



AV Guide

Learning Rooms

1.1 and 1.2

Marrickville Pavilion

What you will need before your event:

1. A device that contains your chosen content/presentation (e.g. laptop).
2. A HDMI cable, and if using a MAC - a HDMI to MAC connector.
3. For wireless presentation the Crestron Airmedia app downloaded to your laptop. Wireless presentation is unavailable for mobile phones or tablets. (Please note that this is a third-party product and we advise you to read their terms & conditions prior to use.)
4. Request in advance to use:
 - Hearing Loops (x4)
 - Power table - a table that contains a HDMI cable so you don't need to bring one and if you are using the video conferencing facilities.
 - Videoconferencing facilities (Room 1.2 only).

We strongly recommend using HDMI cable or power table; there is no IT support at the venue and wireless presentation can be unreliable due to the device settings, software, operating systems or connection issues.



Instructions on how to use the AV equipment are in a white folder at the venue.

If the equipment is not working, there is phone support 7 days a week (excluding public holidays); often faults can be addressed remotely.

SERVICE REQUEST PHONE NUMBER

Phone support hours: 7am to 7pm daily.

02 8556 7511

OR

Monday to Friday only:

Justin Baker (Technical Director) 0414 494 252

Sasha Paceskoski (Projects Director) 0407 450 603



About the AV equipment

With your own laptop or other device and our AV equipment you can project content from your device to the screen and speakers.

You can connect to the AV wirelessly using a laptop, with a HDMI cable or with a power table that comes with USB and HDMI built in.

If you have hired the Pavilion and Learning Room 1.1 you can play your presentation in both rooms simultaneously.

If you have hired the Learning Rooms 1.1 and 1.2 you can engage the speakers to play your presentation in both rooms simultaneously.

Learning Room 1.2 has a whiteboard and video conferencing facilities.



Contents

Learning Room 1.1

1. Equipment available.
2. How to use Crestron control panel.
3. Selecting the presentation mode.
4. How to connect your device (source).
5. Sound and lightning.

Learning room 1.2

1. Equipment available.
2. How to use the Crestron control panel.
3. Wireless Presentation
4. Connect your device using the power table
5. Video conference call facilities (Room 1.2 only)
6. Using the whiteboard function (Room 1.2 only)



Learning Room 1.1

1. Equipment available (1.1)

- **Projector and drop down screen**
- **Crestron wall panel to control the projector and screen**
- **Power table with HDMI connection capabilities – to connect computer/laptop**

2. How to use the Crestron control panel.

The AV is controlled using a Crestron control panel on the wall. To turn on Crestron control panel press the power button.

3. Selecting the presentation mode.

There are various configurations for the screens and speakers. Select the one you want to use.

a) Presentation mode

This is the standard setting and will engage the projector, screen and four speakers.

OR

b) Cinema mode

When hiring 1.1 and 1.2. This will engage the projector and screen and all eight speakers across both rooms.

OR

c) Room link mode

If hiring the Pavilion this will share content from the Pavilion to the projector and screen.

If also hiring room 1.2. this will engage the projector and screen, and interactive screen in learning room 1.2. If using sound, then 4 speakers will be engaged (two near the projector screen and two near the interactive screen).



4. How to connect your device (source).

You have a choice how to connect your device to the AV.

- a. **Wireless presentation** via IWC Guest network and Crestron Airmedia app, an app that mirrors your screen and sound and available through both Google and Apple app stores. (Not currently available for mobile phones or tablets).
- b. Using a **power table** that contains a HDMI cable that connects via the floor panel (in front of the screen).
- c. **Wall input** (using a HDMI cable to the wall input near the fire extinguisher).
- d. **Auditorium input** (for simultaneous presentation with the Pavilion).

Select the auditorium mode to receive presentation and sound from the Pavilion.

This is controlled by the Pavilion Crestron panel which will send a feed to the Learning Room 1.1 where the feed needs to be accepted.

See notes further in the document for details on how to connect using each source.

Sound and lighting

Sound is controlled using the Crestron control panel.

