

Main Library – Meeting Room Use

Occupancy:

Meeting Room A: 100

Meeting Room B: 50

Meeting Room C: 50

Combined A, B & C: 300

Conference Room: 20

Tables: 50 (2x5'), 4 (3'), and 16 round (6')

Chairs: 290

This branch has Wi-Fi

Basic use

Meeting Rooms B and C have a rolling cart

Carts have a laptop with an AC adapter, VGA cord, Network cable, DVD remote, VHS remote, and a screwdriver to open floor panels.

- Users are responsible for the setup and take-down of any *extra* tables and chairs.
 - 25 chairs and 5 tables may be left up in Meeting Room A
 - 15 chairs and 5 tables may be left up in Meeting Room B
 - 15 chairs and 5 tables may be left up in Meeting Room C
- Setup, cleanup and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting.
- Fire and emergency exits shall not be blocked by furniture or other equipment.
- No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued or in any way fastened to walls, ceilings or fixtures.

Extra equipment (see staff member)

1 video cable with a sound cable attached

8 handheld microphones with cords

1 cordless handheld microphone

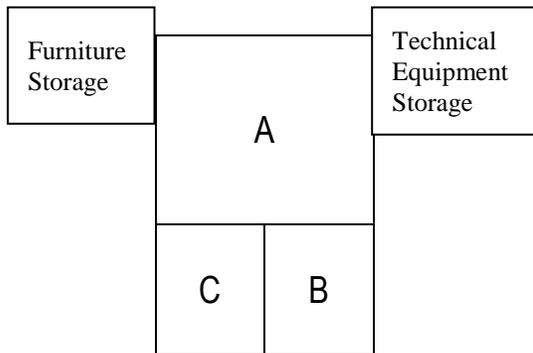
5 wireless microphones (lavalieres) and chargers/plus one for YS

4 hearing impaired headsets that recharge in the case

2 document visualizers (use like overhead projectors)

There's only one Crestron panel for all three rooms, located in the Technical Equipment storage room

Room layout



Light switch panel

1. Fluorescents 100%, Stage 50%
2. All lights on
3. Cans only
4. Stage only
5. All on except stage
6. Fluorescents 50%
7. Preconcert 1
8. Preconcert 2



To turn off the lights, press the button with red line.

Using chairs

1. Please push stacked chairs from behind.
2. When restacking chairs, the first two need to be within the **guides** on the sides in order to stack correctly.



Using rolling tables

1. Lower table top by twisting the little **flip knob** and while holding it, lower the top.
2. To raise the top when finished, reach under and pull the **foam-covered** portion of the release bar toward you and lift top.



3. To lock the table wheels, press the wheel lock down. To release, flip the

wheel lock up.

Locked



Unlocked



Using microphones

To use the lavalier microphones, open the flap by squeezing the sides of the front cover and press the On/Off power button on left. Attach lavalier microphone by inserting plug into the jack on top. There's a clip just below the microphone that should attach to the speaker about 6-8 inches below his/her chin.



On the wireless microphones, if sound breaks up, look at the battery strength on the front – contact staff member for assistance.

Note: If the handheld microphone is being use, the lavalier wireless microphone can't be used. They share the same channel.

Assisted listening devices

If someone is having a hard time hearing a presenter, this device will amplify the sound.



Plug ear piece into jack on left. Use dial on top to adjust volume and turn off the device

Floor panels

Stage floor panels. Use screwdriver to twist the corner screws and then use it to carefully life up on the middle handle. Flip the panel over on its back, so it doesn't scratch the floor.



The top red and white jacks (Video 1) on the right are for music groups to use with our sound board that's stored in the Technical Equipment Storage room.

There are microphone jacks in all three floor panel openings. The microphones plug into the round jacks on the back side of the interior panel.

To attach a laptop for a PowerPoint, etc.

Attach all cords, before turning on the laptop or other device.

1. Attach a VGA cable to the pin-head jack labeled **Computer In** in the floor panel and to the laptop jack.
2. If the PowerPoint needs sound, use a VGA cable that has a sound cord attached.
3. Attach the power cord to the laptop and into an outlet in the floor panel.



