

# DHHS Hybrid Work Implementation

## Conference Rooms

### MASOB & Cannon Building

## FAQs

**Question:** Where are the conference rooms?

**Answer:**

- [Cannon Conference Room Maps](#)
- [MASOB Conference Room Maps](#)
- A list of [DHHS Names and Acronyms](#)

**Question:** Which conference rooms are in the public area?

**Answer:**

- Cannon: Rooms 125, 128, 129, and 132
- MASOB: 1019A-B, 1020A-B-C

**Question:** How do I schedule a conference room?

**Answer:**

- [Cannon](#)
- [MASOB](#)

**Question:** Who do I contact to schedule a conference room?

**Answer:**

- [Cannon](#)
- MASOB: Please see the [MASOB Conference Room Maps](#)

**Question:** What equipment is available in the rooms?

**Answer:**

- [Cannon](#)
- MASOB: Please see the [MASOB Conference Room Maps](#)

**Question:** How do I use a ClickShare?

**Answer:** Here is a [Guide to ClickShare](#)

**Question:** How to set my laptop to present in the wired rooms?

**Answer:** Most of these rooms have HDMI ports in the table. A few have HDMI ports on the

wall. At Cannon, Rooms 114, 125, 128, 129, and 132 have wireless capabilities. Contact the Office of Administrative Services for more information.

**Question: How do I use an OWL?**

**Answer:** Here is a helpful video to help you connect to the OWL:

<https://youtu.be/pwFEgRLeHVk?si=vYjo4XH2Blc9Qrji>. For more help or information, contact the Office of Administrative Services.

**Question: Which rooms have a wireless option?**

**Answer:**

- Cannon: Rooms 114, 125, 128, 129, and 132
- MASOB: None

**Question: How to set my laptop up to present in the wireless rooms?**

**Answer:** Contact the Office of Administrative Services in advance for a Demo, or as needed for troubleshooting.

**Question: Who do I contact for help with AV setup?**

**Answer:** Contact the Office of Administrative Services in advance for a Demo, or as needed for troubleshooting.

**Question: Who do I contact if I have a problem?**

**Answer:** Contact the Front Desk or Office of Administrative Services for assistance.

**Question: How do I contact the Office of Administrative Services?**

**Answer:** [Office of Administrative Services \(OAS\)](#)

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## MASOB Conference Room Troubleshooting

The equipment in the MASOB conference rooms vary from room to room. If you need help with setup, or have any questions or problems, please come see us at the front desk, or contact the Office of Administrative Services (OAS).

but here are some basic tips for troubleshooting the audiovisual equipment.

There are two basic types of rooms. Some rooms are equipped with a built-in room computer and a switching wall panel that allows you to select either the room computer or

your own laptop. These rooms have a rack that controls the sound, and the built-in camera if there is one.

Other rooms have only a place to plug in your Laptop.

**A. Room with a built-in room computer.**

1. Check the wall panel to verify the system is showing the input source you wanted (room computer or laptop). Some rooms (1019A-B and 1020A-B-C) have more than one HDMI laptop outlet.
2. These rooms will have a PC box inside the AV rack, and a wireless keyboard and mouse. When troubleshooting, open the rack and check that the previous user has not turned off the room computer, by looking at the light on the front of the Computer. If it is off, turn it on.
3. If you see a Windows screen on the display (Monitor or Smartboard) but the mouse or keyboard is not responding, please check the batteries.
4. If a room smartboard shows multiple input screens, touch the screen to select one for display:
5. If none of these options make a room computer display, restart the audiovisual rack. In rooms 1019A-B and 1020A-B-C, the audiovisual rack is in a locked closet and you need to ask the Front Desk for help. In other conference rooms, the audiovisual rack is accessible and you can restart it yourself. The AV components have two switches; turn them off, wait 30 seconds, and turn them back on. Then turn the room computer back on.

**B. Room without a built-in room computer.** Some rooms are configured for Laptop only. Most of these plug in to a table console with an HDMI cable. (Users may need to bring adapters depending on the type of Laptop they are using.) A few rooms have HDMI ports in the walls, including the large public rooms 1019A-B and 1020A-B-C. If a room has more than one HDMI input, the user must indicate which one they are using at the wall panel.

