

Ada Lawrence Community Room

Technology Guide

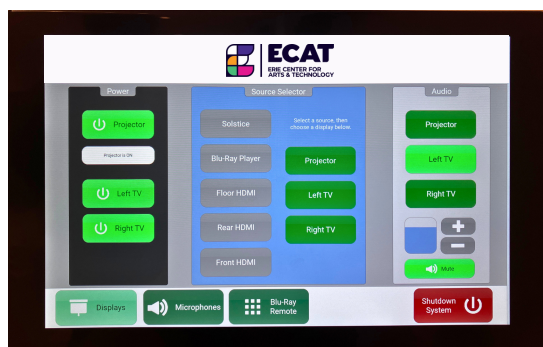
This room contains:

- a projector
- two 85" screen TVs
- built-in audio
- two 10ft HDMI cords, one 15ft HDMI cord*
- two wireless microphones*
- a Blu-Ray player*

*these are located in the storage closet at the back of the room

Touchpad Overview:

Use the touchpad panel located on the right-hand corner beneath the windows to control the projector and screens. You can control most features from here. After 30 minutes the touchpad display will dim halfway down, after 60 minutes it will go dark. Tap anywhere to re-engage.



Power:

On the left-hand side, select which screens you would like to use:

- Projector (the screen will drop down once turned on)
- Left TV
- Right TV

Tapping the icon will activate the equipment. Icons will turn from red to green once in use.

Source Selector:

In the middle of the panel, you will select which power source you'd like to connect to your screens:

- Solstice (a web-based option, follow the directions on the screen to connect)
- Blu-Ray Player (for playing DVDs)
- Floor HDMI (located in the center of the room)
- Rear HDMI (located in the rear of the room on the wall)
- Front HDMI (located in the front of the room on the wall beneath the touchscreen panel)

Use the left column to choose your source, and the right column to match it to the output screen. The equipment will activate once selected.



Do not use Airplay. The system was not designed for it. Use Solstice or an HDMI connection.

Connection Equipment:

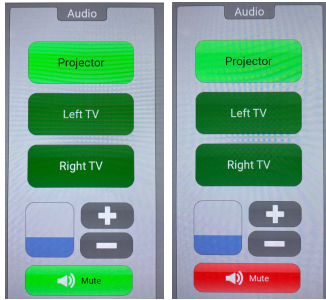
HDMI cables are provided. They are located in the supply closet at the back of the room, in the bottom drawer within the large "Grise Audio Visual" case. If you need additional adapters to connect to your specific device, please bring those with you.

Get the most out of the screens:

You can use multiple sources to display. For example: connect Solstice to the projector and show a slideshow, use an HDMI connection for the left-hand screen to display a logo, and another HDMI connection for the right-hand screen to display a speaker's bio.

Audio:

On the right-hand side of the panel, you can control the audio.



Make sure your original source audio is also on (if your computer volume is silent, it won't play audio).

You can also control the volume levels from the original source.

Volume adjustments and mute are located here.

Green icon = not muted, red icon = muted.

Problem solving: not hearing audio? Is the audio on the source (computer, phone, tablet) low or muted? Is the "mute" button red?

Microphones:

The two wireless microphones are kept on their docking station in the supply closet at back of the room to charge. A full charge is 8 hours, 32 minutes.



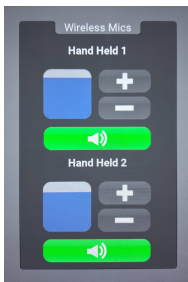
The screen on each microphone indicates the hours and minutes remaining.

To turn the microphone on, flip the switch located on the handle.

Once the microphone is on, you can control the volume, mute*, and turn off from the touchscreen panel. Use the bottom tab "Microphones".

**the mute feature is especially useful if you're utilizing both microphones in an audience setting and want to mute in-between speakers.*

The microphones can be used anywhere in the Community Room and no feedback will occur.



Please return the microphones to their docking stations at the end of your event.

Blu-Ray:

The Blu-Ray dvd slot is located in the back of the room in the supply closet with the microphones.



In the large "Grise Audio Visual" case you'll see a Sony disc player slot, located to the top of the case. Power and eject buttons are located here. Use these to insert your disc.

The Blu-Ray remote is located on the touchpad (see the bottom row of icons to select the remote). You can control all elements from here.



Event conclusion checklist:

- Use the touchpad to shut down all screens.
- Turn off the microphones and return them to their docking stations.
- Remove your disc from Blu-Ray.
- Neatly coil all cords and return to the drawer in the supply closet.
- Lock the Ada Lawrence Community Room door and return the key.