



BELLEFIELD



Welcome to the Bellefield Training Room!

Hours: Monday – Saturday, 7:00AM – 7:00PM

As a courtesy to the other occupants in the building, please close conference room doors once your meeting begins.

- Wi-Fi Login –
Network Name: **Conifer_WIFI**
Password: **Bellefield#**
- Maximum occupancy: 40 people
- Phone Number: **(425) 289-0947**

In case of an emergency please call 911 first, followed by the Property Management Office at 425-289-4900. All after-hours calls are routed to security.



AV SYSTEM TRAINING GUIDE

Training Room





Training Room AV System Training Guide

The Training Room has the following features:

- Ceiling mounted widescreen conference room projector
- Motorized projection screen
- ClickShare wireless video presentation system
- Wall plate with HDMI or VGA connections to the projection system – Front wall
- Rear AV connection cables for a laptop computer to the projection system - Credenza
- Ceiling speakers to hear audio & microphones
- (1) Handheld or (1) belt-pack-transmitter/lavalier microphone for the presenter and (1) additional handheld mic for a second presenter or audience questions.
- Touch panel AV control

To Begin:

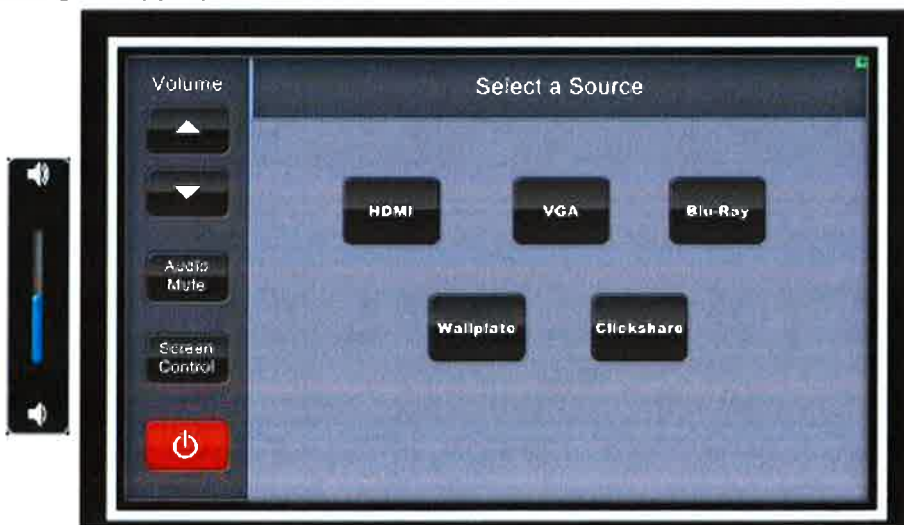
- Go to the wall mounted touch panel and touch the screen. It may appear off – touch the screen to wake it up. Please wait as the projection system warms up.



- This is the main screen. Select the source you would like to display on the projector by pressing the appropriate button.

Volume Level:

- Use the Up & Down Arrows to adjust the volume level of the ceiling speakers
- Press the Audio Mute to silence the speakers



Sources include:

- HDMI Cable (Rear)
- VGA Cable (Rear)
- BluRay DVD Player
- Wallplate with HDMI & VGA connections (Front)
- Clickshare Wireless Video Presentation with 2 Buttons



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Wired Laptop Connection

- Connect a laptop computer at the front wall plate with either an HDMI or VGA cable

HDMI



VGA with Audio



- There is a second laptop connection plate at the credenza in the rear of the room.

ClickShare Wireless Laptop Connection

- Use the Clickshare to connect your laptop wirelessly to the projection system.
 - Press the “Clickshare” button from the main touch screen.
 - Insert a ClickShare button into the USB port on your laptop.
 - Open the folder that pops up to download the driver for PC or MAC
 - If the window doesn’t automatically pop up, browse to the ClickShare USB drive to start the application.
 - The white LED ring will flash as the driver is loaded.
 - When the ring is solid white, press the button and your image will show on the screen.



- NOTE: Please refer to the separate ClickShare Quick Start Guide for additional info



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BluRay DVD Player

- When using the Blu-ray player, insert your DVD disc into the player at the AV equipment rack in the credenza.
- Use the touch panel controls to navigate the menu and start / pause / stop the video.




