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BELLEFIELD

Welcome to the Bellefield Conference Center!

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

As a courtesy to the other occupants in the building,
Please close conference room doors <u>once your meeting begins.</u>

- Wi-Fi Login –

  Network Name: TrainingWIFI

  Password: 15@I450^

- Maximum occupancy: Boardroom-   15 people
                                    Training Room - 38 people

  - Phone Number: (425) 289-0946

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.

TALON | M
MANAGEMENT PARTNERS

AV SYSTEM TRAINING GUIDE
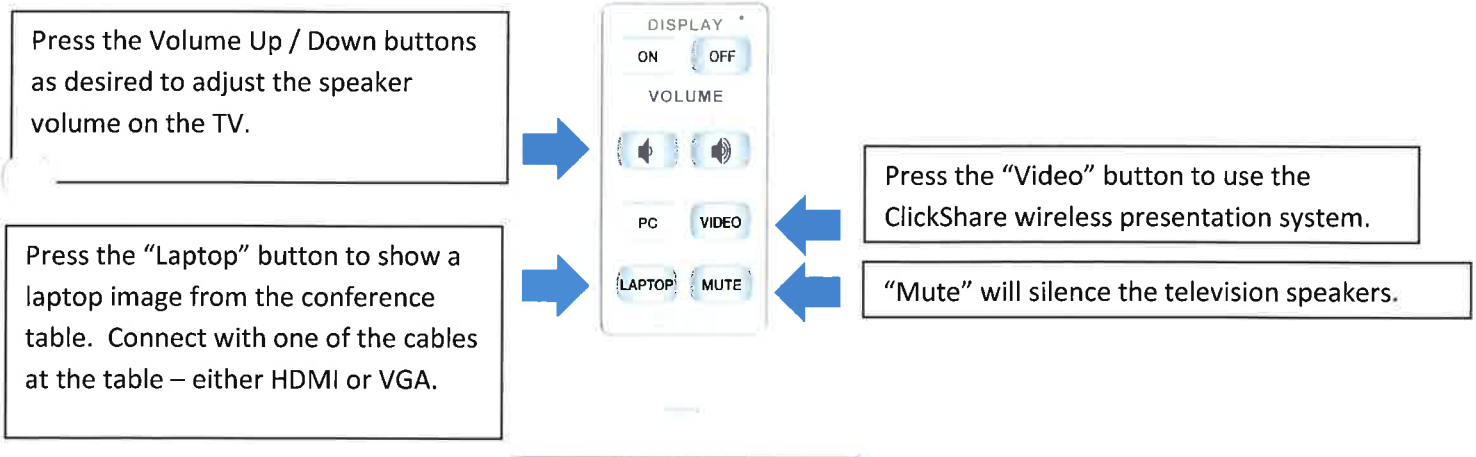
Conference Room

BELLEFIELD

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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

<u>To Begin:</u>

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

Press the Volume Up / Down buttons as desired to adjust the speaker volume on the TV.

Press the "Laptop" button to show a laptop image from the conference table. Connect with one of the cables at the table – either HDMI or VGA.

DISPLAY
ON   OFF
VOLUME

PC   VIDEO
LAPTOP   MUTE

Press the "Video" button to use the ClickShare wireless presentation system.

"Mute" will silence the television speakers.

<u>Wired Laptop Connection from the Table</u>

- 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.

<u>HDMI</u>   <u>VGA with Audio</u>

Conference Room AV System Training Guide

ClickShare Wireless Laptop Connection

- Use the Clickshare to connect your laptop <u>wirelessly</u> to the projection system.
  - Press the "Video" button on the AV control keypad.
  - Insert a ClickShare button into the <u>USB</u> 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
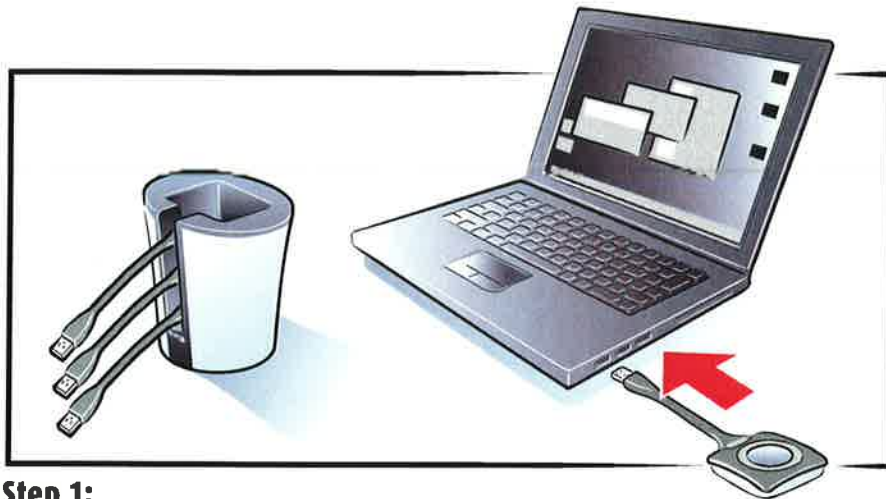
To End

- When you are ready to end the meeting, press the "Off" button on the AV controller.
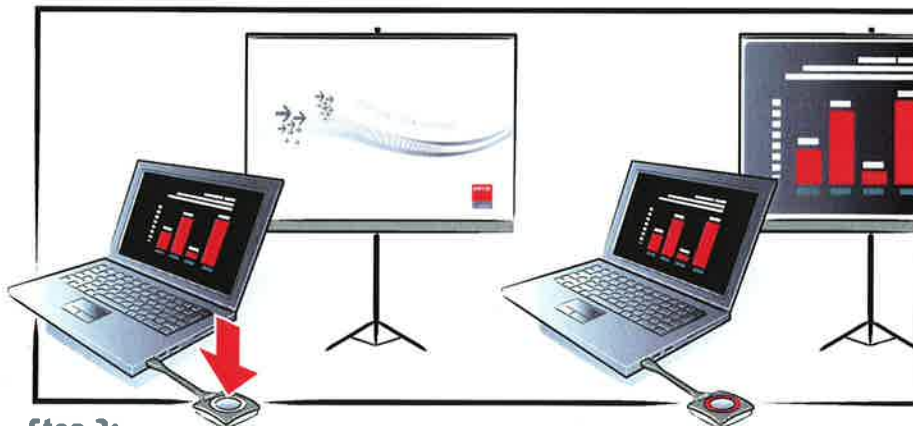
ClickShare
The one click wonder

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.