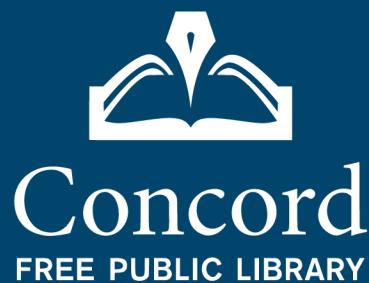


# Goodwin Forum

## Guest A/V Guide



# Introduction

Welcome to the Concord Free Public Library's Goodwin Forum! This guide will show you how to:

- use the Library's **microphones** (page 2),
- send visual content (like a slide presentation) from a personal device to the Goodwin Forum's **television** (page 3),
- connect to the Goodwin Forum's webcam for use with **web conferencing** software such as Zoom (page 4),
- adjust the room's **lights** and **blinds** (page 5), and
- **clean up** after your event (page 6).

If this is your first time using the Meeting Room, we encourage you to **thoroughly review this guide in its entirety in advance of your event**. We do our best to provide A/V assistance if requested **at least two weeks in advance** via our web form, but staff availability is limited, and unforeseen circumstances may impact the availability of staff on the day of your event.

## What Should I Bring with Me?

The following A/V equipment is **available for check-out** at the Library's front desk using a valid Minuteman Library Network card in good standing:

- a Windows **laptop computer** and charger,
- a **Mac USB-C or Mag3** charger,
- a **device charger** with **USB-C**, **microUSB**, and **lightning** connections (please note that our device chargers cannot transfer data),
- up to two **handheld microphones**, and
- a **guest A/V kit** containing:
  - an **HDMI cable** with adapters for **HDMI to lightning** and **HDMI to USB-C** connections,
  - a **USB-A to USB-B Cable** with an adapter for **USB-B to USB-C** connection,
  - a **USB-A and USB-C presenter remote** and **laser pointer**,
  - a **10' extension cord**, and
  - a **velcro cable cover**.

Depending on your event's needs, you may consider bringing:

- your own **laptop computer** or copies of important **passwords** (like your email),
- a **USB flash drive** with back-up copies of any media you will need,
- an external **disc drive** or **DVD player**,
- additional **adapters**, **data cables**, **chargers**, or **extension cords**,
- an **8.5 x 11" flyer** to advertise your event in the designated sign holder, and
- **pitchers**, **cups**, or **water bottles** for presenters – our staff is happy to direct you to our free water bottle filler next to the first floor restrooms.

# Using Microphones



In accordance with ADA guidelines, the use of microphones is **required if requested by any attendee** for all public events at the Library. Failure to use microphones on request during an event may result in the loss of future meeting room use privileges. If any attendee requests assistive listening devices during your event, please refer them to Library staff for assistance.

## 1| Borrow Microphones

You may check out **up to two handheld microphones** at the Library's front desk using a valid Minuteman library card in good standing.

**Check** to make sure that the any microphones you've borrowed are marked as **TV-side** and have **different channel numbers**. Using two microphones with the same channel number will create feedback.

## 2| Turn On Microphones

Use the switch on the front of the microphone to turn it on. **O** is off. **I** is on. A **green indicator light** should turn on.

# Projecting from a Device



Our public television is not connected to the Goodwin Forum's assistive listening system and for accessibility reasons, **may not be used** to play audio or non-subtitled video content.

## 1| Borrow A/V Equipment

You may check out a **guest A/V kit** at the Library's front desk using a valid Minuteman library card in good standing. Optionally, you may also borrow a **guest laptop**.

## 2| Activate Television

Find the remote mounted to the wall behind the right side of the television screen use it to turn on the television, and use the **Source** button to change the input to **HDMI 2**.

## 3| Connect Device

On the wall below the television, find the port labeled **Television & Webcam**. Use an **HDMI cable** to connect your device to the port. *If your device does not have an HDMI port*, you will need an appropriate **adapter**. Several adapters are available in our **guest A/V kits**.

## 4| Configure Device Settings

If your content does not immediately appear on the television screen, you may need to adjust your device's **display settings** to **mirror** or **extend** your display. Exact options and steps will vary from device to device.

## Troubleshooting Tips

### TEST ANY AUDIO OR VIDEO CONTENT BEFORE YOUR EVENT STARTS!

If either is not behaving as expected, you may need to repeat the steps above or adjust your **sound** or **display settings** on your device.

