

SCHOOL MEETING ROOM

1. **Access.** The School Meeting room has a proximity card reader, the door is open from 9 to 5 on weekdays and on 'prox' at other times.
2. **Booking.** The room can be used by any member of staff for school business. The diary can be viewed on meeting maker as 'account medicine.' The admin staff have read / write access to make bookings and all members of staff can obtain read only access by asking one of the admin staff to pass it to them. Procedure for booking:
 - a. Check to find a vacant slot - bookings are first come – first served.
 - b. Email a member of the admin team with the times, purpose of the meeting and the lead name (to be used if there is conflicting bookings).
 - c. To re-schedule or cancel email a member of admin staff.
3. **AV.** There is a projector and room resident PC.
4. **Catering.** Normal procedure is to book catering through central catering directly. Staff who have booked catering should ensure that they are available to receive the order and let the caterers in to drop it off. Staff who have booked catering are to ensure that the room is cleaned before departing.
5. **Balcony.** The key to the balcony remains in the door lock. Ensure that the door is locked after use. Take care when opening the door in high winds.
6. **Telephone.** Phone port 303/243 is live as a phone line using phone number 14430, this port is in the box nearest the window. This is an internal line so can take internal calls only. External calls can be made through the operator or by dialling 01334 464748 14430.
7. To make a conference call on polycom 300 system in meeting room:
 - o Press 'on/off'
 - o Dial 1st number. When caller answers tell them to hold
 - o Press 'flash' and dial 2nd number. When caller answers tell them to hold and press '3'
 - o Press 'flash' and dial 3rd number. When caller answers tell them to hold and press '3'
 - o Etc
8. To make a conference call on university telephone system (up to 7 internal extensions and 1 external number can be connected for a conference call):
 - o Dial 1st extension & wait for answer
 - o Press 'Recall' or 'Inquiry' for dial tone (on the conference phones, if there is no 'Recall' button, the key marked with a LIGHTENING bolt offers the same facility.)
 - o Dial 2nd extension & wait for answer
 - o Press 3 to connect participants
 - o Repeat steps 2-4 until all participants are connected

Please note, that when 3 or more people on this kind of call are connected then all participants will hear a regular 'beep' on the line; this is to warn everyone that they are no longer taking part in a private conversation.