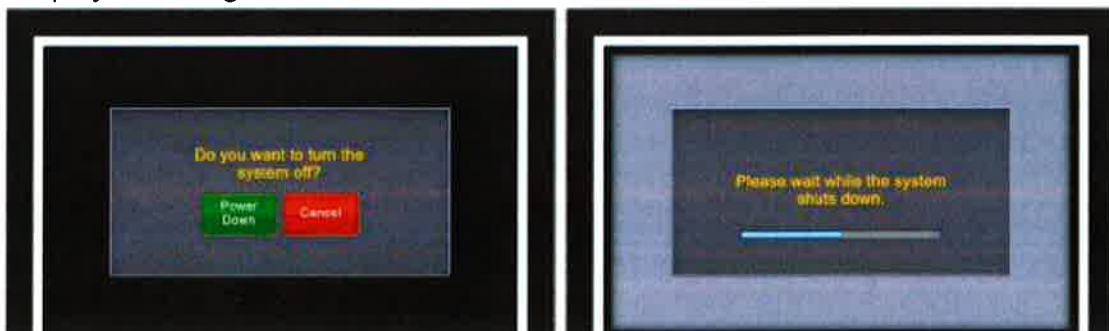
Wireless Microphones

- Use the wireless microphones for presentations if desired. There is a beltpack transmitter with lavalier mic or handheld mic for the presenter and an additional handheld mic to pass around the room as desired.
- Press the power button on the handheld or beltpack transmitter to turn on/off.
- Replace with AA batteries if they are low.



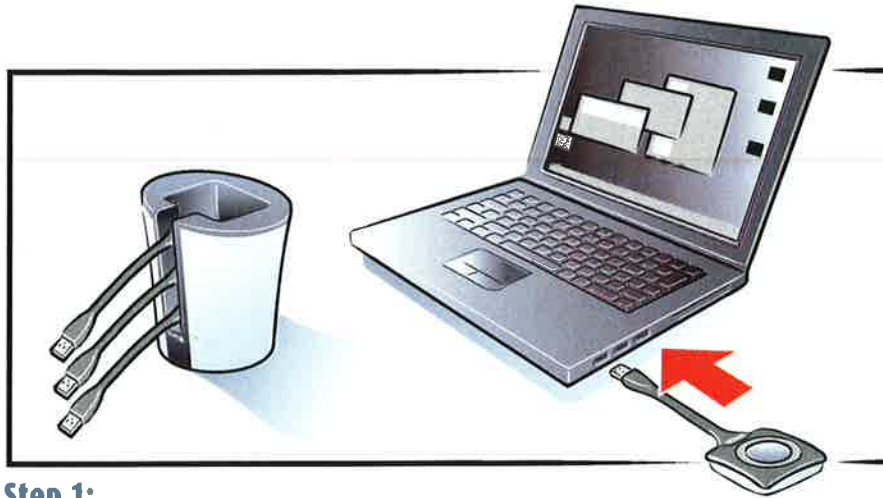
To End

- When you are ready to end the meeting, press the Power button 
- Confirm you want to turn the system off and press the “Power Down” button. The projector will go into a cool-down mode and the screen will retract.



ClickShare

The one click wonder

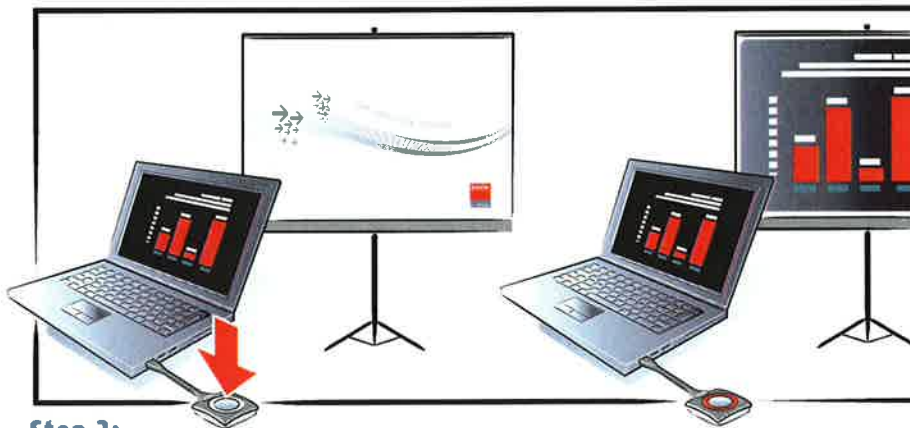


Step 1:

Insert a Button into your laptop.

Step 2:

On your laptop, browse to the ClickShare drive and start the ClickShare application: ClickShare_for_Windows or ClickShare_for_Mac.



Step 3:

Wait till the LEDs of the Button are static white, and then click the Button to show your screen on the display.
The LEDs of the Button will be red.
Click again to remove your screen from the display.

At the end of your meeting, please place the Buttons back into the Tray.