

Meeting Room Information



> HOW TO CONTENT SHARE ON THE SCREENS:

- Connect your device with the HDMI toggle
- Click “view screen” on the wall tablet
- To remove the “self view” camera - press the “self view” option to off

> HOW TO JOIN A VIDEO CALL:

- Webex Teams - Enter the “join with a video conferencing device” address from the meeting invite on the wall tablet
 - example: jones11@m.webex.com
- Zoom - Enter the “join by SIP” address from your invite on the wall tablet
 - example: 91599777881@zoomcrc.com

> IS YOUR AUDIO ECHOING?

- Make sure you mute your connected devices

> NEED TO MOVE FURNITURE?

- Do not move the furniture yourself - ask for assistance at the front desk
- The initial set-up is included, but we are happy to help with minor changes
- Our tables are locked into each other. Moving them can result in broken tables and wheels. You may be responsible for repair costs.

> VENUE HOURS

- We are open from 8am - 5pm for typical full day events
- The conference center must be empty & locked by 5:30pm
- If you have already added additional time past 5:30pm, you are all set!

QUESTIONS? VISIT THE FRONT DESK

