

Easy Guide for Conference Rooms' Hybrid AV Usage At Natural Resources Headquarter Building (715 P Street Sacramento)

Hybrid AV Tenant Conference Rooms on Floors 3-20 at Natural Resources Headquarters

The Natural Resources building has approximately 130 conference rooms of various sizes located on floors 3 through 20. These rooms have been outfitted with Hybrid Audio and Visual (AV) systems that are integrated with departments' Microsoft Outlook Calendars. These rooms can be directly scheduled/reserved for use by Agency departmental employees through Outlook.

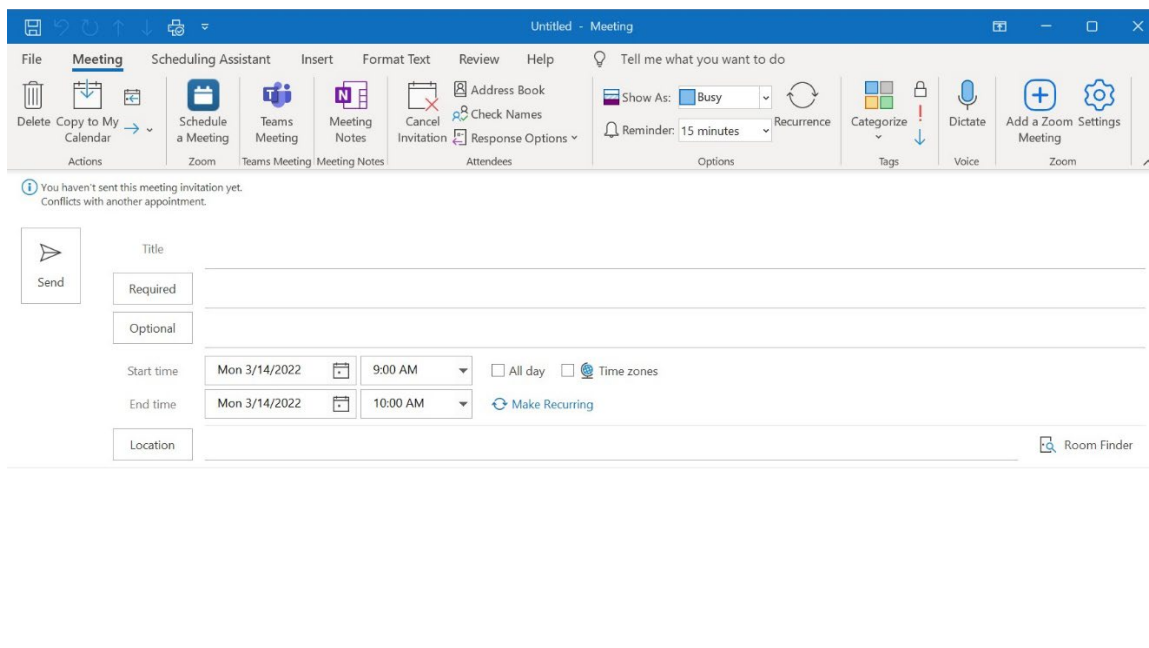
Natural Resources headquarters building's conference rooms are listed in your Outlook Global Address as NRHQ xx-xxx (i.e., NRHQ 20-103 is conference room on 20th floor room number 20-103).

Note: Some of the rooms have been dedicated only to a given department and can only be scheduled by that department's employees. Hint: If you do not see a conference room listed in your Outlooks Global Address List that mean you do not have scheduling access to that room.

