

## General Site Information



**Room Capacity:** 260 people (130 people per side).

**Room Set-up:** You may set up the furniture on the side of the room reserved any way you'd like as long as it is returned to the original set-up (see diagram below). **No furniture can be stored in the breezeways or fire exits.**

**Tables/Chairs:** There are 11 tables and 20 conference room chairs on the desert side and 9 tables and 21 chairs on the urban side. Also available for use are 100 plastic stackable chairs available upon request.

**Loading zone:** Short term parking for deliveries is located in the green curb area on Fifth Street on the south side of the building.

**Food:** Box lunch or buffet style food is permitted. **NO** fire is permitted (i.e., sterno, tea lights).

**Sinks:** Please refrain from disposing of food or garbage in the sinks; there is no garbage disposal.

**Room Dividers:** The room has the ability to be divided into two separate rooms. The dividers are very sensitive and should not be used unless a trained staff person is available to assist.

**Restrooms:** Restrooms are located on the 3rd floor of the building during normal business hours which are weekdays from 8 a.m. to 5 p.m. At all other times, users may use the restroom located on the first floor near the Transit Store.

**Security:** Transit security is onsite 24/7 and are located in the Transit Store, but often patrol the entire site. For security issues, call 602-752-2354.

**Parking Validation:** Parking fees are the responsibility of the user and/or attendee. Validation will not be provided by the City of Tempe. A parking garage is located on the southwest corner of Fifth and Forest.

**Internet Access:** The Wifi username and password signs are located near the sinks in the back of the room. To connect to the internet, select PC or laptop on the display screen. If you are using a laptop, please hook your laptop up to the cable located on the podium.

## Equipment

**Projectors and Screens:** Each side can be independently operated, and both sides have a laptop hookup and USB port.

**Lights:** There are light switches located near the entrance doors and behind the podiums. There are 3 settings for the lights near the doors:

- All On (top button)
- Dim (middle two buttons)
- Off (bottom button)

**Shades:** The shades on the north and south side of the room are operational through a remote which is located on the wall behind the podiums. To open all or close the shades use the open or close green buttons.

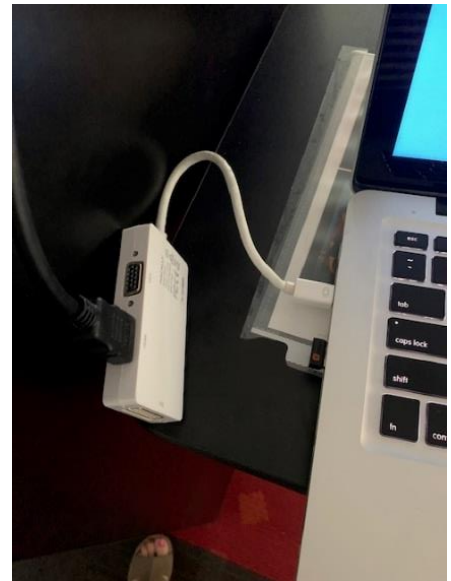
**Hand-held Microphones:** There is a hand-held microphone located at each podium. To turn these on click on the button on the hand-held microphone and a green light should appear.

## HOW TO START A MEETING IF NOT USING AN OWL

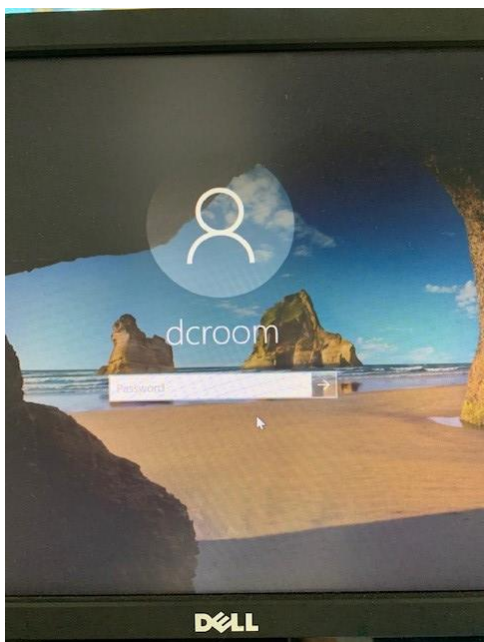
1. Tap the display screen and select meeting type. The north side of the room is called "Desert" and the south side is called "Urban."



2. Select your media source (PC or Laptop). If you are using a laptop, please hook it up to the cable located on the podium.

