

Hello

Welcome to The Never Bored Room



Clipboard

Please complete before your meeting commences, once completed please hang up on the front of the door.



Presenting

Please refer to the Never Bored Room facilities document located on the credenza.



HDMI 2 - Chromecast

If you have a Chromecast compatible device please select The Never Bored Room - Chromecast wifi from the list of networks. The password is **bored room** this will enable you to connect to the TV.



HDMI 3- Windows PC

There is no password for this PC, the keyboard and mouse are in the third drawer of the credenza. There is no need to connect to the web manually or enter any passwords. You may use Skype, and there is a webcam attached to the PC which you can use for video conferencing.



Phone Calls

To Contact Reception: Make sure  **'Contact Reception'** is highlighted on the phones screen. To speak to reception please **press 9** followed by the call button. 

To Call Out: Make sure  **'Login to call'** is highlighted on the phones screen.

To make an outgoing call you will need to login: **Press * 0** + the call button  , and follow the instructions. The extension number is **2444704** and the pin is **2673**. Once logged in please hangup, and dial the number you wish to call. (This phone is unable to receive incoming calls).

Please note you will remain logged in for up to 2hrs, to logout press *** 0**  and follow the instructions.

Calls are charged at a rate of 2p/minute and charges will appear on your invoice.



Refreshments

You will find water on the table and also any booked hot drinks on the credenza (coffee to the left and hot water to the right). You will find water glasses on the bottom shelf of the trolley and a selection of Little Miss and Mr Men mugs on the top shelf - have fun deciding who is Mr Grumpy!



Wifi

To connect to our wifi simply select 'Guild Meeting Rooms' from the network list, the password is **guildmeetings2015**

The Never Bored Room - Facilities

Inside the credenza you will find the following:

1. This drawer contains

- A - HDMI > Thunderbolt
- B - HDMI > Display Port
- C - HDMI > HDMI
- D - USB > Thunderbolt
- E - HDMI > Display Port

2. This drawer contains

The TV remote

Long HDMI > HDMI lead which can be plugged into the table

Presentation remote control (you'll find the USB for your computer in the back)

iPhone / iPad charger / leads

3. This drawer contains

Headphones

Mouse Keyboard & Webcam + Charger (they are linked to the PC connected to the TV)

4. This cupboard contains

Recording Kit

Ethernet Cable for Webinars please ask Front of House if you would like to use these.