- a. For Internet use with a laptop, connect a network cable to the laptop and into the blue data jack in the floor panel.
4. When finished, shutdown laptop or other device, and turn off projector using Crestron panel. Unplug all cords and return to Technical Equipment Storage Room.

To use a rolling equipment cart in Meeting Rooms B & C or the YS Activity Room

Rolling carts should have a laptop, Ethernet cord, video cord, Tascam remote for DVD player, JVC remote for JVC player, and a screwdriver.

Attach all cords, BEFORE turning on the laptop or other device.

Meeting Rooms B and C floor panels.

Use screwdriver to twist the corner screws and then use it to carefully lift up on the middle handle. Flip the panel over on its back.

Meeting Rooms B & C floor panels – front and back views



1. Attach the main power cord into an outlet in the floor panel.
2. Attach the cord bundle cords to the appropriate jacks in the floor panel.
 - a. Match color cords to color jack rings – twist in and out.
 - b. (The little black cord goes on the white jack ring.)
 - c. Plug in black round cords, matching the 6-pin and 4-pin jacks accordingly.
 - i. The 6-pin goes to the red jack and the 4-pin goes to the yellow jack.
 - ii. To release, press silver buttons next to the plugs.
3. **To attach a laptop for a PowerPoint, etc.**, attach a VGA cable to the pin-head jack labeled **Computer** on the front of the cart and to the laptop monitor jack.



4. If a PowerPoint needs sound, use the video cable that has a sound cord attached.
5. For Internet use with a laptop, connect a network cable to the laptop and into the blue data jack in the floor panel.
6. To use a laptop, game system, or document visualizer, press the white Computer button, number 7.
 - a. To use a game system, plug the RCA cords into the appropriate jacks on the cart and the power cord into an outlet in the floor panel.
7. There is a round volume button on the right side.

8. Turn on red cart power button on front.



9. To use a DVD, press the DVD button. Insert DVD into Tascam player. There is a Tascam remote in the drawer.



10. To use a VHS cassette, press the VHS button and insert cassette into JVC player. There is a JVC remote in the drawer.



11. When finished, shutdown laptop or other device, and turn off projector using wall buttons. Unplug all cords and return cart to Technical Equipment Storage Room or YS Activity closet.

Targus laptop remote

To move through slides in a PowerPoint presentation, use this remote. Store in bag when not in use.



Document Visualizer

Use this like you would an overhead projector.

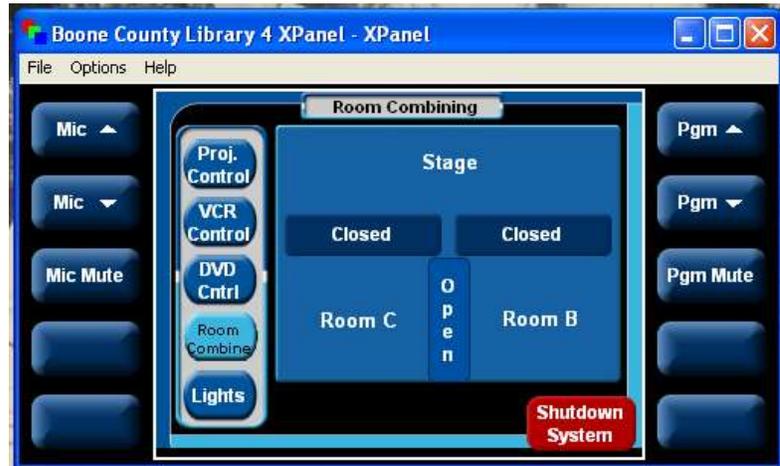
1. Use a VGA cable to connect it to the Computer In jack in the floor panel on the stage or the computer jack on the front of a cart.
2. Plug in the visualizer's power cord into an outlet and the jack end into the back of the visualizer.
3. Turn on the visualizer's power button.
4. Place a paper, book, item on it and it will show on the screen.

There's a remote, too.



Crestron remote

Microphone volume buttons on left. Speaker volume buttons on right.



