

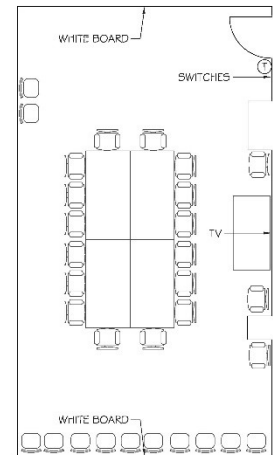
BGS Conference Room #021 Basement of 133 State Street

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 three tables which can be rearranged as needed. At the end of the meeting the tables and chairs are to be returned to the original configuration.

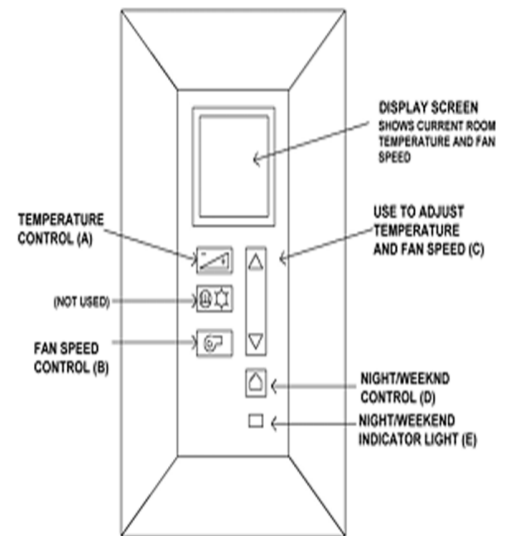
Thermostat The temperature range is 65° - 75°. To adjust the temperature:

- 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. There are white boards. A Polycom conference call phone is available (828-5830); for questions call telecommunications at 828-3400. Internet is available through wall connection or Wi-Fi (Name: *SOV-Public-wifi*; no password is required). The wall connections are DHCP addresses, so no configuration should be required; wall jacks have a blue or green dot next to them.

If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup.

Access There is an access code for the door. The front & back doors 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. Call BGS Security 828-0777 for unexpected access issues.

Projector A projector is available in this room.

Projection Wall

One wall is painted for use as a screen (see attached photos).

Do not tape, staple, or pin anything to that wall

Attachments

The BENQ Digital Projector User Manual is attached.

The QCast Video Streaming Dongle Quick Start Guide is attached

QCast QP01 is for wireless connection to the projector using your iPhone or Android phone.

Computer Connection

The computer connection is by HDMI or VGA. With the VGA connection is a USB cable that can provide sound from the projector.

Remote Control

There is a remote that goes with the projector.

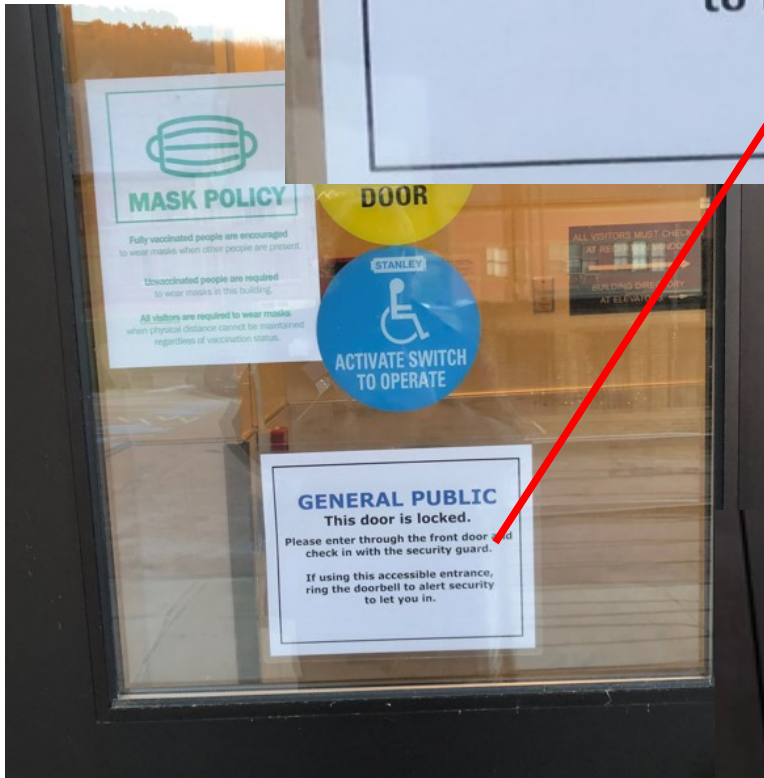
For the convenience of users, the remote will be left in the room.

There is a replacement cost, if it comes up missing.



BACK DOOR ENTRY | 133 STATE STREET

GENERAL PUBLIC
This door is locked.
Please enter through the front door and
check in with the security guard.
If using this accessible entrance,
ring the doorbell to alert security
to let you in.



DOORBELL



ACCESS—EFFECTIVE November 1, 2021

Security Guidance —133 State Street, Montpelier

ACCESS TO THE BUILDING

- The front door of the building at 133 State Street will be open 7:45 AM to 5:00 PM
- The back door will remain locked and will require security badge for entry.
- There is a BGS Security Desk in the lobby of the building (photo below).
- Any visitor entering the building must check in at the Security desk. A **visitor is defined** as anyone, including State of Vermont employees, who does not have building access on their assigned ID badges.
- The building is handicapped accessible through the back door.
- The elevators serve all floors.

VISITOR CHECK IN

Visitors must check in at the BGS Security Desk in the First Floor Lobby Area



MEETING PARTICIPANT SPREADSHEET

**BGS Security Spreadsheet is Required For Meetings scheduled in
BGS Conference Room #021 & BGS Board Room #410**

BGS Security at the 133 State Street Office Building will need a list of the “visitors” attending the meeting. Visitor Passes will be issued to each individual and collected at the end of the term of the pass. BGS Security would like the Excel spreadsheet (attached) at least 3 business days prior to the meeting. Please submit the completed copy to



HOW TO ACCESS BGS CONFERENCE ROOM #021

#1 GO TO

The BGS Security Desk in the First Floor Lobby Area

#2 TAKE ELEVATOR TO THE BASEMENT

BGS Conference Room | ROOM #021 | 133 STATE STREET

November 4, 2021

BGS Conference Room
#021

Elevator Access | Basement

Restrooms