Scheduling Room Through MS-Outlook Automatically Ties to Hybrid AV System Usage

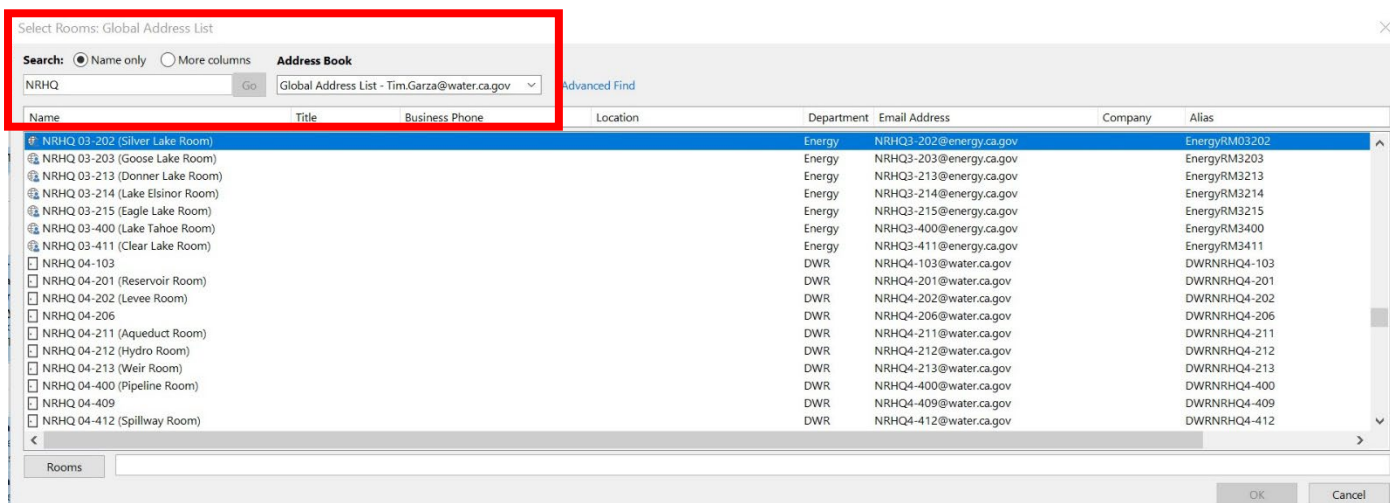
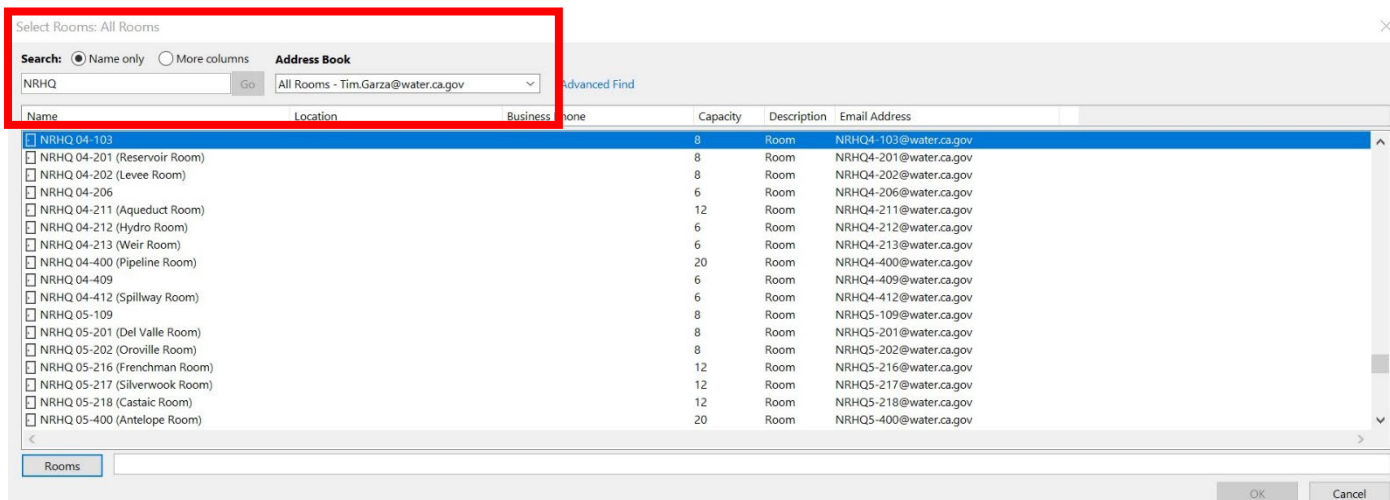
Tenant conference rooms scheduling is done through Microsoft Outlook. You follow the normal scheduling process to create a meeting: enter title; select required participations; selected date and time; and make a MS-Teams or Zoom meeting.

The different is **selection of Location**, when you create meeting, select the "Location" button to open-up list of rooms. By assigning a conference room (location) to the meeting, you are reserving/scheduling that room and auto-setting up the Hybrid AV system for use in that room at the scheduled meeting date and time.



The screenshot shows the Microsoft Outlook 'Meeting' creation window. The title bar reads 'Untitled - Meeting'. The ribbon includes 'File', 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' ribbon has several groups: 'Actions' (Delete, Copy to My Calendar), 'Zoom' (Schedule a Meeting), 'Teams Meeting' (Teams Meeting), 'Meeting Notes' (Meeting Notes), 'Attendees' (Cancel Invitation, Address Book, Check Names, Response Options), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence), 'Tags' (Categorize), 'Voice' (Dictate), and 'Zoom' (Add a Zoom Meeting, Settings). Below the ribbon, a message states: 'You haven't sent this meeting invitation yet. Conflicts with another appointment.' The main form area contains a 'Send' button, a 'Title' field, 'Required' and 'Optional' participant lists, 'Start time' (Mon 3/14/2022, 9:00 AM) and 'End time' (Mon 3/14/2022, 10:00 AM) fields with 'All day' and 'Time zones' checkboxes, a 'Make Recurring' link, and a 'Location' field with a 'Room Finder' icon.

