

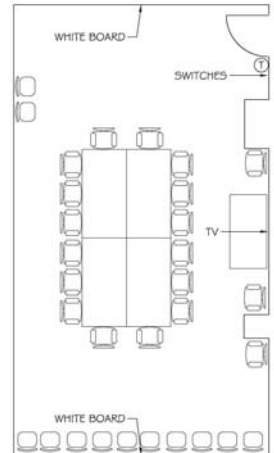
Conference Room
Basement 133 State Street
Room 021

Lights The lights for the conference room are controlled by two toggle switches on the left side as you enter the room.

Tables There are four tables which can be rearranged as needed. At the end of the meeting the tables and chairs are to be arranged back to the original configuration.

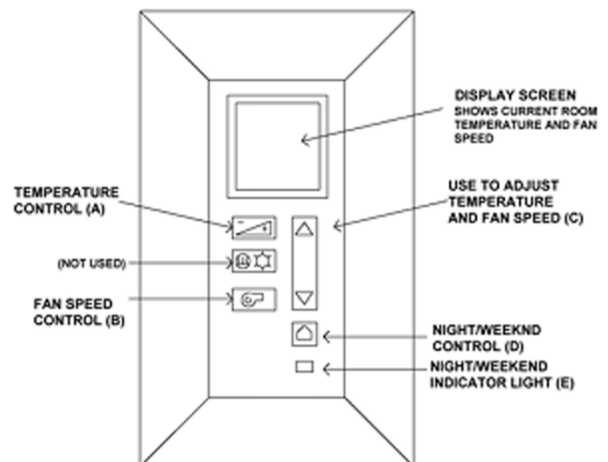
Thermostat The temperature range is 65° - 75°. To adjust the temperature:

- 1) Press and release Button A.
- 2) Press Button C up or down as needed. "0" = 65° to "10" = 75°.
- 3) When desired setting is reached, wait a few seconds for the unit to complete the change.



The fan speed is indicated by the number of wavy lines on the display screen. "AUTO" will automatically adjust the fan speed, as need. To manually change the fan speed:

- 1) Press and release Button B.
- 2) Press Button C until the desired fan speed is indicated. The flashing unit on the display screen; one, two, or three wavy lines or the word "AUTO" is what the fan unit will reset to. One Wavy line is the lowest; three wavy lines are the highest.
- 3) When desired fan speed is flashing, wait a few seconds for the unit to complete change.



When working off-hours (6:00 p.m. – 7:00 a.m.) or on weekends, press and hold Button D until E lights up. This will enable the unit to operated when off. This feature will automatically revert after two hours.

General The room can hold approximately 30 people. BGS does not provide a projector for this room, the person reserving would need to provide one. The white boards are used as screens. A Polycom conference call phone is available (828-5830); for questions call telecommunications at 828-3400. To activate the phone, push the button with the picture of the headset. Internet is available through wall connection or Wi-Fi. The wall connections are DHCP addresses, so no configuration should be required; wall jacks have a blue or green dot next to them. No food or drinks allowed. If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup.

Access BGS Maintenance/Security will unlock the room prior to meeting time. The front & back door of the building have unrestricted access from 7:45am to 4:30pm. The door off Aiken Ave requires a security badge for entry. The building is handicapped accessible through the back door. The elevators serve all floors.

