

# Conference Room Technology - International Business Center 214 & 314

This document will demonstrate how to use the audiovisual equipment for Rooms 214 and 314 in the International Business Center.

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## Equipment

These rooms are equipped with the following equipment:

- Television Display
- Windows computer
- Mouse and Keyboard
- Apple TV
- Sound through TV/Sound Bar
- Webcam with microphone

## Using the Touch Panel

- When walking into the space, the touch panel is located to the left of the television.
- Tap the touch panel to wake up if no display appears.
- On the Home Screen, select from the following input options:



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- Apple TV
  - Once the Apple TV input is selected, the controls screen will appear allowing for remote commands.
- Desktop
  - Wireless mouse and keyboard available on the conference table for control of the PC computer.
- Power Off
  - When finished using the room, press the "Power Off" button in the bottom-right corner.

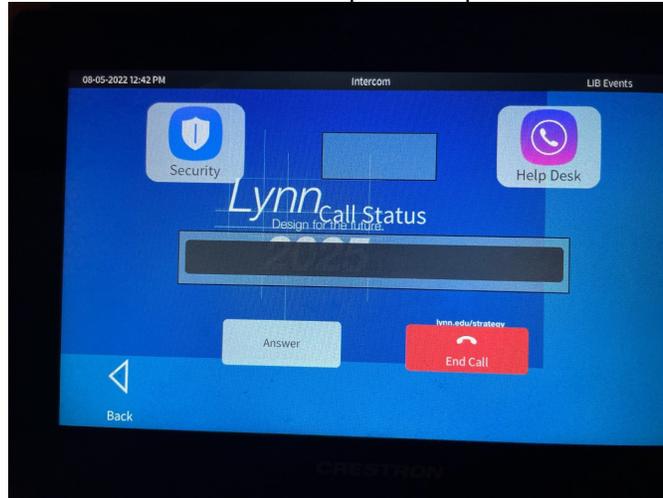
## Using the PC

- After the PC screen is displayed, enter your username and password to log in.
  - If using Zoom, select the Microsoft camera and microphone.

- The PC is located under the TV in a closed cabinet. If you need to access the PC for plugging in a USB device or to power on the computer, open the cabinet door.

### Additional Support

- If you require additional support for the technology in this space, you can use the intercom button on the touch panel.
  - Tap the intercom button and then tap the "Help Desk" button to call for support.



- Alternatively, you can call 561-237-7979 or email [supportservices@lynn.edu](mailto:supportservices@lynn.edu).