

KEEP BESIDE THE ROOM DISPLAY

Find the right room guide

Use the correct site, room and equipment record before following an instruction. The names below belong to the fictional Wayrest demonstration.

01

Choose the site

Open the workspace and choose Harbour office or Riverside office. A room name alone is not enough: both offices have a Meeting room 1.

02

Match the equipment

Select the room. Compare its equipment description and asset ID with the setup in front of you. Harbour uses H-DISPLAY-01 (HDMI); Riverside uses R-DISPLAY-08 (USB-C).

03

Check the guide

Open Quick guide. Confirm the procedure version and review status. A review date is not proof that the equipment is unchanged.

04

Follow and check

Use the displayed steps only when the location, equipment and guide agree. Check picture and sound before the session. Never borrow a different room's procedure to fill a gap.

05

Stop and hand over

When the guide is missing, the equipment differs or review is required, stop. Give support the site, room ID, equipment ID, exact symptom and time observed. Do not include passwords or visitor details.

DO NOT RESET SHARED EQUIPMENT

In this sample, uncertain setup changes go to the responsible support contact. The demonstration does not create tickets or change devices.