

THE CELLAR



AV & VIDEO CONFERENCING INSTRUCTIONS



HDMI

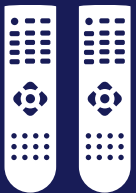
If your PC does not have a built-in HDMI port and you wish to use the AV equipment, please bring the relevant connector / adapter



OX9 GUEST WIFI

Guest Network
Password

OX9-Guests
Guest2025%



REMOTE CONTROLS

TV
Teams





USING AV EQUIPMENT WITH SOUND

If you have booked The Cellar for a meeting and wish to use the AV equipment for presentation purposes, please follow steps below:

Ensure you are connected to The Cellar WIFI

OX9-Guests
Guest2025%

Switch TV on using the remote labelled 'TV'

Press Source to HDMI button

Select **PC (HDMI 1)** using the arrow cursors on remote followed by OK button

Plug **grey HDMI** cable (**labelled Zoom**) – wait a couple of seconds and screen will automatically display on to the AV screen with sound.





USING AV EQUIPMENT WITHOUT SOUND

If you have booked The Cellar for a meeting and wish to use the AV equipment for presentation purposes, please follow steps below:

Ensure you are connected to The Cellar WIFI

OX9-Guests
Guest2025%

Switch TV on using the remote labelled 'TV'

Press source to HDMI button

Select **PC (HDMI 2)** using the arrow cursors on remote followed by OK button

Plug **black HDMI** cable (**labelled Teams**) into your laptop – wait a couple of seconds and your screen will automatically display on to the AV screen.





zoom

HOW TO USE OUR INTEGRATED ZOOM ROOM

The AV equipment is configured for use with Zoom. The quality of the screen and the camera works most effectively when you use this platform.

If you have booked The Cellar to utilise the fully integrated Zoom Room, please follow steps below:

IMPORTANT NOTE: Ahead of your meeting, it is **essential** you invite zoom@ox9thame.co.uk alongside your other Zoom attendees

1. You must be connected to The Cellar WIFI

OX9-Guests
Guest2025%

2. Switch TV on using TV remote – top left button

3. Press Source to HDMI – top right button

4. Select **PC (HDMI 1)** using the arrow cursors on the remote and select OK

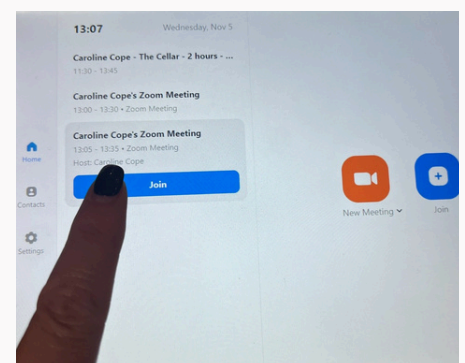
5. The Logitech box is now what you use to get your Zoom meeting in progress. The box is touchscreen and works best if you press firmly on the screen as opposed to tapping

6. Your meeting should be displayed as per example adjacent. If not displayed, please swipe down to refresh the Logitech screen

7. Press 'Join meeting'

8. Press Start Video

9. Admit Guests by clicking on Participants and adding them



Sharing your screen

If you require your screen to be shared to present any documents to participants, then you need to insert the **black HDMI cable (labelled Zoom)** in to your laptop.



TEAMS AV INSTRUCTIONS

The Teams' camera sits underneath TV screen on the desk labelled 'Teams'. The camera built into the TV screen is for Zoom only

You must be connected to The Cellar WIFI

OX9-Guests
Guest2025%

Switch TV on using TV remote – top left button

Press source to HDMI button

Select **PC (HDMI 2)**

If for any reason you have selected PC (HDMI 2) and the screen displaying 'No Signal' is **NOT** displayed, push **button 2** on the Techole switch

The Techole switch can be found enclosed in the cable tidy section of The Cellar meeting table

To get started

Plug **black HDMI** cable (**labelled Teams**) into the laptop / PC which will be displaying / initiating the Teams invite i.e. the Host, this will display your PC screen on to the TV screen.

If you require everybody present in The Cellar to be visible on the Teams call (the whole room on display), plug the **blue USB** cable (**labelled Teams**) into the same laptop / PC – total of two cables now plugged in

The Teams TV remote can then be used to adjust the camera - the buttons such as pan tilt and the arrows will adjust the camera position.





USEFUL INFORMATION



FIRE ALARM

In the event of the fire alarm sounding, please make your way to the designated fire exit - this is the side entrance door. Please convene in the market car park, which is our assembly point



SMOKING/VAPES

Smoking and the use of vapes is strictly prohibited within The Cellar / OX9 Building



WCs

Toilets are located within the central hub of the building, unisex WCs can also be found on the first and second floors



QUOOKER TAP

The Cellar benefits from a Quooker Steamer Tap. A quick double push and turn to the right provides instant hot water (red light). A quick single push and turn to the right provides filtered cold water (blue light). The tap side handle provides tap water



DISHWASHER

The Cellar has an integrated dishwasher - please kindly place any dirty crockery and cutlery into the machine when you have finished



WATER

Bottled water is available in the fridge



NESPRESSO MACHINE

The Cellar benefits from a Nespresso machine - plenty of capsules are provided along with a milk frother



ROOM TEMPERATURE

The room temperature is set according to the seasons, however if you need to adjust the temperature up or down, the control pad is located on the wall near to the refreshment bar



ASSISTANCE / EMERGENCY CONTACT

In the event of an emergency, please contact one of the OX9 Team:
01844 211060 / hello@ox9thame.co.uk



USE OF THE SHARED / COMMUNAL SPACES: THE HUB & THE COURTYARD

The Hub and The Courtyard are shared spaces for all OX9 clients and visitors to enjoy. Please use these spaces considerately and note the following guidelines:

- The Hub is a communal space, designed to be used and enjoyed by all guests and visitors. Its main purpose is to provide a beautiful breakout space where you can enjoy a coffee and take timeout from work
- Please keep The Hub doors open at all times for accessibility
- For occasional, unavoidable calls, please wear noise-cancelling headphones and keep disruption to a minimum
- Once you have finished in The Hub, please clear away all personal items, place used items in the dishwasher and ensure surfaces are left clean and tidy for anyone using the space after you
- The Courtyard is intended for comfort breaks and mindful rest away from your desk – please respect its peaceful atmosphere
- Our team work hard every day to keep OX9 clean, safe, welcoming, and professional for everyone. Please treat our staff, fellow clients and visitors with courtesy and respect. Any form of abusive, threatening, or discriminatory behaviour will be treated seriously. If you experience or witness unacceptable behaviour, please report it to the managing director immediately
- Thank you for helping us to keep these areas comfortable and welcoming for everyone.