

AV Instructions: Small Conference Room

*Laptop HDMI and VGA cables are not provided in this room

1. Press **PC** or **Laptop** on the wall
2. Log into either your laptop or the Visitor profile on the PC (no password)

*If PC screen does not show when you press PC on the panel, make sure the PC is on (PC is located in the bottom rack of one of the cabinets. If the blue light is on surrounding the front, PC is on. If the light around the power button is orange, press it to turn the PC on.)

3. If you are using the Laptop, plug in a HDMI or VGA cord from the wall into the Laptop

To Video-conference: **(Must use PC)**

4. Open up the Camera application on the PC. On the screen you should see the view of the room from the camera at the front
5. Close the Camera application
6. Open the application you are using for your video conference (Zoom, Skype, Adobe Connect, GoToMeeting, etc.)

For technical assistance, please email support@bio5.org or call (520) 626-2465.

AV Instructions: Medium Conference Room

1. Touch the middle of the touch panel on the table
2. Select either **PC** or **Laptop** on the touch panel
3. Log into either your laptop or the Visitor profile on the PC (no password)

*If PC screen does not show when you press PC on the panel, make sure the PC is on (PC is located in the bottom of one of the cabinets. If the blue light is on surrounding the front, it is on. If the light around the power button is orange, press it to turn the PC on.)

4. If you are using the Laptop, plug the HDMI or VGA cord on the table into the Laptop

To Video-conference:

5. Open up the Camera application on either the PC or Laptop. (If using a Laptop, plug in the USB cord for the Camera on the table first). On your screen you should see the view of the room from the camera at the front
6. Close the Camera application
7. Open the application you are using for your video conference (Zoom, Skype, Adobe Connect, GoToMeeting, etc.)

For technical assistance, please email support@bio5.org or call (520) 626-2465.

AV Instructions: Large Conference Room 2nd Floor

1. Touch the middle of the touch panel on the table
2. Touch the **Presentation** button
3. Select either **PC, Front Laptop, or Rear Laptop** on the touch panel
4. Log into either your laptop or the Visitor profile on the PC (no password)

*If PC screen does not show when you press PC on the panel, make sure the PC is on (PC is located in the bottom of one of the cabinets. If the blue light is on surrounding the front, it is on. If the light around the power button is orange, press it to turn the PC on.)

5. If you are using the Laptop, plug the HDMI or VGA cord on the table into the Laptop

To Video-conference: **Note, only the PC and Front Laptop can Video-conference**

6. Open up the Camera application on either the PC or Laptop. (If using a Laptop, plug in the USB cord for the Camera on the table first). On your screen you should see the view of the room from the camera at the front
7. Close the Camera application
8. Open the application you are using for your video conference (Zoom, Skype, Adobe Connect, GoToMeeting, etc.)

To Audio-conference:

1. Press the **Audio Conf** button on the panel
2. Dial the number of the person you want to conference with and press Connect, or have them call the phone number of the room at the meeting time (Phone number is on the top right of the touch panel). Press **Connect** on the **Audio Conf** screen to answer an incoming call and press **Disconnect** to end a call.

For technical assistance, please email support@bio5.org or call (520) 626-2465.

AV Instructions: Large Conference Room 3rd Floor

1. Touch the middle of the touch panel on the table
2. Touch the **Presentation** button
3. Select either **PC, Front Laptop, or Rear Laptop** on the touch panel
4. Log into either your laptop or the Visitor profile on the PC (no password)

*If PC screen does not show when you press PC on the panel, make sure the PC is on (PC is located in the bottom of one of the cabinets. If the blue light is on surrounding the front, it is on. If the light around the power button is orange, press it to turn the PC on.)

5. If you are using the Laptop, plug the HDMI or VGA cord on the table into the Laptop

To Video-conference: **Note, only the PC and Front Laptop can Video-conference**

6. Open up the Camera application on either the PC or Laptop. (If using a Laptop, plug in the USB cord for the Camera on the table first). On your screen you should see the view of the room from the camera at the front
7. Close the Camera application
8. Open the application you are using for your video conference (Zoom, Skype, Adobe Connect, GoToMeeting, etc.)

To Audio-conference:

1. Press the **Audio Conf** button on the panel
2. Dial the number of the person you want to conference with and press Connect, or have them call the phone number of the room at the meeting time (Phone number is on the top right of the touch panel). Press **Connect** on the **Audio Conf** screen to answer an incoming call and press **Disconnect** to end a call.

For technical assistance, please email support@bio5.org or call (520) 626-2465.

AV Instructions: Large Conference Room 4th Floor

1. Touch the middle of the touch panel on the table
2. Touch the **Presentation** button
3. Select either **PC, Front Laptop, or Rear Laptop** on the touch panel
4. Log into either your laptop or the Visitor profile on the PC (no password)

*If PC screen does not show when you press PC on the panel, make sure the PC is on (PC is located in the bottom of one of the cabinets. If the blue light is on surrounding the front, it is on. If the light around the power button is orange, press it to turn the PC on.)

5. If you are using the Laptop, plug the HDMI or VGA cord on the table into the Laptop. Also, plug in the USB cord for the Camera on the table.

To Video-conference: **Note, only the PC and Rear Laptop can Video-conference**

6. Open up the Camera application on either the PC or Laptop. . On your screen you should see the view of the room from the camera at the front
7. Close the Camera application
8. Open the application you are using for your video conference (Zoom, Skype, Adobe Connect, GoToMeeting, etc.)

To Audio-conference:

1. Press the **Audio Conf** button on the panel
2. Dial the number of the person you want to conference with and press Connect, or have them call the phone number of the room at the meeting time (Phone number is on the top right of the touch panel). Press **Connect** on the **Audio Conf** screen to answer an incoming call and press **Disconnect** to end a call.

For technical assistance, please email support@bio5.org or call (520) 626-2465.