**C. Rooms with Cameras.** Some rooms have built-in cameras. In Room 1019A-B, the cameras are controlled at the wall panel near the door. Most other rooms with cameras in the secure areas are controlled by a handheld remote. If you need to change the camera angle, please use the arrow buttons on the remote control, and do not move the camera directly by hand, because that breaks the motor gears.

- D. Rooms without Cameras.** If you wish to present to a meeting with remote attendees from a room that does not have a built-in camera, you might use the webcam on a laptop or a portable OWL camera plugged into the presenter's laptop. At this time the MASOB Conference Rooms do not include an OWL, but several divisions own one or more that they use for this purpose.
- E. Microphones.** 1019A-B and 1020A-B-C are equipped with wireless microphones that are found in the room cabinets, and one hands-free mic on a lanyard that hangs around the presenter's neck. When you finish using these, please plug in/return to the charging cradle so they will be ready for the next user. Microphones in the other conference rooms vary. Some have mics that hang from the ceiling, some smaller rooms have mics that sit on the table. A few do not at present have mics; remote users can only hear the meeting through the presenter's laptop microphone.
- F. Rooms with Accordion Doors.** Please request help from Office of Administrative Services staff or at the Front Desk moving the Accordion Doors in 1019A-B or 1020A-B-C. The doors require a special tool. If the doors are moved with the AV system turned on in the room, the rack will need to be restarted. In 1019A-B and 1020A-B-C, the AV system rack is housed in a locked closet and restarting it may delay your meeting. (It is helpful to request what you need in advance of the meeting. We will try to anticipate your needs, but you may also inform us in advance if you need doors opened or closed by completing an [Office of Administrative Services Maintenance Request](#).)
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## Cannon Building Conference Room Troubleshooting

The equipment in the Cannon Building conference rooms vary from room to room, but here are some basic tips for troubleshooting the audiovisual equipment. If you need help with setup, connections, need to check out equipment, or have any questions or problems, please come see us at the front desk or in suite 138, or contact the [Office of Administrative Services \(OAS\)](#).

- A. Equipment & Contacts**  
[Here](#) is a list of our conference rooms and the equipment we have in each room. Please note that this spreadsheet will change as we upgrade equipment and transition through our Hybrid Return to Work process.

## **B. Connecting your laptop**

All our main conference rooms are configured for laptop connection to either to a projector or a TV/monitor. Most rooms on floors 2,3 and 4 will have an HDMI cable to connect your laptop. (Users may need to bring adapters depending on the type of laptop they are using. The [Office of Administrative Services \(OAS\)](#) has several adapters to check out, if needed.) Many rooms have HDMI ports through the conference room tables, or in the cabinets next to the wall. Several of our first floor conference rooms are equipped with a wireless connection, allowing you to connect to the projector wirelessly.

### a. Connect wirelessly - Wireless adapter

To connect to the system, turn on the projection system. To bring up the projection menu on your laptop, hold down the Windows key and the letter K. (On older laptops, hold down the Windows key and the letter P.) Make sure your projection display is set to the correct setting; duplicate is recommended. Select either the conference room number which will appear as an option on your screen, or click to 'connect to a wireless display' or something similar. The conference room name should pop up. Click on it and your laptop should connect and project on the screen.

### b. Connect wirelessly - ClickShare

[Here are the instructions](#) for connecting using a ClickShare.

## **C. OWL Video Conferencing**

OWLs are an easy way to hold a video conference anywhere. OWLs are available for checkout through the [Office of Administrative Services \(OAS\)](#), suite 138. (Use an OWL Pro for larger rooms.) To connect an OWL, simply plug in the OWL plug for power and turn it on and connect the USB to your laptop. The OWL will connect with your laptop and you can start your Google Meet, Zoom or other conferencing platform. For more instructions, or video guides, here are some helpful links:

[OWL Labs Pro setup](#)

[Video Setup](#) (note that OWLS have already been setup up for use)

[Video Demo](#)

## **D. Microphones**. Cannon has a portable microphone system with wireless microphone suitable for a podium, table, or be handheld. This system can be used in the larger conference rooms on the first floor. If you need microphones for your meeting, please contact the [Office of Administrative Services \(OAS\)](#) for setup.