

## **AV Training Instructions for equipment in Hunneman Hall**

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*NOTE: The following are personal notes, taken during a training session in May 2016, and they have not been provided by the library. The library equipment and/or setup may change without warning at any time. The Brookline Public Library strongly suggests that anyone who has booked Hunneman Hall and plans to use the equipment receive an A/V training session in advance, which can be booked by calling 617-730-2370 and connecting to the Main Library Reference Desk. See <http://www.brooklinelibrary.org/what/meeting-rooms-equipment>*

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### **How to open the black tower cabinet that houses the AV control panels and equipment:**

To open the black cabinet, locate the key in the envelope taped to the left side of it. Please remember to lock it up when done.

All the power lights should be off with the exception of three small red, yellow and green lights for the microphone equalizer. They are always on and cannot be shut off.

### **How to connect the microphones:**

1. Go to the level in the cabinet that says "MIC AMP" and locate the on/off button on the right. Turn it on.
2. Take one of the two desk-top microphones and plug it into the Mic 1 socket (if it's labelled "Mic 1") or into the Mic 2 socket (if it's labelled "Mic 2"). Extend the cord so that the Mic balances on the top of the podium and test the volume. If you need to adjust the volume of the microphone, you can use the "Master" control nob or use the nob tied to the Mic number you are using, (either Mic 1 or Mic 2 on the display panel.)

### **How to connect your PC or Mac to the overhead projector:**

1. Turn on the power for the overhead projector:  
The button is located higher up on the wall left of the black cabinet. Locate the "Display" power button and push it on "quickly". You only need to push the button quickly one time. The next step is to make sure you push the "HDMI" button just to the right of the Display power button. Only push it once and

you will see a faint blue color light up to show it is on. *Do not push any of the other buttons to the right of the "HDMI" button.* Remember to push the HDMI button each time you turn on the Display power button.

To see if the overhead projector is on, walk to center stage and look up to see if the projector's very small green light is blinking. You will also see a white light emitting from the projector.

2. Connecting your device to the projector:

Your PC or Mac device must have a HDMI port on it. The only cable required to connect your device to the projector is the one with a HDMI plug at each end. This cable is in the bottom drawer of the cabinet marked "Cables and Remotes". The cable is black and has a red Velcro strip on it. The plugs have "HDMI" lettering on each end. Plug this cable into your laptop and run it back to the wall outlet plug, which is the one just under the "screen" button on the left wall. Plug this end in and you will be connected!

3. Lower the screen:

Push the button labelled "screen" next to the black cabinet. Remember to raise it once you are done using it.

### **Adjusting the sound volume of the overhead projector:**

There is a larger remote control that says "Epson" in the bottom cabinet drawer marked "Cables and Remotes". You can only use this remote to adjust the volume and nothing else. To turn the volume up or down for the projector, point the remote at the overhead projector and press the volume keys. NB: on some PC's and Mac's you might have luck adjusting the volume on your device's keyboard.

### **To connect your device to the Internet:**

Open up your web browser and type in the user ID and password:

User ID: LibraryWiFi

Password: brookline

You will also have to click and accept terms of use.

If for any reason you have trouble getting on the Internet, you can go down to the reference desk with your device and they can help get you on the Internet at the Library.

### **How to operate the DVD player in the black cabinet:**

1. Put the BR cable (attached to the back of the black cabinet) into the white outlet just below the screen button. The BR cable goes in the plug where the HDMI cable was in. (Note: the bottom three cords below this outlet should be plugged in with other cords and not touched.)
2. Make sure the screen is down. If not, lower it by pushing the screen button.
3. If the overhead projector is not on, turn it on by quickly pushing the Display power button on the wall next to the cabinet. And then push the "HDMI" button on the wall to the right of the Display power button (Do NOT push the DVD button!)
4. Pull the SONY BD remote controller out of the Cables and Remotes drawer of the black cabinet. It is a smaller remote than the others. And then push its "power" or "open" button to put the DVD disk inside the player. Then close it.
5. To operate the DVD player, you must point the remote control at the DVD player (not at the screen or overhead projector.)
6. To control the volume of the DVD player, you need to turn on the power button of the "RECVR" on the 3<sup>rd</sup> panel level down of the black cabinet. Select DVD/LD or CD. You can only control the volume by turning the big Volume nob on the right above the nob that has a yellow sticker marked "Video DVD". You will have to turn the Volume up to 30+ to hear the volume. Your DVD remote will not be able to control the volume.

NB: There is a blue notebook on top of the black cabinet that has instructions about operating the DVD player.

### Turning off the power of the equipment:

Turn off the overhead projector by going back to the Display power button on the wall. Push the button in and hold it down until it starts to blink. Once the blinking starts, the power for the overhead projector will turn off. You can go to center stage and look up at the projector to check that it's off.

Turning overhead lights on and off:

The control panels for the lights are the same on both sides of the room, and you can use either panel. There are two types of lights, the saucers and the spot lights.

Check list for turning off equipment:

- Is the overhead projector turned off?
- Is the HDMI cabled coiled up and returned to the black cabinet?  
Is the remote for the volume on the over projector returned to the cabinet?
- Is the small remote for the DVD player returned to the cabinet?
- Is the screen rolled up?
- Are the microphones coiled up and replaced? Is the power off for the microphones?
- Has the cabinet been locked and key returned to side holder?
- Has the podium been rolled back to the space next to the black cabinet?
- Are the lights off?

Created 5/12/16 – Robin G