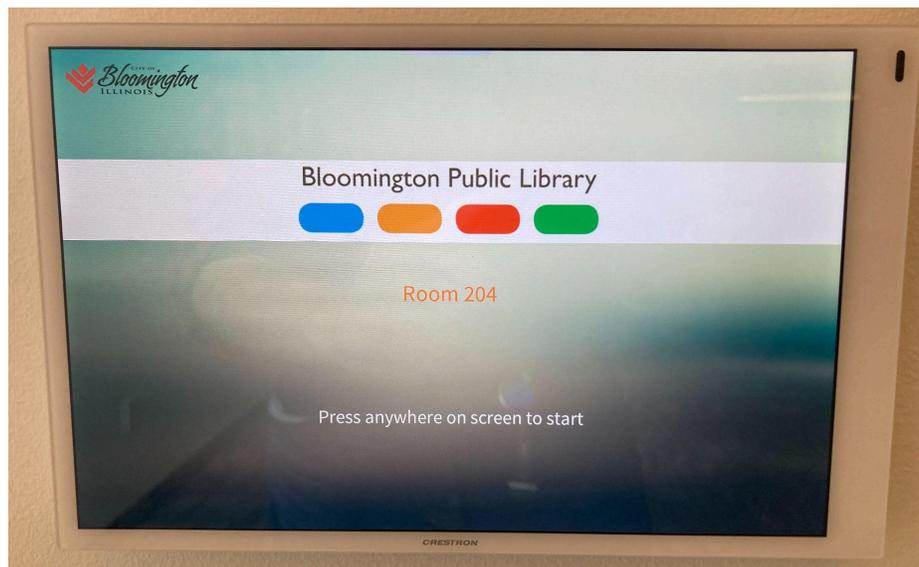


# Community Room Tech Guide

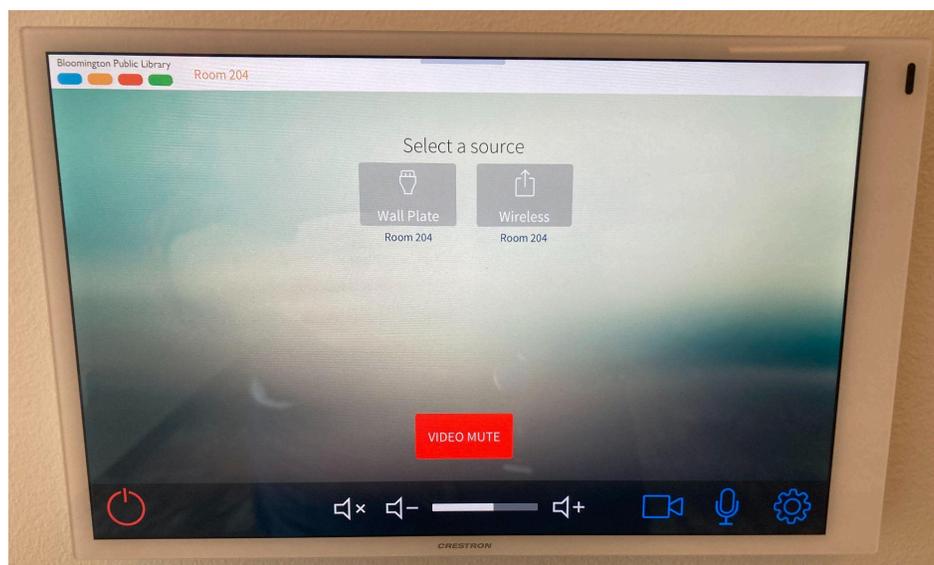
All three rooms have identical interfaces, following these instructions should help you no matter which community room you are in. The rooms also automatically sync up when the dividing walls are pulled back, meaning you can display your computer screen in all connected rooms with no additional steps.

