

Meeting Room

Guest A/V Guide



Introduction

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

- project visual content (like a slide presentation) from a personal device to the Meeting Room's **projector screen** (page 2),
- connect to the Meeting Room's conference phone for use with **web conferencing** software such as Zoom (page 3), and
- **clean up** after your event (page 4).

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), 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 **bluetooth conference phone**,
 - a **bluetooth projector**,
 - 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 a 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 ground floor restrooms.

Projecting from a Device

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| Lower Projector Screen

Find the **switch** labeled **Projector Screen** in the far back left corner of the Meeting Room and switch it to lower the projector screen.

3| Connect to Projector

Connect your device to the Library's **projector** using the provided **HDMI cable** or **bluetooth**. *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. The complete projector manual is available at cfpl.info/meetingroomprojector.

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 PROJECTOR WON'T TURN ON.

The projector may need to be charged. A **projector power cord** is available in the guest A/V kit.

Web Conferencing

1| Borrow A/V Equipment

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| Lower Projector Screen

Find the switch labeled **Projector Screen** in the far back left corner of the Meeting Room and switch it to lower the projector screen.

3| Connect to Projector

Connect your device to the Library's **projector** using the provided **HDMI cable** or **bluetooth**. Several adapters are available in our guest A/V kits. The complete projector manual is available at cfpl.info/meetingroomprojector.

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**. The complete conference phone manual is available at cfpl.info/conferencephone.

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.

Cleaning Up

1| Raise Projector Screen

If you used the Library's projector, turn it off and use the switch labeled Projector Screen in the far back left corner of the Meeting Room **raise** the projector screen.

2| 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.

3| Return Borrowed A/V Items

If you borrowed a guest laptop or A/V kit from the front desk, power off and **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.

4| 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.

Meeting Room Guest A/V Kit Contents

A 10' Extension Cord
B Velcro Cable Cover
C HDMI Cable

D Projector
E Projector Power Cable
F Projector Remote

G Speakerphone
H Speakerphone Remote
I Presenter Remote
with USB Receiver



Total Replacement Cost **\$500**