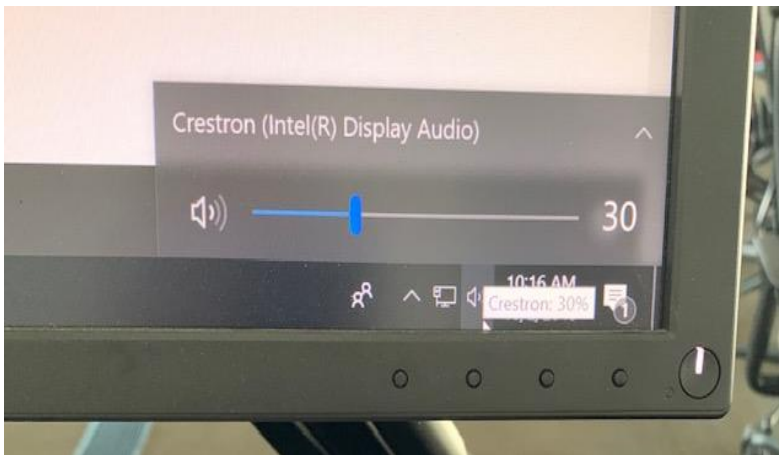


3. When the screen awakes, you will be prompted for a password. **If you are NOT a city employee, login as dcroom and the password is DCROOM123.** After logging in, the monitor will display a standard desktop set up.



## Camera & Microphone for Virtual Meetings:

4. Launch your preferred video conference software (Teams, Webex, Zoom)
5. The computer is connected to a camera (which is preset) in the back of the room and it will automatically connect when the meeting software is launched.
6. There are ceiling microphones located over the tables. To adjust the volume, select the volume icon on the computer screen. Or check the Device Settings and make sure the speaker output is set to “Crestron (Intel(R) Display Audio)” and the microphone is set to “Echo Cancelling Speakerphone (ConferenceSHOT AV).”



7. To log out:
  - On the keyboard, select “Control + Alt + Delete” and select “Sign Out”
  - On the display panel, select “end meeting.” A confirmation screen will appear asking you to confirm the shutdown. Select “yes.”





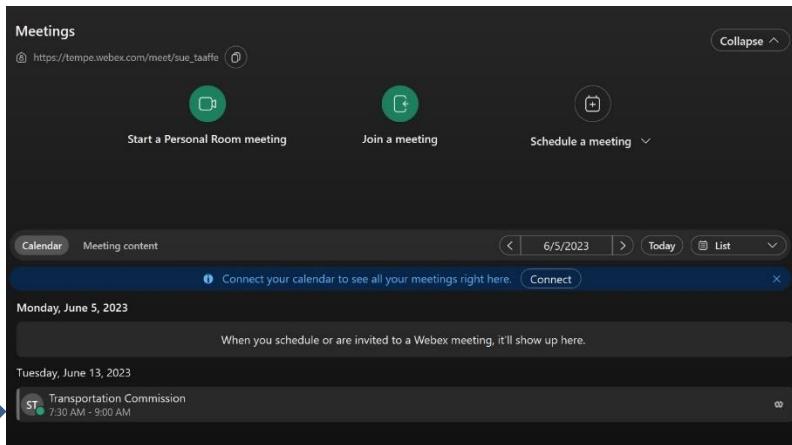


### **When you leave the room, please make sure:**

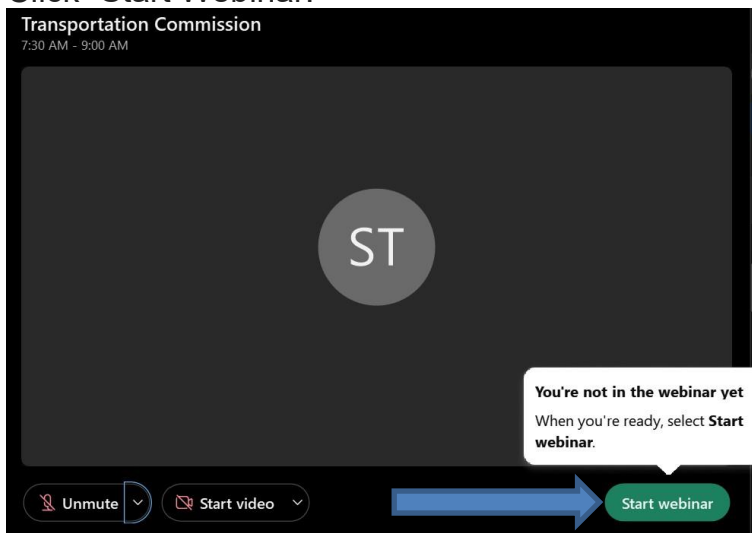
- You are logged out of the system.
- The furniture is back to its original set-up.
- Any food is discarded and any items around the sink and podium/tables are removed.

