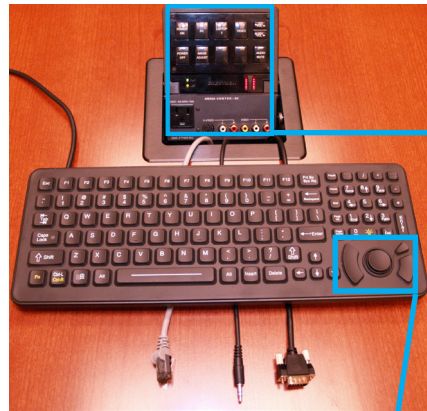


Team Room Quick Guide

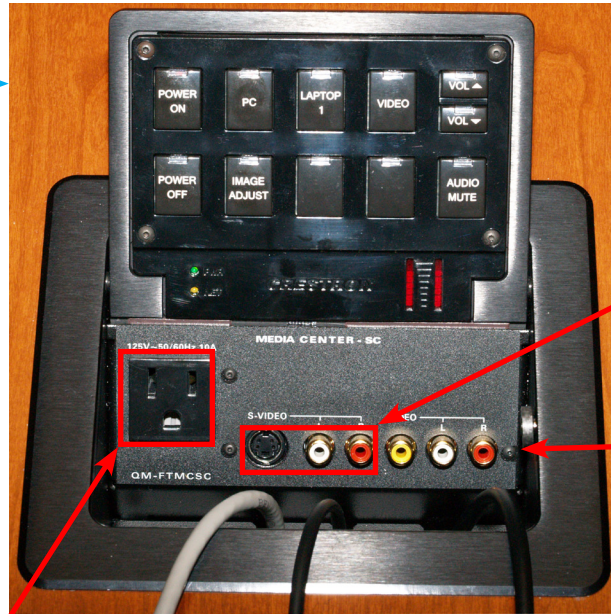
Team room keyboard and console.



ethernet cable, sound cable and VGA computer cable for connecting laptop computers

Buttons:

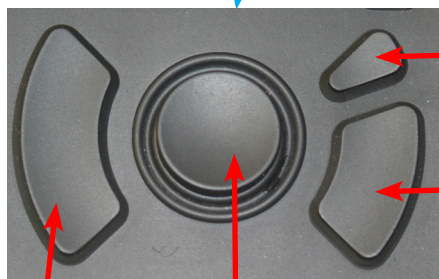
- Power On**-turns on the team room system & selects the team room PC as a source
- PC**-selects the team room PC as a source
- Laptop 1**-selects a laptop attached to the VGA cable as a source
- Video**-selects an external video/audio source
- Vol**-volume controls
- Power Off**-turns off the team room system
- Image Adjust**-resets the team room screen image
- Audio Mute**-mutes audio sources



Non-functional inputs

Video/audio inputs

Power



scroll button

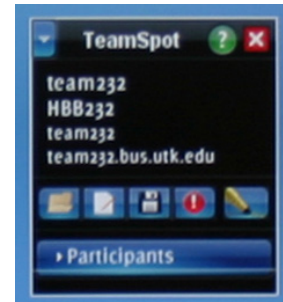
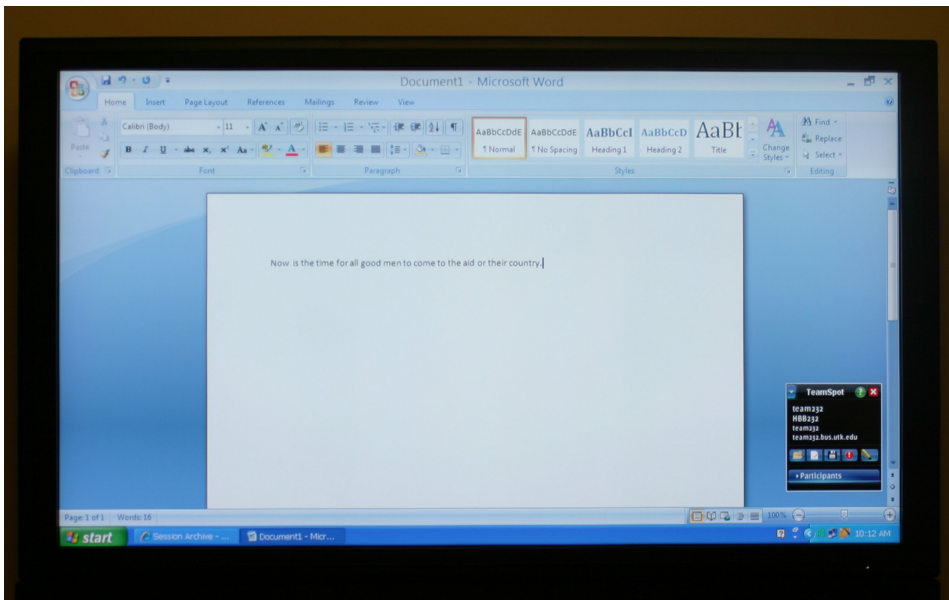
right click

left click

joy stick



USB inputs for mice, keyboards, USB flash drives and a power strip.



TeamSpot control panel with TeamSpot URL

Note: a TeamSpot video and instructions are on the team room PCs.

Also note that clicking the  will bring up a help file.

Team room screen with MS Word document open

Note: if the screen is black once the system is powered on, move the joystick or keyboard to wake the system up.

Uses for the team rooms:

- Use TeamSpot software for teams to share files and collaborate on common documents
- Create documents using the team room PCs
- Connect laptop computers to the team room LCD screens for group viewing.

Before you leave a team room, please do the following:

1. Clean the room. This means removing all trash and erasing the white board. Ideally, leave the room as you found it.
2. “Power Off” the system at the console. This is the black box embedded in the table.
3. Remove personal items. Don’t forget to take any USB flash drives or digital files with you before you go; they may not be there when you come back.

What do I do if there is any issue (cleanliness, non-functioning, missing or abused equipment, etc.) when I enter?

Immediately report the issue by calling the Technology Integration Services Help Desk at 974-4600 or using the reporting form at http://bus.utk.edu/tis/hbb_resources/report.cfm. Students found abusing the team rooms may lose their room reservation privileges. If you don’t report the issue, you may be held responsible. All rooms include camera monitoring systems with archived footage that can be reviewed to help determine those responsible; these cameras are not continuously monitored.



← The room should look like the teamroom picture to the left.

→ To turn off the lights, the wall light switch on the left should be adjusted until it clicks.

