Setup Procedures for
Large Meeting Room Audiovisual Equipment

Laptop with or without Internet Access
- Staff will enable touchscreen.
  - To connect laptop to screen, attach either “Cable A” or “Cable B” (located coming out the top of the podium) to video port in computer. Older computers may need to be attached to cable before start-up. On the touchscreen, select which cable (Cable A or B) you have plugged into the laptop. The touchscreen should show you a checkmark and display the message “Laptop Connected”
  - At the top of the touchscreen, touch the button for the Large Meeting Room. The power screen will come down, the projector will turn on and your laptop will display to the screen.
  - If your laptop does not display, locate function key with monitor symbol. Press “ALT” key (or whatever key activates the function key: may be “FN”) and monitor function key to toggle between laptop monitor, screen, or both.
- If playing audio from your laptop, plug the audio cable (attached to Laptop Cable A) into your headphones port. Adjust the volume by using the volume control buttons on the left hand side of the control panel.
  *If you plug the HDMI cable into your laptop, you will not need to plug in the audio cable.
  - Adjust volume using the Volume Up and Down buttons on the left hand side of the control panel.
  - If you are playing a DVD encoded with surround sound, you may enable surround sound by pressing the “Enable Surround Sound” button on the control panel.
- If you have problems with internet connection, wireless guest access manual is at Reference Desk.
- NOTE: If all else fails, borrow a laptop from the library’s Circulation Desk.

Gooseneck Microphone
- Staff will enable touchscreen.
- On/off switch located at base of microphone.
- Adjust volume using the volume control panels on the right side of the touchscreen.

Wireless Microphones—Clip-on and Handheld
- Staff will enable touchscreen.
- Ensure that batteries are with unit.
- On/off switch located under battery door (clip-on) or red button at/under base (handheld).
- Adjust volume using the volume control panels on the right side of the touchscreen.
- No sound? Check to see if the Mute button on the top of the lavalier microphone is “on.”

Assistive Listening Devices for Hard-of-Hearing and People with Cochlear Implants
- Staff will enable touchscreen and open drawers in the lectern.
- Ensure that batteries are with unit.
- On/off switch located on top of unit.
- Load batteries into the unit.
- Volume adjustment done by patrons. Turning the volume up powers the device on.
  Note: the Large Meeting Room has a cochlear loop installed in the floor for those with cochlear implants.
Conference Phone

- Retrieve the Conference Phone from the Children’s Department.
- Locate the floor port labeled “Conference Phone” and remove the metal panel.
- Plug the conference phone’s phone cable and power cable into the labeled ports.
- Follow the instructions included in the Conference Phone’s bag to make/receive calls.

When done using the Cary Memorial Library’s audiovisual equipment, please remove batteries from any microphones or assistive listening devices used. Place devices back in their correct Ziploc bags and return to their drawers in the podium.

On the control panel, touch the power button to turn off all the equipment.