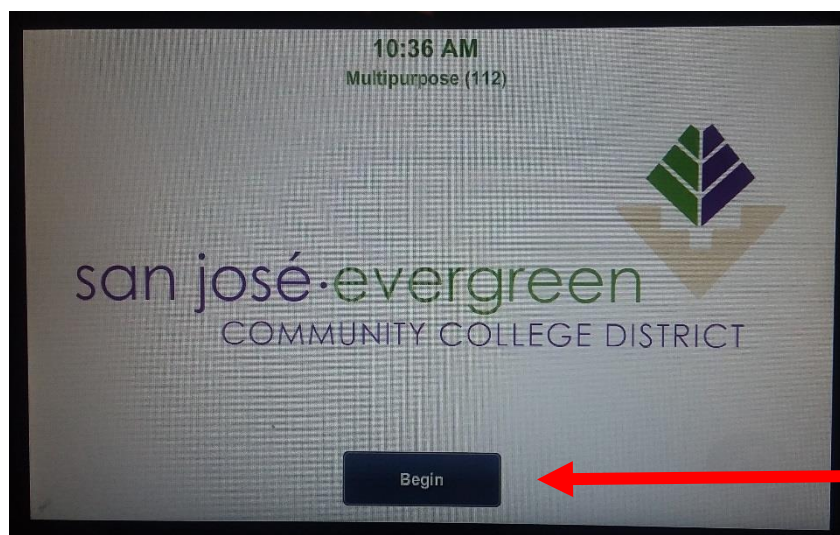Boardroom

In the Boardroom conference room, there will be a total of 4 computers that need to be connected. They are called BoardDocs, Clerk, Vote, and Podium. The BoardDocs, Clerk and Vote laptops are connected on the left hand side of the stage. The Voting laptop is connected at the end of the stage, followed by the Clerk laptop then the BoardDocs laptop. The Voting Laptop is connected next to the Crestron Tablet and the person using the Voting Laptop also controls which laptop is displayed on the monitors by using the Crestron Tablet. Press the On Button to turn on the Tablet. See below for an image of the Crestron Tablet.
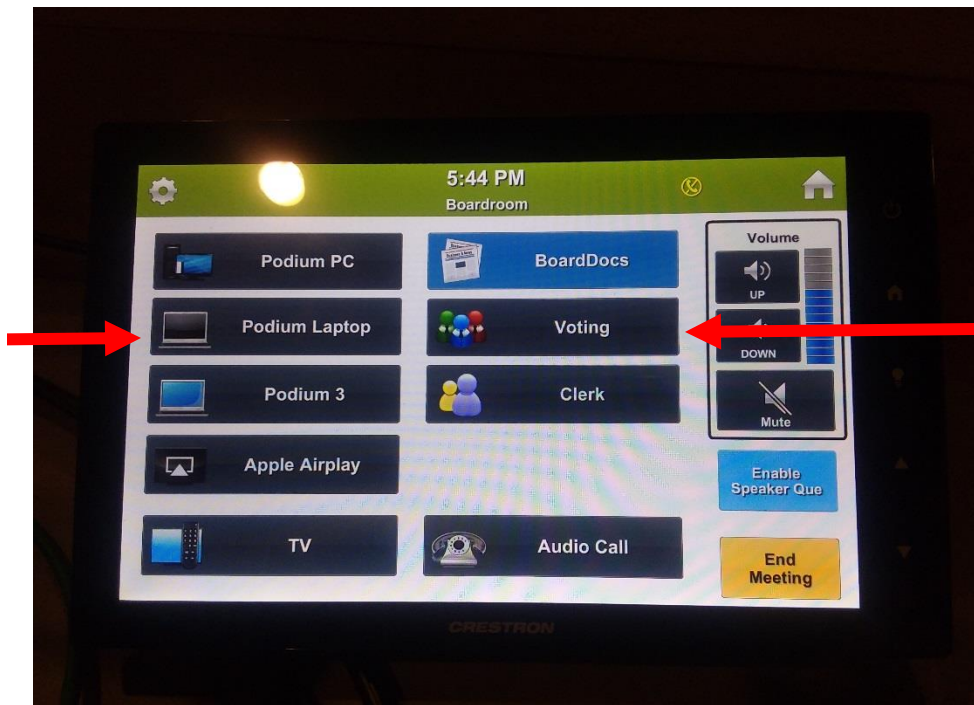