## Connecting to the Projector

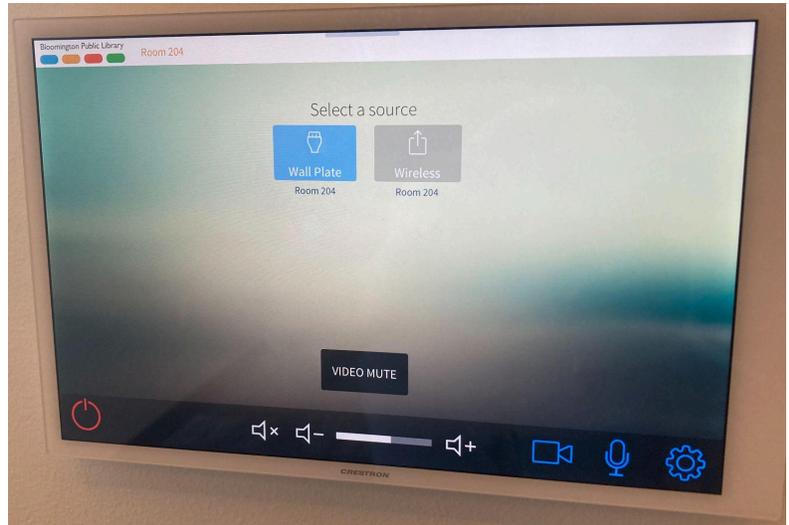
1. Begin by tapping the touch screen on the wall.



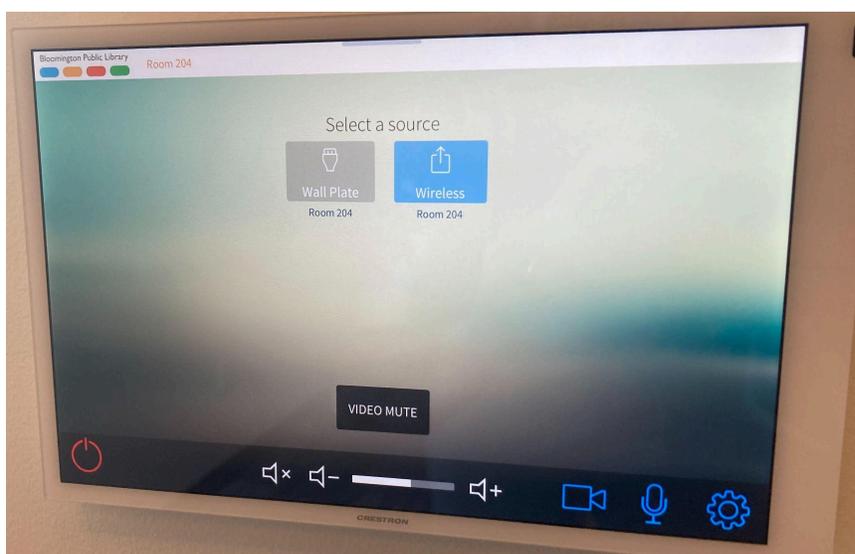
2. Next, select which input you will be using: Wall Plate or Wireless. This will lower the screen and projector down from the ceiling. If it does not, use the power icon on the screen to turn off the system and turn it back on.



