



Showroom Meeting Spaces Technology

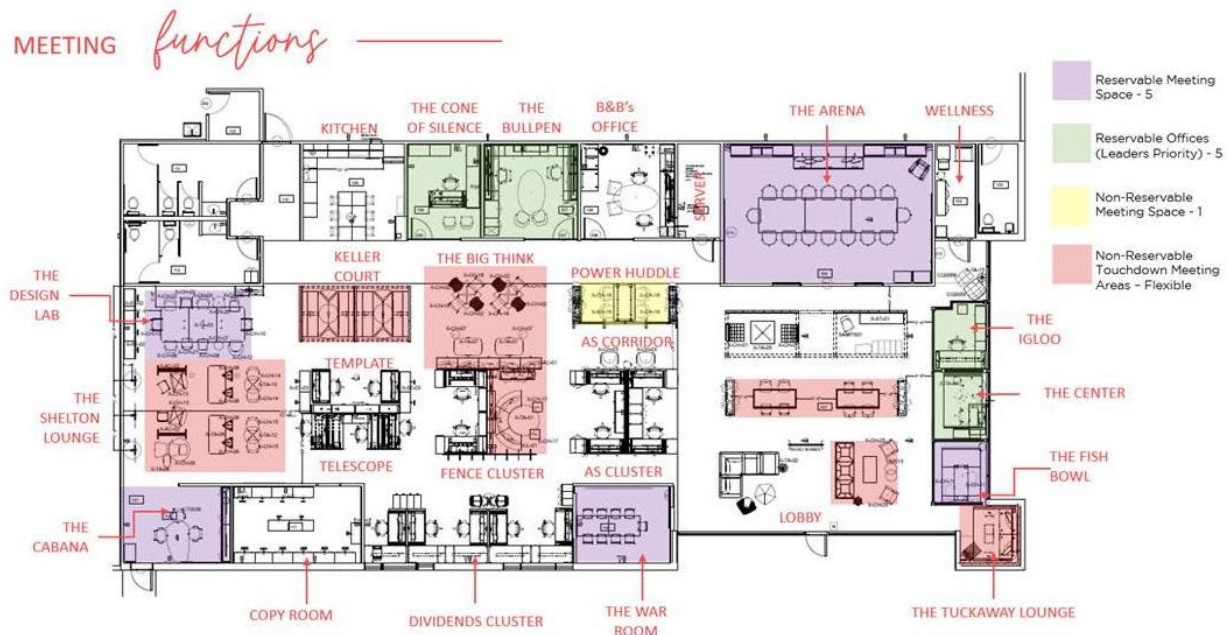
Reservable Rooms

The new meeting spaces are up and running as reservable rooms in Outlook. To reserve the room, just add it to your meeting invite as an attendee.

You can also add these rooms to your Calendar view in Outlook, by right-clicking on **“Other Calendars”** -> **“From Address Book”**

The room will automatically reject an appointment if it is booked during the time the appointment is set for.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
The War Room	Room	smallconference@skgtexas.com
The Arena	Room	largeconference@skgtexas.com
SA Conference Room	Room	saconference@skgtexas.com
The Fish Bowl	Room	glasshuddle@skgtexas.com
The Design Lab	Room	DesignLab@skgtexas.com
The Shelton Lounge	Room	sheltonlounge@skgtexas.com
The Big Think	Room	bigthink@skgtexas.com
The Power Huddle	Room	powerhuddle@skgtexas.com
The Cabana	Room	cabana@skgtexas.com
The Keller Court	Room	kellercourt@skgtexas.com





Room Schedulers

1. These panels show Outlook Calendar information from The War Room and The Arena's Outlook resource mailboxes (include them in meetings as an attendee to auto book)
2. You can touch the screen, and select "**Book**" to schedule an impromptu meeting. This will change the Room Scheduler's color from Green to Red, letting people know the room is occupied. The booking will show up in the Outlook calendar for that room as well.



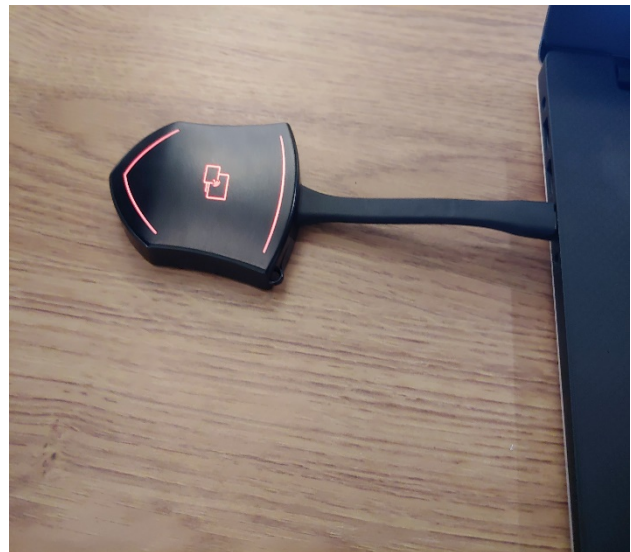
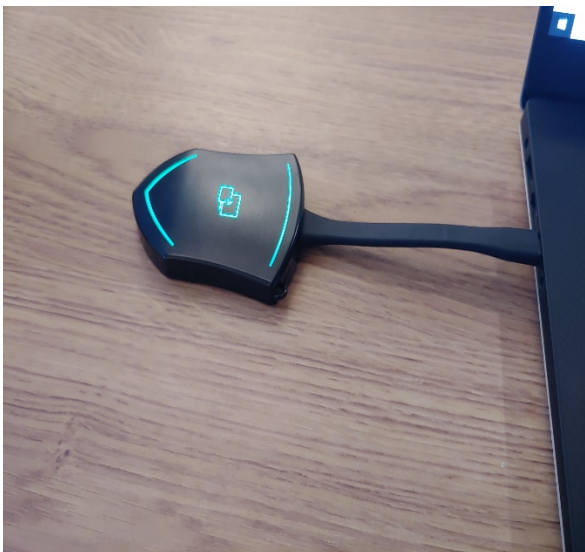