Crestron Tablet On Button

Once it is on, press the "Begin" option to open up the main menu of the Creston Tablet.
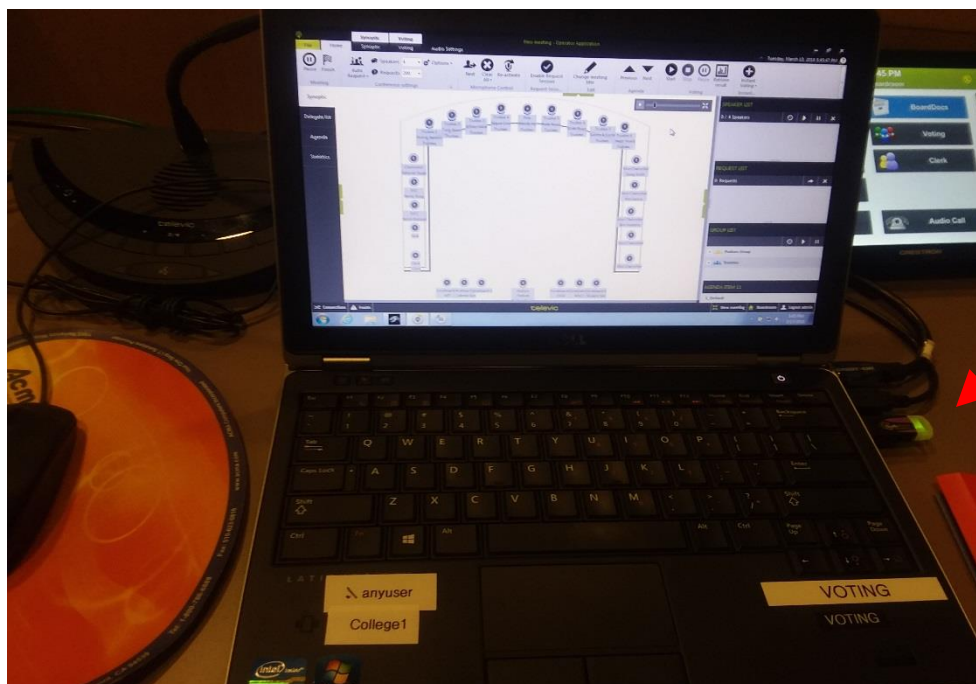

Press the "Begin" Button

When the main menu appears, the Voting laptop user can select which computer to be displayed on the monitors.