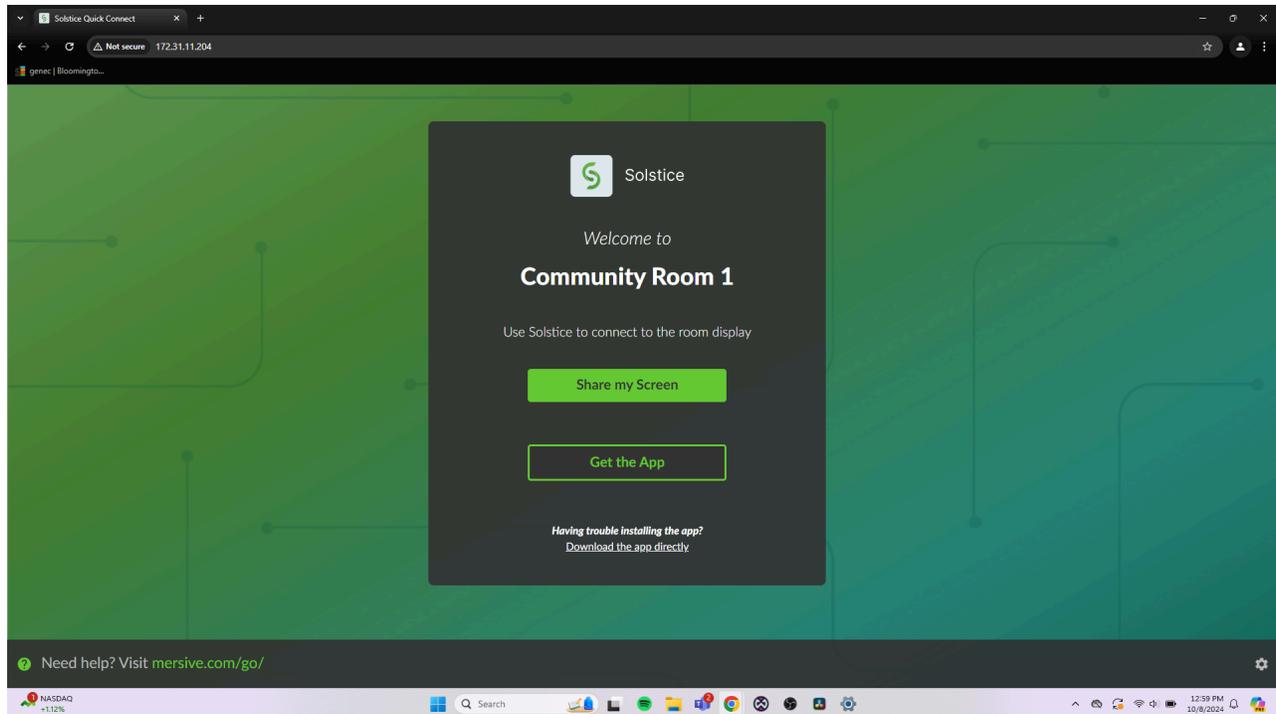
- a. **Wall Plate (Recommended)** refers to the HDMI and USB-B inputs on the wall underneath the touch screen. To use this option, simply plug in the cables in their respective inputs and connect the cables to your computer. This is the most direct method of connection. The HDMI port will connect your computer to the projector and speakers, while the USB-B port will connect you to the microphones and camera systems. If you need an HDMI or USB adapter, you can request one from IT at the help desk.



- b. **Wireless** allows you to connect to the projector via wifi. To connect, you can use your own laptop or grab a laptop from the laptop cart by the help desk to use and pull up a web browser. Enter the URL next to "Internal".



This will take you to the Solstice website. From there, follow the given instructions.



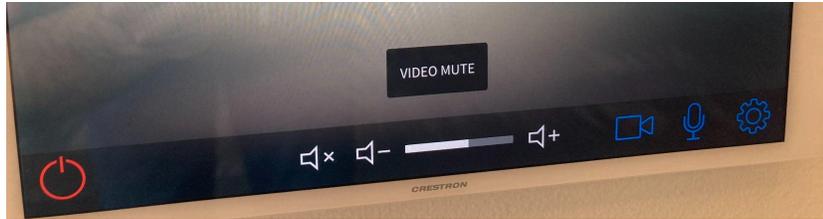
This option will only connect you to the projector and speakers, not the video camera or microphones. If you have any videos or music you'll be playing, be sure to select the "Share Tab Audio" or "Share System Audio" depending on which method of connection you choose. Make sure your computer is muted before sharing audio. There may be a slight lag between what you see on the projector and what you see on your computer, this is normal.

**Note:** If the browser shows a warning screen that says that your connection is not private, go ahead and go through to Solstice by clicking on the "Advanced" button on the screen and then click the link that says "Proceed to (URL you used)". Solstice is a safe website and your data is not at risk, it just needs permission to bypass some security settings to enable screen sharing.

3. If you are not seeing anything on the projector screen, try turning the "Video Mute" button on and off. If the Video Mute is red, it is engaged and nothing will



appear on screen. If the Video Mute is black, it is disengaged and you should see your screen. If this does not work, ask for IT at the help desk.



4. Once you are connected to the system, go ahead and test the volume of the speakers. Play a video or anything with sound on the connected laptop and use the Volume Up or Down buttons on the bottom center of the screen.



Once you're properly connected, you are ready to go!