### THE TELEVISION IS DARK OR NOT SHOWING MY CONTENT.

Use the television remote mounted to the wall behind the right side of the screen to power on the television and make sure it is set to **HDMI 2**.

# Web Conferencing



Web conferencing equipment is provided for communication purposes only. The recording of meetings at the Library **is prohibited** by the Library's Photography and Filming Policy. Photography, filming, or recording of other patrons may only occur with their express consent (or consent of a parent or guardian in the case of a minor).

## 1| Borrow A/V Equipment

You may check out a **guest A/V** kit at the Library's front desk using a valid Minuteman library card in good standing. Optionally, you may also borrow a **guest laptop**.

## 2| Activate Television

Find the **remote** mounted to the wall behind the right side of the television screen use it to turn on the television, and use the **Source** button to change the input to **HDMI 2**.

## 3| Connect Device

On the wall below the television, find the wall plate labeled **Television & Webcam**. Use an **HDMI cable** and a **USB-A-to-B** cable to connect your device to the available ports. *If your device does not have an HDMI or USB-A port*, you will need an appropriate **adapter**. Several adapters are available in our **guest A/V kits**.

## 4| Connect Conference Phone

Optionally, you may connect your device to the Library's conference phone using the provided **USB-A-to-C** cable or **bluetooth**.

## 5| Start Conferencing Software

On your device, open the web conferencing software you wish to use.

*If the software defaults to your device's on-board webcam or microphone*, you may need to change the selected camera and microphone in your web conferencing software or on your device itself. This may be found under **input**, **video**, **microphone**, or **settings** depending on the software or device you're using. The exact name of the camera and speakerphone will vary depending on the device you use, so you may need to try each one until you are successful.

# Adjusting Lights & Blinds



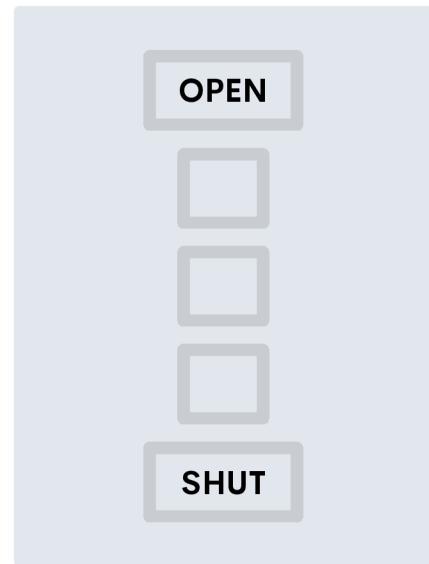
Lights and blinds can only be adjusted across both sides of the Goodwin Forum. If another event coincides with your own, preference regarding settings will be granted to official Library, Town, and Library-affiliate programs.

## 1| Locate Controls

**Light switches** and **blind controls** are located on the small wall immediately to the left of the Goodwin Forum's main entrance. **Black-out blind controls** are located on the small wall immediately to the right of the Goodwin Forum's secondary entrance.

## 2| Adjust

The five buttons on the blind controls represent the five possible positions of the blinds, from fully open to fully closed. **Press the button** which corresponds to the position you would like the blinds to be in.



# Cleaning Up

## 1| Turn Off Screens

On the control panel, press the **shutdown** button in the bottom left corner of the screen and agree to the prompt. Any screens used should turn off, and the projector screen should roll up into its casing.

## 2| Turn Off Microphones

**Turn off** any microphones you used during your program. Use the switch on the front of the microphone. **O** is off. **I** is on. The **green indicator light** should turn off.

## 3| Turn Off Guest Laptop

*If you borrowed a guest laptop, **shut it down** from the start menu to erase any personal data from the device.*

## 4| Return Borrowed A/V Items

*If you borrowed microphones, a guest laptop, or a guest A/V kit from the front desk, unplug any peripherals used and return them neatly to the kit. use the provided contents list to **check** all parts are present, then **return** them to a staff member. **DON'T FORGET** to return the USB-B/USB-C receiver if you used the presenter remote.*

## 5| Tidy Up

*If your event included food or interactive materials, please be sure to discard any waste left behind by your attendees. Our staff are happy to direct you to the nearest trash and recycling receptacles.*

# Goodwin Forum

## Guest A/V Kit Contents

- A** 10' Extension Cord
- B** HDMI Cable
- C** USB A-to-B Cable
- D** Velcro Cable Cover
- E** Presenter Remote with USB Receiver



Total Replacement Cost **\$150**