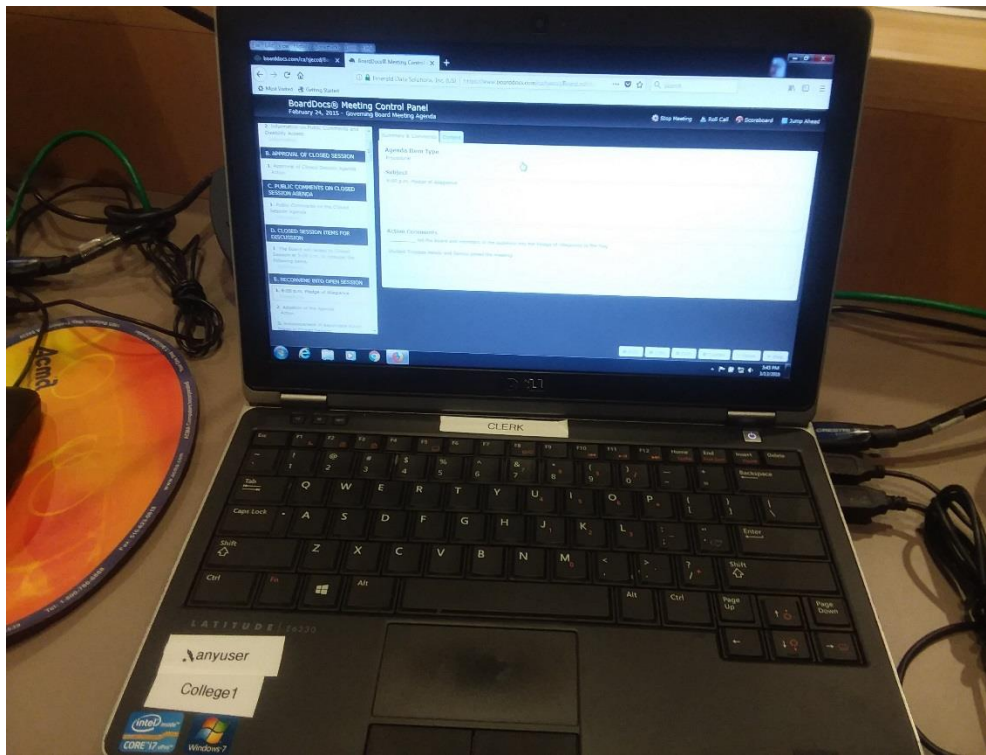

Podium Laptop selection.

Laptop Selection for BoardDocs, Voting and Clerk Laptops

The Voting Laptop is the laptop that has an IR adaptor on the right side and must be connected next to the Crestron tablet. See below.
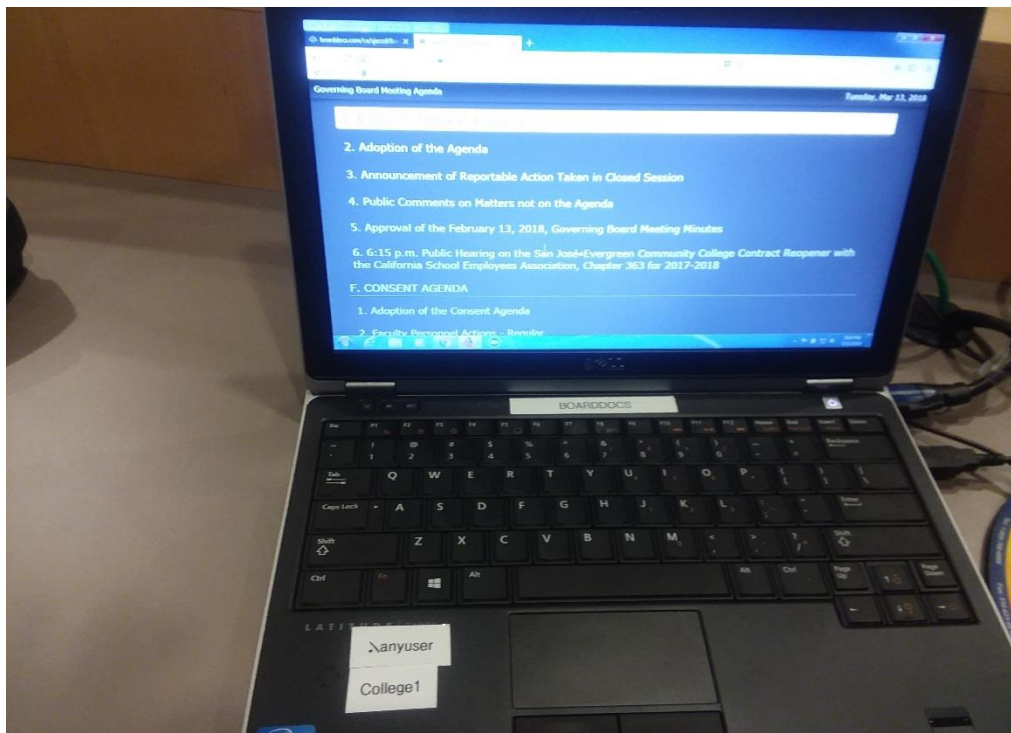

Voting Laptop with IR adaptor on the right hand side.

On the left side of the Voting Laptop is the connection for the Clerk laptop. See below:

To the left of the Clerk laptop is the connection of the BoardDocs laptop. See Below:

The Podium laptop is connected on top of the Podium. Please make sure the podium is facing the stage. Also, use the VGA and Audio cables to connect the Podium Laptop. See below:

VGA Cable for Podium Laptop

Audio Cable for Podium Laptop

Furthermore, you must check that all of the microphones on the stage and the Podium work by individually checking each one.