### **How to run WebEx meeting using the “Owl”**

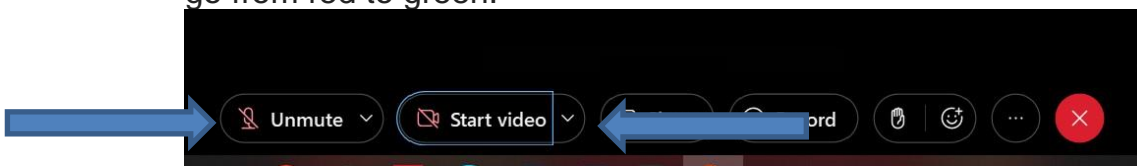
- A. Place the Owl on a table in the center of the meeting space. NOTE: The OWL is best used for smaller meetings.
- B. Insert smaller end of USB cord into the bottom of the Owl.
- C. Plug power supply cord into the extension cord (may need a flat head screwdriver to open the utility box on the floor - use the box toward the left side front portion of the room).
- D. Place the adapter cord into the bottom of the Owl (you should see GREEN light on bottom of Owl and eyes light up with hooting sound).
- E. Plug larger end of USB cord to plug into your laptop.
- F. Start the WebEx meeting from your laptop.
  1. Click on the WebEx icon on your laptop.
  2. Click on the meeting name.



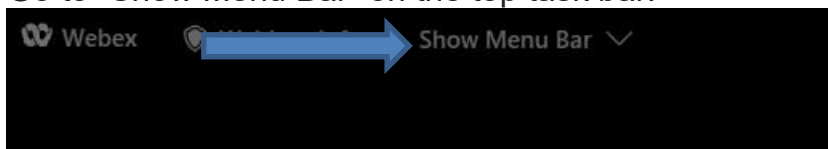
3. Click "Start,"
4. Click "Start Webinar."



5. Under panelist, click on your name and "Edit the Display Name" to read "Laptop."
6. On the bottom task bar, make sure the video and audio is on; the icons should go from red to green.



- i. Select the "Mute" pull-down options
    1. For Speaker, select "Use System Setting (Meeting Owl 3)."
    2. For Microphone, select "Use System Setting (Meeting Owl 3); check noise removal
  - ii. Select the Video pull-down options
    1. Select "Meeting Owl Camera."
7. Go to "Show Menu Bar" on the top task bar.

