



BELLEFIELD



Welcome to the Conference Center!

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

**As a courtesy to the other occupants in the building-
Please close the conference room doors once your meeting begins.**

- **Wi-Fi Login-**
Network Name: Training Wi-Fi
Password: will be provided
- **Maximum Occupancy:**
 - **Training Room- 60**
 - **Board Room - 20**
- **Phone Number : 425-289-4900**

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

Thank you!



AV SYSTEM TRAINING GUIDE

Conference Room





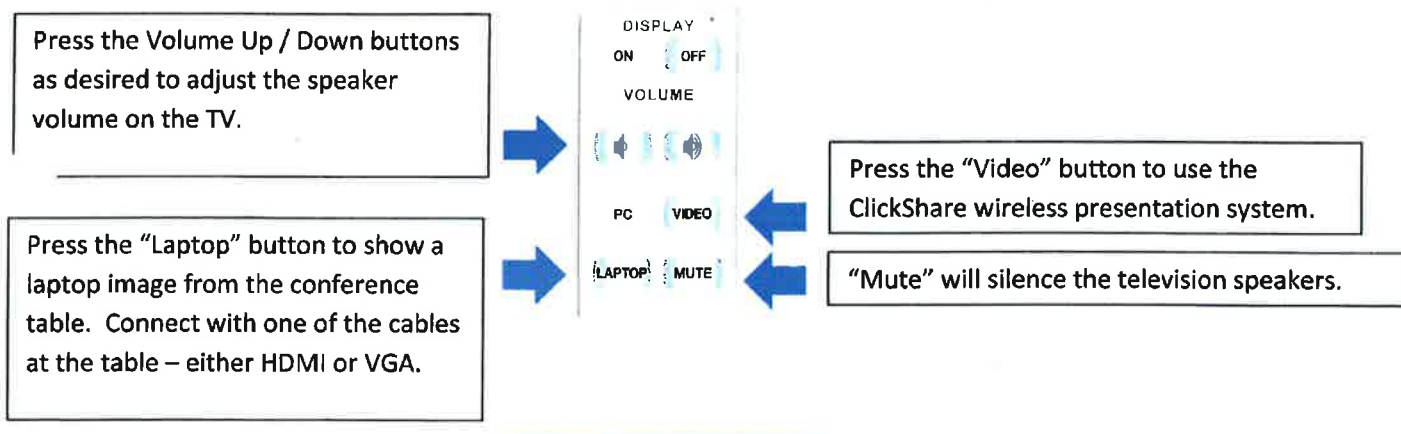
Conference Room AV System Training Guide

The Conference Room has the following features:

- Sharp 90" diagonal high-definition television display
- ClickShare wireless presentation system with (2) buttons
- Laptop connections at the table for HDMI and VGA to the display
- Wall mounted AV controller

To Begin:

- Go to the wall mounted controller next to the TV.
- Press the "On" button to turn on the display.



Wired Laptop Connection from the Table

- Connect a laptop computer at the table with either an HDMI or VGA cable.
- Press the "Laptop" button to show the image on the TV.

HDMI



VGA with Audio





Conference Room AV System Training Guide

ClickShare Wireless Laptop Connection

- Use the Clickshare to connect your laptop wirelessly to the projection system.
 - Press the “Video” button on the AV control keypad.
 - 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

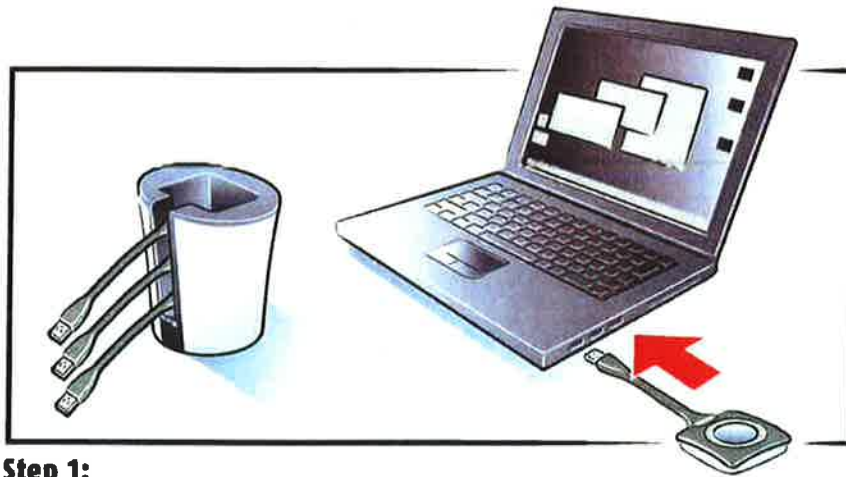


To End

- When you are ready to end the meeting, press the “Off” button on the AV controller.

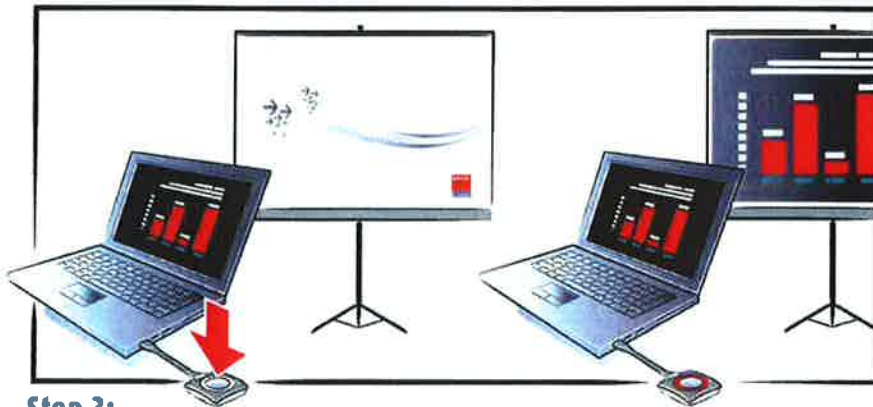
ClickShare

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.