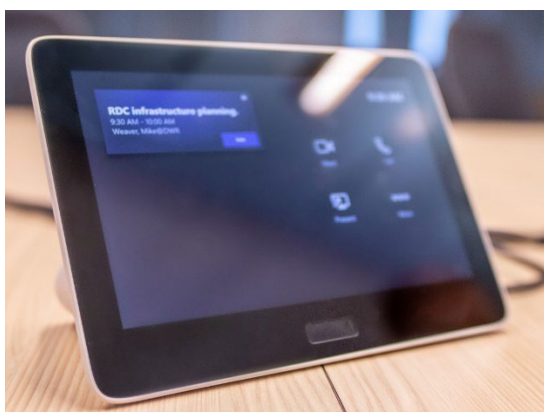
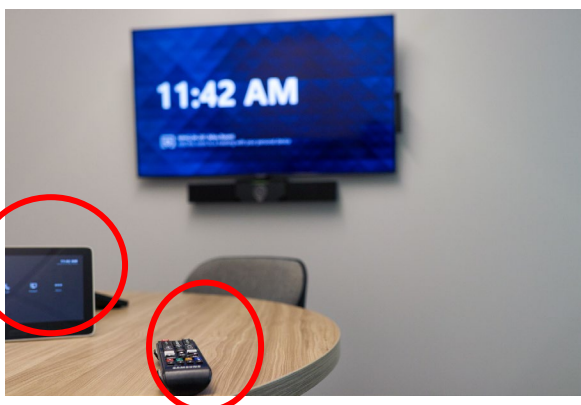
Click the “Location” button to open your departmental list of conference rooms. You can choose one of these rooms or you can change the “Address Book” selection to “Global Address List” to see the full list of conference rooms on other tenants/departments floors. Enter NRHQs into the “Search” criteria to quickly access the list of Natural Resources Headquarters’ conference rooms.



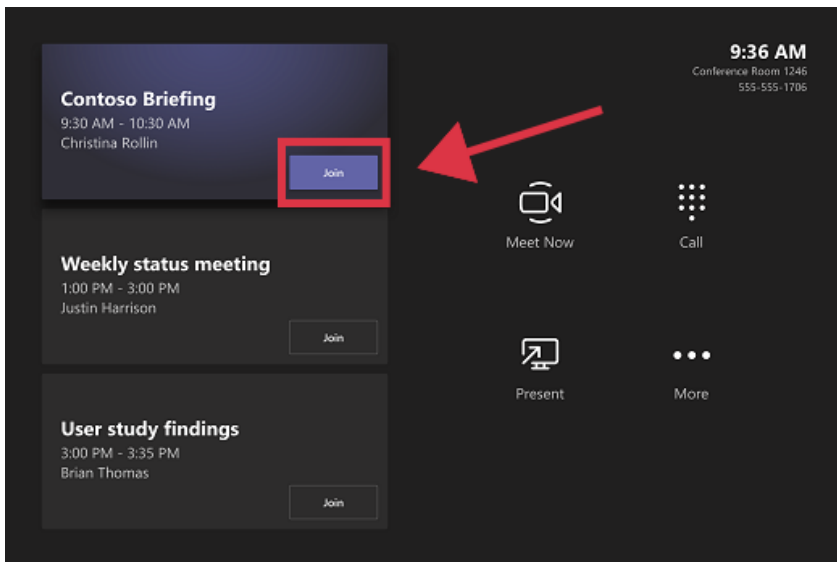
Note: You can check the availability of any conference room(s) the same way you check availability for any other employee or outlook resources.

Accessing and Running Meeting from Conference Room Utilizing Hybrid AV System

If the TV is powered off, use the remote in the conference room to power it on. The remote may be hooked to the side of the TV
Locate the Teams Touchscreen on the conference room table.



You will see your meeting available on the left-hand side of the Touchscreen. **Click the "Join" button** for the appropriate meeting.



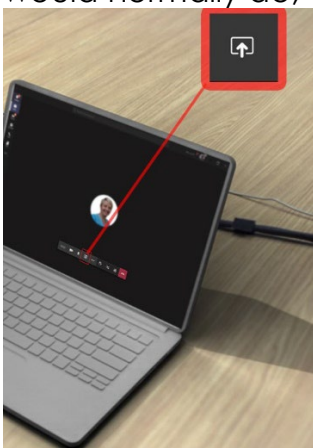
Verify the Conference Room Microphone is not muted so on-line meeting attendees can hear. *Note: The mic symbol is illuminated red when muted.* You can adjust the volume by pressing the + to increase volume or the - to decrease volume.