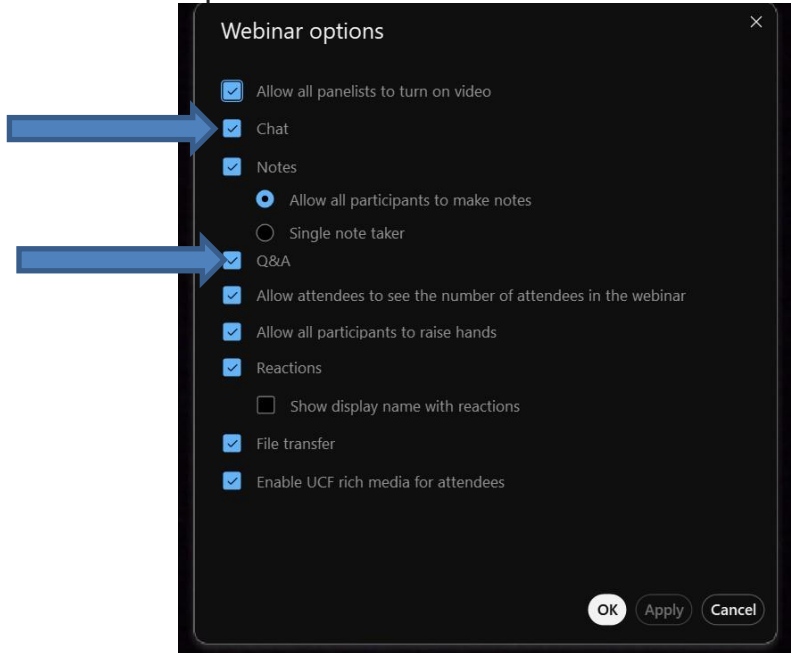


8. Select "Webinar."



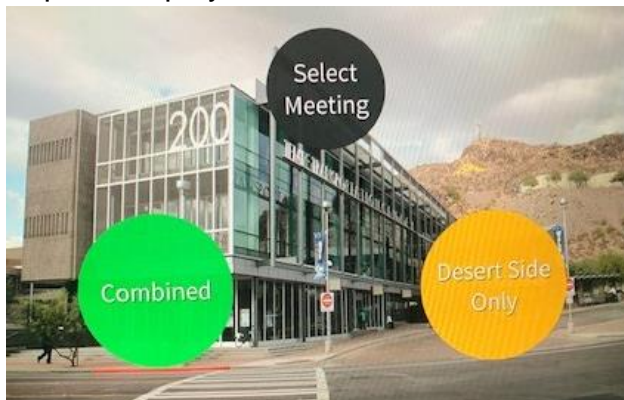
9. Select “Options.”

10. Optional: Unclick “Chat” & “Q&A.” And select “Ok.”



## Launch the Meeting From the Podium

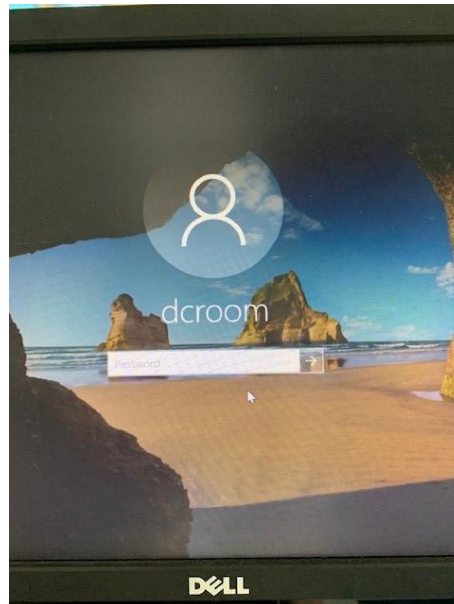
G. Tap the display screen.



H. Select your media source (PC). If you are using a flash drive for a presentation, plug it into the cord located on the podium.



- I. When the screen awakes, you will be prompted for a password. Login using your own user name and password.



After logging in, the monitor will display a standard desktop set up.





- J. Join WebEx meeting on podium computer by clicking on the WebEx icon. Use your own WebEx log in.
- K. Click on the green button next to the meeting name and click “Join Webinar.”
- L. At the bottom of the screen, make sure the volume is muted.
- M. Make sure audio and video are NOT on in WebEx.
- N. Select “Participants” and make the podium the cohost/presenter.
- O. Select “Share” screen.
- P. Select “Screen 1.”
- Q. Open PowerPoint to make presentation.
- R. To log out:
  - On the keyboard, select “Control + Alt + Delete” and select “Sign Out.”
  - On the display panel, select “end meeting.” A confirmation screen will appear asking you to confirm the shutdown. Select “yes.”

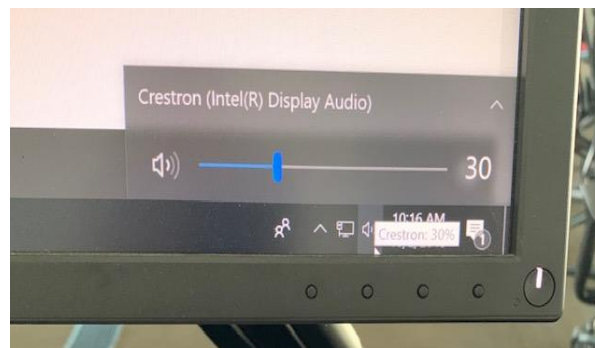




## Troubleshooting

**The projector will not display what is on my laptop:** Double check your connections. Make sure your laptop is connected to the podium.

**The sound is not working:** Check your laptop volume button and for virtual meetings, check the device settings and make sure the speaker output is set to “Crestron (Intel(R) Display Audio)” and the microphone is set to “Echo Cancelling Speakerphone (ConferenceSHOT AV).”



**The monitor is not turning on:**

- Make sure the keyboard and mouse are turned on.
- Replace the batteries on the keyboard or mouse. (Spare batteries are on the podium.)
- Try to wake up the monitor by selecting control + alt + delete.