

AUDIO-VISUAL SYSTEM

General Instructions

See “Program Room AV” Booklet in white binder in AV cupboard

Connection between the user’s computer (or DVD or CD player, etc.) can only be made via HDMI cable.

The renter is responsible for ensuring that his/her system is compatible with the Library system.

A laptop is stored in the locked cupboard above the sink. Have a Mac? See Next page.

- 1. Turn on Audio control if necessary** – located on the top shelf of the AV cupboard
 - a. Turn on the FrontRow amplifier on the top shelf of the cupboard above the sink
 - b. Volume is controlled by the rotary dial “**Computer/CD player**”. Do not adjust volume with the Projector remote – this will cause an echo. If this occurs, press the sound decrease button several times on the remote until the echo disappears.
 - c. **Note – do not adjust the volume control on the Projector remote control.**

- 2. Turn on AV Projector**
 - a. Turn the projector on using the **grey remote control** which is in the cupboard above the sink. **The system takes about 30 seconds to boot up. The light on the projector flashes green while it is booting and is solid green when fully connected.** No other adjustment should be necessary.

- 3. Turn on Computer**

Be patient and make sure that the computer is completely booted up before trying to start any program.

- 4. Connect HDMI Cable to Computer**
 - a. Find the 15 foot black HDMI cable coiled up in the front wall cupboard. **Please be careful – the cable should not be yanked or pulled hard.**
 - b. Plug into an HDMI port on the user’s (or library’s) computer. **No other adjustments should be necessary.**

Note: The HDMI connections at the front wall are continuously “on”. The pink power light and a blue channel light should both be visible. To change the channel (should not be necessary in most cases) use the small black button toggle labeled HDX-401TA.

- 5. Do a sound check and set up microphone if required.** (Not necessary in most cases - instructions on separate page)

- 6. After your presentation:**
 - a. Turn off the computer completely.
 - b. Turn off the Audio control.
 - c. Neatly put cords and equipment away.

CONNECTING A MAC

The Library has a single cord for which fits most newer Mac laptops. Look in the AV cupboard for a long white cord, HDMI on one side and Mac connector on the other.

Carefully unplug the black HDMI cord for PCs and plug in the white cord in the HDMI port at the bottom left of the vertical black box.

Follow the rest of the instructions for the Audio Visual System General Instructions.

TROUBLESHOOTING

The cord leading to the laptop is almost always on the bottom left of the vertical box. This is Input 2. The Channel number has to correspond with the input, so the Channel must be on Channel 2 when using this cord position. If necessary, use the toggle switch on the top right of the vertical black box to toggle through to Channel 2.

If the Projector gives a “Searching” message, please completely shut down the laptop, the projector, and unplug the HDMI from the computer and start completely over following the instruction in the order given.

If that does not solve the issue, ask staff for assistance.
After hours you can try Christine Arpita 250-931-2208

COMMUNITY PROGRAM ROOM GENERAL

1. **Tables – 8 in total; and Chairs – 50 in total**

These are kept in the storage cupboard on movable platforms. Please stack the chairs carefully. Please be mindful of tables when moving to and from storage to avoid scratching the surfaces.

2. **Podium**

Upright wooden podium has a sloping shelf which can be removed by lifting straight up.

3. **Whiteboard – 1; and Flipcharts - 1**

These are kept in the cupboard in the washroom hallway. Please provide your own paper for flipcharts.

4. **Telephone**

A telephone is kept in the cupboard above the sink. The connection jack is near the floor to the left of the kitchen counter – labeled “T001”. The number is 250-537-4666, extension 231

5. **Room Lights**

Several Different Light combinations are possible

6. **Sliding Glass Window Wall**

The Sliding Glass wall can be opened by moving the handles to the upright position. Carefully open the wall from the left side. **Do not attempt to close the blinds while the doors are open.**

7. **Window Blinds**

Automatic blinds on the large glass window wall are operated by a switch next to the kitchen counter. They are divided into two sections labeled Shade 1 and Shade 2. **Do not attempt to close the blinds while the doors are open.**

Manual blinds on the glass courtyard door are operated by the cords on the door itself.

8. **Power Receptacles**

Power receptacles are distributed throughout the room, in the floor, with square covers. To use, lift up the cover using the Dee-shaped handle. The receptacles are tucked under the edge of the floor, on the sides of the box.

9. **Wireless Internet**

a. The Library laptop automatically connects to a wireless network.

b. For a personal laptop or device

- Shaw Open is available for Shaw customers.

- A router labeled “CISCO Linksys E900” is kept in the cupboard above the sink. Plug in the electrical and the Ethernet cable. **The network is called “Program-Room-Public”** and it is not password protected.

10. **Laptop Computer**

A PC laptop is available. It can be connected to the AV system and be used for presentations.

11. **The Projector**

The built in projector hangs from the ceiling. Once you are connected to the HDMI system, you will be connected to the projector.

12. **Projector Screen**

The screen is operated by a black switch in the corner of the room near the first entrance to the Program Room. It auto stops in the up and down directions.

MICROPHONE

If you do not have a microphone set up, please ask your audience if your voice can be heard. There are three options for microphones.

1. Standalone Microphone with Behringer speaker – in a box inside the AV cupboard

This option is used without a computer.

- a. Plug in the Behringer speaker.
- b. Plug in the blue cord from the microphone into the back of Behringer speaker.
- c. Ensure the microphone is turned on with the button on its base. It is on when lit green.
- d. The volume control is on the front of the speaker.
- e. Stand far enough from the speaker to prevent feedback noise and adjust volume accordingly.

2. Small microphone and external speakers with the laptop. – choice of 2 sets of speakers and 1 small microphone inside cupboard

This option can be used with a device that has an external audio port.

- a. Plug in external computer speakers in the external audio port
- b. Plug in microphone in the mic port (often on the front or side of the laptop or device)
- c. Go to Control Panel>Sounds>Recording>Microphone>Properties>Listen>Listen to this device (for windows)
- d. Click on Levels tab and increase Microphone and Microphone Boost

3. Wireless Microphone **- crescent shaped units on far right of lower shelf plugged into charging units in the AV cupboard

This crescent shaped silver unit works best if place on the podium in front of the speaker.

- a. Turn on the FrontRow amplifier on the top shelf of the cupboard above the sink.
- b. Unplug the microphone from its charging jack and turn it on. The power light should be a steady green light.
- c. Set the channel on the microphone to A. On the amplifier, set the channel A dial to about midway and ensure the channel B dial is completely minimized.(-)
- d. Volume is controlled by the rotary dial labeled "A". **Note: If the "mute" button is accidentally pushed sound will be cut off.** When this occurs, the power light flashes red.
- e. After use, the power switch must be turned off and the charging jack inserted into the yellow coloured port on the side of the microphone.

****Please Note:**

- i Even though the wireless microphone is designed to be worn around the neck, this usually causes interference.
- ii The speaker's position in the room is an important factor since the sound is transmitted to a wireless receiver on the back wall of the room. The unit works best when placed on the podium in front of the speaker.