

WHEN YOU LEAVE

- ◆ **Power Off**
Press the Power-Off button at the table top console
- ◆ **Turn off Light**
Make sure it clicks
- ◆ **Clean the Room**
Remove trash
Erase white board
- ◆ **Remove Personal Items**
USB flash drives
Digital files



Click It!



Smile!!
Camera monitoring in all
team rooms.

Troubleshooting

- ⇒ Black Screen - move mouse or tap spacebar on keyboard to wake up the system
- ⇒ Please report:
Missing equipment
Broken equipment
Cleanliness of room
- ⇒ TIS Help Desk
974-8790
<http://tis.haslam.utk.edu/request-help>



Team Room Guide



**CONNECT
COLLABORATE**

Technology Integration Services
Haslam College of Business

Reservations
<https://rooms.bus.utk.edu>

Team Room Technology

Console Buttons

Power On/Off: Turn system on/off

PC: Set team room PC as source

Laptop 1: Set laptop attached to
VGA cable as a source

Video: External video/audio source

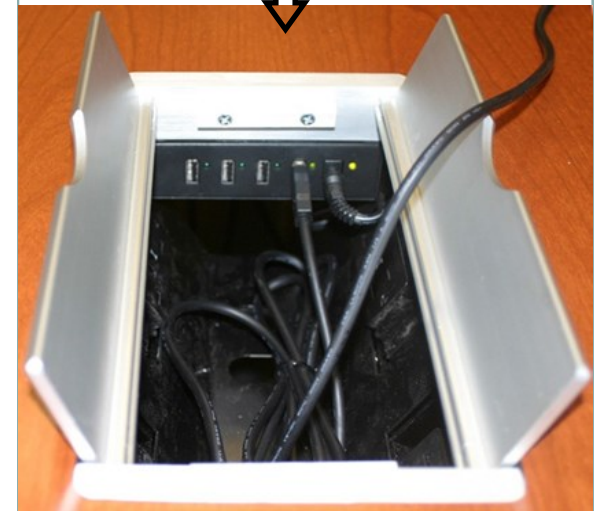
Image Adjust: Reset the screen

Audio Mute: mute audio



Webcam

- ⇒ Gently adjust the webcam on top of the LCD display.
- ⇒ Do Not turn the webcam over. Leave it ready for the next team meeting.
- ⇒ The Webcam is not the security camera.



**Power Strip
&
USB inputs for:**
Mouse
USB Flash Drives
Keyboards