Tenant Event Space - Guidelines

**Wi-Fi Network: 400 Fairview Amenities**

**Password: Welcome400**

# Steps for using the TES Conferencing System:

## Turning on Modena System

* Activate the Modena system at the wall panel inside the conference room at the SW corner
	+ Tap the screen, then choose “Wireless Laptop” on the dashboard
	+ Projector screen and TV should activate automatically.
		- If the system does not activate, shut down the system, wait 1 minute, then relaunch “Wireless Laptop” app at the wall panel

\*Be sure the power strip on the back of the TV monitor is ON (the TV monitor should never be turned off by the power strip – it is controlled by the Wall Panel at the front of the room or the Remote control.)

## How to connect to Modena System via website

**\*Only use website access when presenting in room as microphones/camera only work when using the app (see below)**

* Connect to 400 Fairview Amenities Wi-Fi network, password: Welcome400
* Connect to Modena website via Chrome or Edge
	+ Enter 10.1.72.10 in browser
	+ The website will produce a “Not Secure Message”
		- Okay to click on the *Advance* button and click *proceed*
		- Site is SAFE due to an encrypted certificate hosted by local network.
	+ “Name” can be any word of your choosing. “Code” is:
		- The 4-digit code shown on the projector/TV screen

\*An option to choose which screen to share will appear as a pop-up.

*Visual aid can be seen below, see* ***Screenshot 1 & 2***

## How to connect to Modena System via App

**\*Best for virtual meetings that include presentations – microphone and camera operational using app.**

* Connect to 400 Fairview Amenities Wi-Fi network, password: Welcome400
* Connect to Modena website via Chrome or Edge
	+ Enter 10.1.72.10 in browser
	+ The website will produce a “Not Secure Message”
		- Okay to click on the *Advance* button and click *proceed*
		- Site is SAFE due to an encrypted certificate hosted by local network.
* Click on the ellipses, located at the top right corner of the website
* Select Download App
	+ From the downloads, click on the Modena app to run the program.
* You will see Modena App on taskbar
	+ Click on the app on the taskbar
	+ Enter 4-digit code found on projector/TV screen

*Visual aid can be seen below, see* ***Screenshot 1 & 3***

## How to use the Modena App for Virtual Meetings

* Once connected to the Modena app, initiate meeting platform (ex. Zoom or Teams)
	+ For speaker and microphone settings, select Modena Virtual Audio Device option *(does not automatically connect)*
		- Audio will project into the room.
		- We have tabletop microphone devices in a secured space - Request security staff assistance if not present in room.
	+ For camera and video use, go to settings and select Modena Virtual Video Device option *(does not automatically connect)*
		- **Make sure to remove Zoom or Teams background filters.**

**If assistance is needed, contact property management at (206) 274-8520.**

# Screenshot 1

Step 1 – Enter 10.1.72.10 and click advance



Step 2 – Click “Continue to 10.1.72.10 (unsafe)



# Screenshot 2



# Screenshot 3

Step 1 – Click on ellipses and download app



Step 2 – Download the app depending on your laptop’s software.

Step 3 – Click on the Modena app in your taskbar to use it.