### Using Microphones

Each Community Room is equipped with at least 2 hand held microphones, 1 lavalier (over ear) microphone, and 1 lapel (clip) microphone. If you need more microphones than what has already been requested, you can request them from IT at the help desk.



**Note:** There is 1 handheld and 1 lavalier/lapel microphone per microphone channel in each room. If you are using both a lavalier/lapel and a handheld mic, you must make sure that they do not have the same microphone number. So if you are using lavalier Mic-1 you must use handheld Mic-2 to use both at the same time.

To use the microphones:

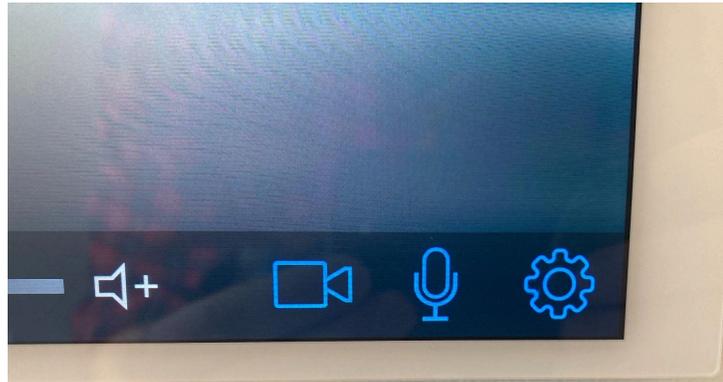
1. Turn on the microphone and speak into it to test it. The handheld mic's switch is beneath the LED screen, and the lapel/lavalier mics have a switch at the top of the transmitter box.



2. Check the battery level on the LED screen on the microphone. If the batteries are low, let the help desk know and someone will fetch new batteries.



3. If the sound is too loud or quiet, use the wall panel to turn up or down the sound. Be sure to test the microphones' volume before beginning.
  - a. Press the microphone icon on the bottom right corner of the wall panel to view the microphone channels.



- b. Turn up/down the channel that corresponds with the number on the microphone.



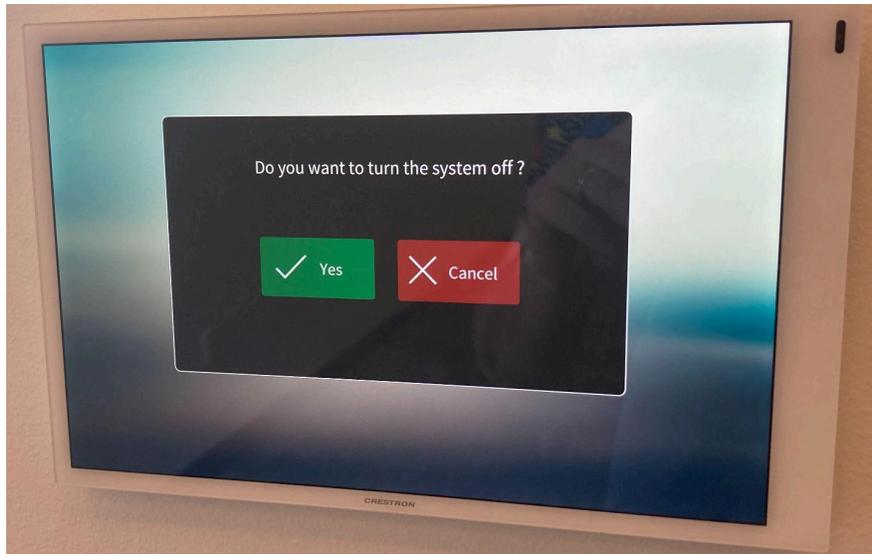
4. When you feel comfortable with how loud the microphones are, you are ready to begin.

### **When you are finished...**

1. Press the red power icon on the bottom left of the screen on the wall.



2. A screen will appear asking if you are sure you want to turn off the system. Select "Yes" and the projector and screen will automatically ascend.



3. Disconnect any cables from your computer and the wall plate and leave them on the podium. Turn off any microphones and return them to the bags with corresponding numbers and notify the help desk that you are finished so IT can return any cables or microphones to their proper locations.