

# Board Room

## Room Specifications

The board room is booked through Reception. It contains a 60 inch Full HD LCD TV, a built-in PC, Bose sound system, air conditioning, and a glass board for writing on. When you book the room you will receive a key to get into the room as well as a key for the right-hand side cupboard in the credenza at the front of the room. In this cupboard are the following:

- A set of dry-erase pens for the glass board, and an eraser
- The wireless keyboard and trackpad for the built-in PC
- Cables to connect a laptop to the display:
  - VGA cable
  - HDMI cable
  - Minijack audio cable

If any of these items are missing you should [notify Reception](#) who will arrange for them to be replaced.

## Usage Instructions

The board room is controlled via an AMX panel on the wall to the right of the display. It is pictured below. The features on the panel rely on an input being selected, which will then power up the display and amplifier for the audio. The air conditioning control is separate - you can have this on or off regardless of whether you are using the rest of the equipment in the room.



### Input options

The four buttons in the centre of the panel are for selecting an input for the video and audio. When you arrive in the room everything will be powered down, to start simply press the button that corresponds to the input that you want to use. The different inputs available are:

- **PC** - This is a standard Union build PC which you can log onto as usual using the cordless keyboard / trackpad stored in the cupboard. It cannot be locked, shut down or restarted but will go to sleep when not in use. To wake it up just tap a key on the keyboard. The keyboard has an on/off switch, you will need to turn it on to use it and turn it off when you are finished. If you don't turn it off chances are the batteries will have drained just in time for when you next need to use the room, so please remember to switch it off.
- **Apple TV** - This is reserved for future use and currently doesn't do anything
- **Laptop (VGA)** - This switches the display over to the VGA input. If you need sound then you will need to also connect the minijack cable from your laptop to the corresponding socket on the desk.
- **Laptop (HDMI)** - This switches the display over to the HDMI input. Since HDMI carries audio you will not need to use the separate audio cable to use the speakers.

### Connecting external equipment

You can connect equipment such as a laptop using the sockets on the desk surface:



In order from left to right, the sockets are for:

- **Mains Power** - This is a mains power socket for low power devices such as laptop chargers only. If you decide to bring a kettle into a meeting do not plug it into this socket as you will blow the fuse.
- **USB** - The USB socket is linked to the built-in PC, allowing you to connect a memory stick, digital camera etc to use with the Union PC in the room.
- **Minijack** - This is where the audio cable for a device connected using the VGA socket plugs in.
- **VGA** - Analogue video connector for older laptops.
- **HDMI** - Digital video and audio connection for newer laptops, Blu-ray players etc.

**If the laptop you are connecting is an Apple Mac you will need to provide an appropriate adaptor to either VGA or HDMI, they are not supplied with the cable set.**

## **When you have finished using the room**

When your meeting is over please log yourself off the Union PC (if you used it), power off the cordless keyboard (again, if you used it) and return any cables / pens etc. that you used to the right hand side cupboard, and lock the door with the provided key. Turn the power off to the equipment using the **Power Off** button at the top-left of the panel. This will not turn the air conditioning off as there will be times where you want to shut down the display but are staying in the room.

Fifteen minutes after the last person leaves the room the sensor in the ceiling will automatically power off the display, amplifier, and shut the air conditioning down.