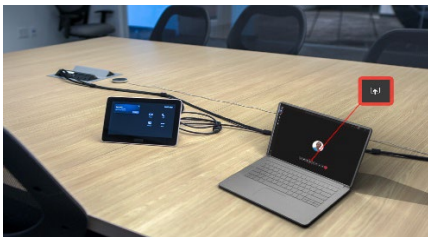
Presenting Content on Hybrid AV System

The best/easy way for any meeting participant to present content (materials/presentation) during the meeting is to just utilize the MS-Teams or Zoom on-line meeting platform's "Share" feature.

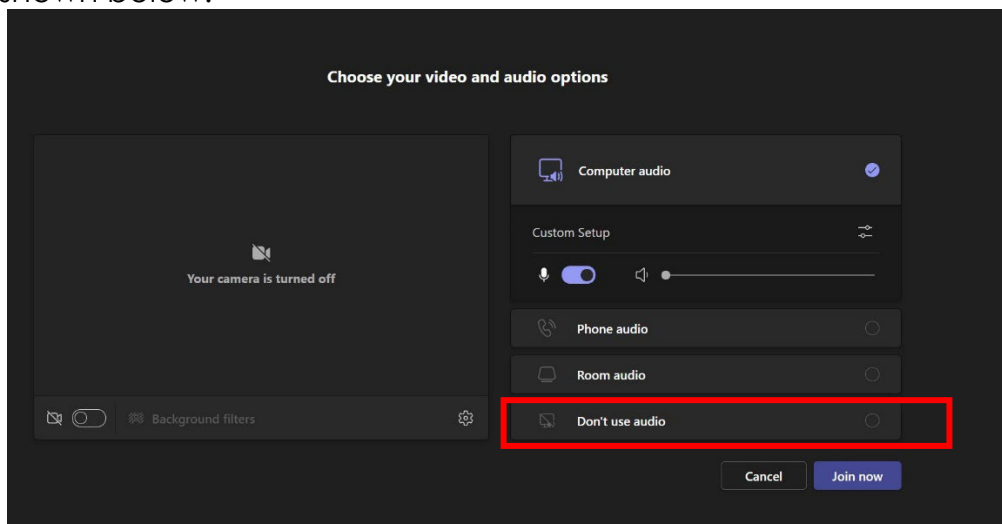
Present as Remote Participant: Join the meeting from your computer or laptop just like you would normally do, and utilize the Teams or Zoom "Share" feature



Present While in the Conference room: Join the meeting from a laptop.



The only thing to keep in mind is that, since you are in the room and there is already a speaker and microphone active in the room, you **MUST** Join without "Audio". When you see the connect options in the MS-Team App, select the option to "Don't Use Audio" as shown below.

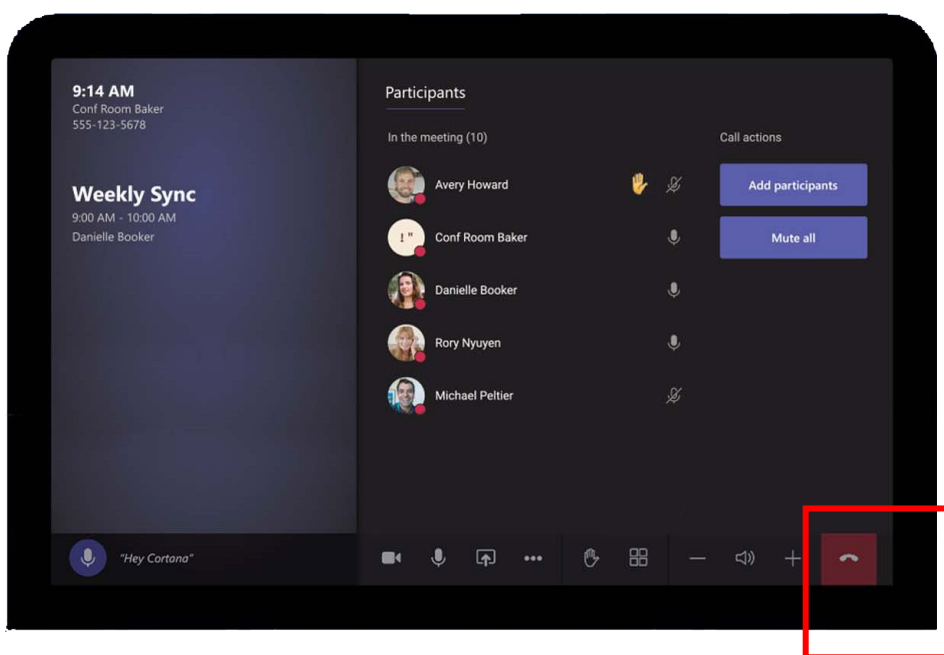


Once you are connected, you can Share content as you would normally.

Note: Zoom meetings also can be joined without audio

Finishing Meeting

When meeting is completed from the Touchscreen push the Red Phone button.



Support

If you need assistance/help with the Conference Hybrid AV system, contact your department's IT Support group.