Wireless System How-To

1. Plug in the shield-shaped USB* device into your Laptop.
2. Press the green-lit touch button on the top of the device once the light is **solid**.
 - a. The first time you plug in, it may take 10-15 seconds before it works. It will blink green when initializing.
3. To disconnect, unplug the USB* device, OR press the now **red-lit** touch button.

Device will either have one USB-C plug, or a USB and HDMI plug. In the latter case, you will need to plug **both into your laptop.*

- These wireless instructions apply to essentially every room (other than War Room), Even in the Arena, the 2nd “mode” is using the wireless pucks.
- The three TVs and the huddle in front of Beth’s office all use the same wireless system.
- The horsepower mobile unit still uses a hardwire HDMI.





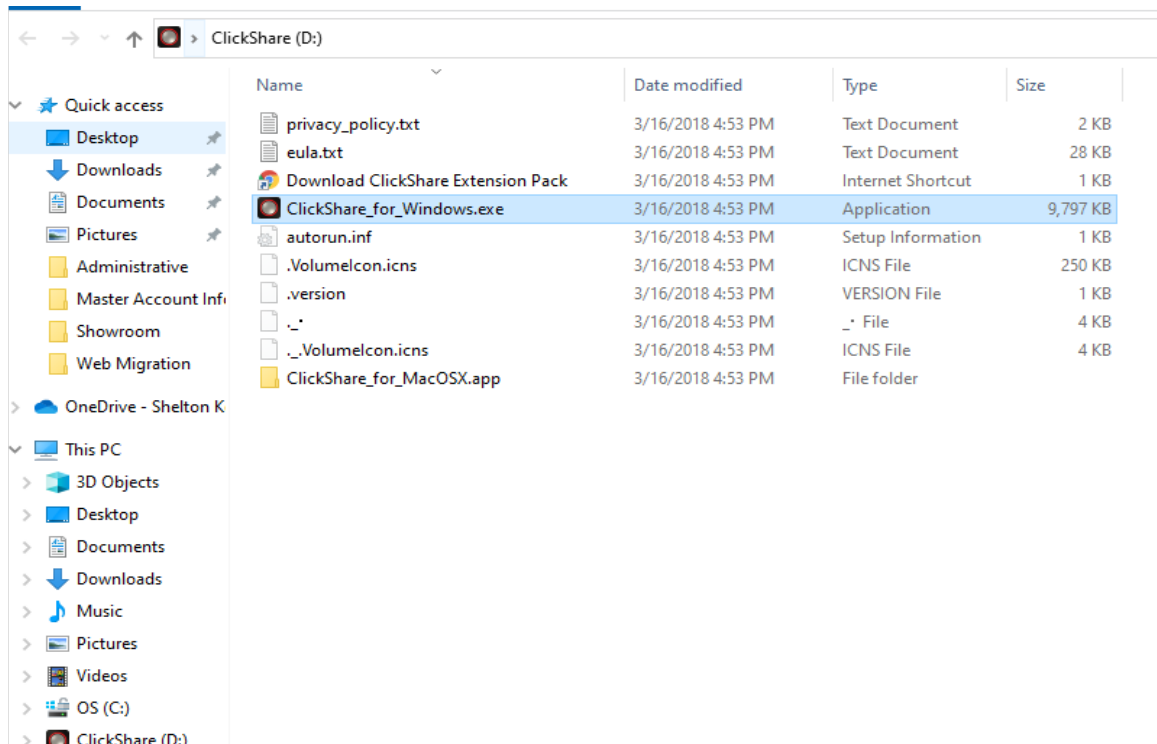
The Fishbowl (ClickShare)

1. Turn on the TV with LG Remote
2. Grab a ClickShare USB puck from the wall



3. Plug USB puck into the laptop
4. TV will display instructions
 - a. Wait for ClickShare to create an X: drive (X can also be D, F, G, etc., depending on the next available open letter)
 - b. Launch ClickShare_For_Windows.exe
5. When the puck turns from blinking white to solid white, you can press the round white button to connect screen to the TV.

D: drive ClickShare example:





The War Room (Bring Your Own Device Room)

1. Plug USB into the laptop to use 4k Camera
2. Plug HDMI into the laptop to use TV display

If using 4k Camera for Teams:

1. Within Teams meeting, select three dots “...”
2. Go to Device Settings
3. Change Camera from Integrated Camera to HD Camera





The Arena

Choose presentation method at touch panel next to the TV, either PC or Wireless:

Wireless: Work's just like the rest of the new wireless systems - Plug one of the pucks into the laptop, then hit the button at the top.

PC: Uses the same PC that was in the Large Conference Room. You can run Teams from there, utilizing the mic array and 4k camera.

