

Trustees Room

Guest A/V Guide



Concord
FREE PUBLIC LIBRARY

Introduction



The furniture and fixtures in the Trustees Room are **historically significant** and **physically sensitive** due to their age. Please use the provided coasters and laptop mats to protect the conference table and other surfaces in the room.

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

- send visual content (like a slide presentation) from a personal device to the Trustees Room's **television** (page 3),
- connect to the Trustees Room's webcam and conference phone for use with **web conferencing** software such as Zoom (page 4), and
- **clean up** after your event (page 5).

If this is your first time using the Trustees 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 **television remote**,
 - 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**.

2| Activate Television

Find the **remote** in the A/V kit and use it to turn on the television and change the input to **HDMI 1**.

3| Connect Device

On the wall below the television, find the wall plate labeled **Television & Webcam**. Use an **HDMI cable** cable to connect your device to the available 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.

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 in the A/V kit to power on the television and make sure it is set to **HDMI 1**.

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| Lift Webcam Curtain

Below the television screen, gently lift the fabric webcam curtain out of the way of the webcam.

3| Activate Television

Find the **remote** included in the guest A/V kit and use it to turn on the television and change the input to **HDMI 1**.

4| 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**.

5| 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.

6| 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| Turn Off Screens

If you used the Library's webcam, press the power button on the television remote to turn off the television.

2| Replace Webcam Curtain

If you used the Library's webcam, gently replace the webcam curtain over the camera lens to protect it.

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 a guest laptop or 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.

Trustees Room

Guest A/V Kit Contents

A 10' Extension Cord
B Velcro Cable Cover
C HDMI Cable
D USB A-to-B Cable

E Speakerphone
F Speakerphone Remote
G TV Remote

H Presenter Remote
with USB Receiver
I USB A-to-C Cable



Total Replacement Cost **\$250**