

BGS Board Room #410

Fourth Floor - 133 State, Montpelier

Lights To control the light in the vestibule, the switch is on the inside right hand of the entrance. Lights for the Board room are controlled by three ivory toggle switches on the left side as you enter the second door – one controls the chandelier and wall sconces and the other two control the ceiling can lights. 1 Brown toggle switch is located on left side of the fireplace for the light over fireplace.

Blinds The blinds in the three upper windows are electric and are controlled by the three paddle switches on the left side of the entrance into the board room. Push the top of the switch for the blinds to go up and push the bottom of the switch for the blinds to go down. The blinds will stop automatically and the switch can remain in any position.

Chairs Additional chairs are located next to the double doors opposite the entrance, place extra chairs back when done.

Tables There are only three tables which can be rearranged as needed. At the end of the meeting the tables and chairs are to be arranged back to the original configuration.

Thermostat The temperature range is 65° - 75°. To adjust the temperature:

- 1) Press and release Button A.
- 2) Press Button C up or down as needed. "0" = 65° to "10" = 75°.
- 3) When desired setting is reached, wait a few seconds for the unit to complete the change.

The fan speed is indicated by the number of wavy lines

on the display screen. "AUTO" will automatically adjust the fan speed, as need. To manually change the fan speed:

- 1) Press and release Button B.
- 2) Press Button C until the desired fan speed is indicated. The flashing unit on the display screen (one, two, or three wavy lines or the word "AUTO" is what the fan unit will reset to. One wavy line is the lowest; three wavy lines is the highest.
- 3) When desired fan speed is flashing, wait a few seconds for the unit to complete change.

When working off-hours (6:00 p.m. – 7:00 a.m.) or on weekends, press and hold Button D until E lights up. This will enable the unit to operated when off. This feature will automatically revert after two hours.

General

Capacity: Approximately 50 people.

Projector: BGS does not provide a projector for this room; the person reserving would need to provide one. There is a screen on a stand.

Phone: A VOIP conference call phone is available (828-7125); for questions call telecommunications at 828-3400.

Internet/Wifi: Available through wall connection or Wi-Fi (Name: SOV-Public-wifi; no password is required). The wall connections are DHCP addresses, so no configuration should be required; wall jacks have a blue or green dot next to them.

If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup.

Access: The Front & back doors of the building have unrestricted access from 7:45am to 4:30pm. The door off Aiken Avenue requires a security badge for entry. The building is handicapped accessible through the back door. The elevators serve all floors.

Access Card: Pick up and drop off access card at BGS Security, 6 Baldwin Street prior to and immediately after your meeting. User must sign the keycard in and out. BGS Security Office is staffed 7:45 AM to 4:30 PM.