Identifying Cables and Cords



2-piece laptop power cord



Power, colored cords and pinhead-cords attached to rolling carts. Connect to appropriate jacks and outlet in the floor or stage panels

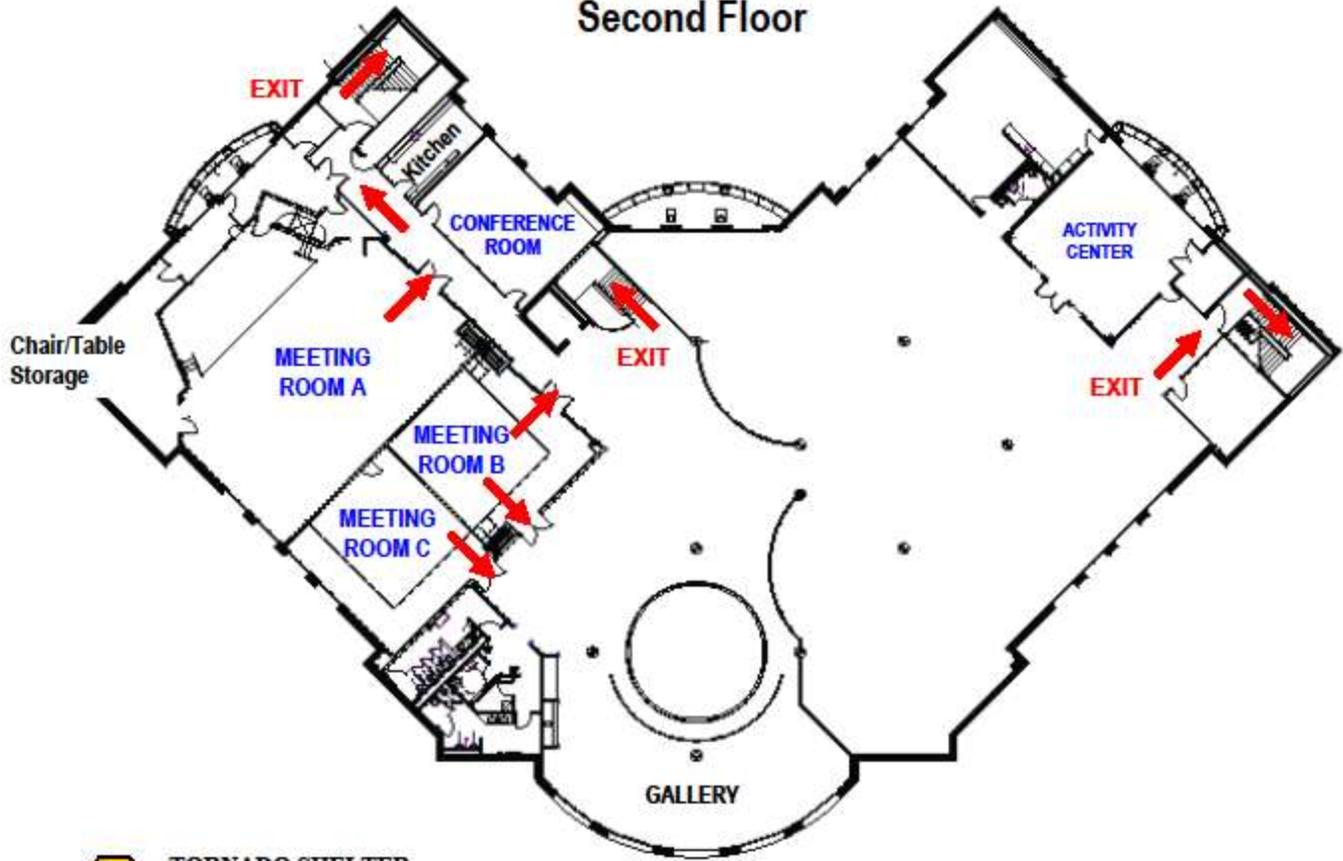


Network cable



VGA cable to attach laptop to stage or floor panels

Main Library Second Floor



 TORNADO SHELTER
ON LOWEST LEVEL