompt will be sent to the touch panel in the other room to verify that you wish to combine. You must select "Combine Rooms" from the other touch panel in order to complete the action.

Exit System Off

Closing Procedures
When you are finished with the conference room for the day, please return to the main screen of the touch panel and select "EXIT System Off" from the bottom left of the screen. You will receive a prompt verifying that this is the action you wish to take.

When you select "Yes", the Smartboard, television, video conferencing unit, and all other equipment will enter sleep mode.