Lights can be controlled via the light panel on the wall next to the Crestron Screen.

Power off

Use the power button on the Crestron control panel to turn everything off and the screen will close.

If using Room 1.2 you will need to turn off the screen using the Crestron control panel in Room 1.2.



How to connect your device.

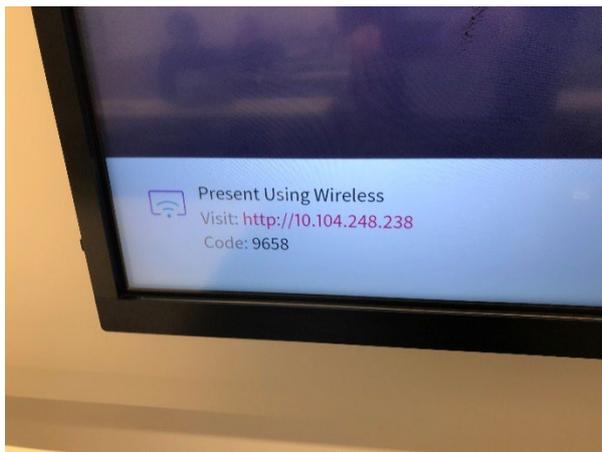
1. Wireless Presentation

We recommend bringing a HDMI cable for back-up in case of connectivity issues on the day.

Connecting wirelessly using the Crestron Media app will not currently work on phones.

To connect for wireless presentation using a laptop.

1. Connect to IWC GUEST WiFi. (You must use this network to connect wirelessly.)
2. Select the Wireless source on the Crestron control panel.
3. Open a web browser and type the IP ADDRESS from the screen on the wall (pictured) (It will ask you to download Crestron Airmedia app onto your device if you haven't already), or type in the address into the app screen if already downloaded. You do not need to include the http://.
4. Chose option 'present with Airmedia'.
5. Type in the four-digit password that also appears on the screen.



2. Connect with HDMI cable using the power table.

Connect the power table (labelled room 1.1) with the HDMI cable to the floor panel nearest the screen (1 to 1 port, 2 to 2 port).

Select floor source on the Crestron control panel.

3. Connect with HDMI cable from wall panel.

1. Connect the HDMI cable to your device.
2. Connect HDMI cable to the wall panel on the RHS when facing the screen.
3. Select the wall source on the Crestron control panel.





Learning Room 1.2

1. Equipment available

- **Samsung interactive screen with whiteboard function**
- **Crestron control panel**
- **Leumens Webcam**
- **Power table with connection capabilities**
- **Conference microphones fixed from ceiling**

2. How to use the Crestron control panel.

The AV is controlled using a Crestron control panel on the wall.

To turn on Crestron control panel press the power button to engage the touch screen and press the Airmedia/whiteboard switch to bring options on the screen.

3. Wireless Presentation

We recommend bringing a HDMI cable for back-up in case of connectivity issues on the day.

Connecting wirelessly using the Crestron Media app will not currently work on phones.

To connect for wireless presentation using a laptop.

1. Connect to IWC GUEST WiFi. (You must use this network to connect wirelessly.)
2. Select the Wireless source on the Crestron control panel.
3. Open a web browser and type the IP ADDRESS from the screen on the wall (pictured) (It will ask you to download Crestron Airmedia app onto your device if you haven't already), or type in the address into the app screen if already downloaded. You do not need to include the http://.
4. Chose option 'present with Airmedia'.
5. Type in the four-digit password that also appears on the screen.



4. Connect your device using the power table (labelled 1.2)

You can also connect by connecting your device to the HDMI cable and the remaining cables to the floor panel nearest the screen (1 to 1, 2 to 2, 3 to 3).

This has the advantage of not having issues due to WIFI dropout, software etc.

Presenting to Learning Room 1.1 simultaneously.

When hiring 1.1 and 1.2 control simultaneous presentation on Room 1.1 Crestron control panel. This will engage the projector and screen and all eight speakers across both rooms.

Sound and lighting

Sound is controlled using the Crestron control panel.

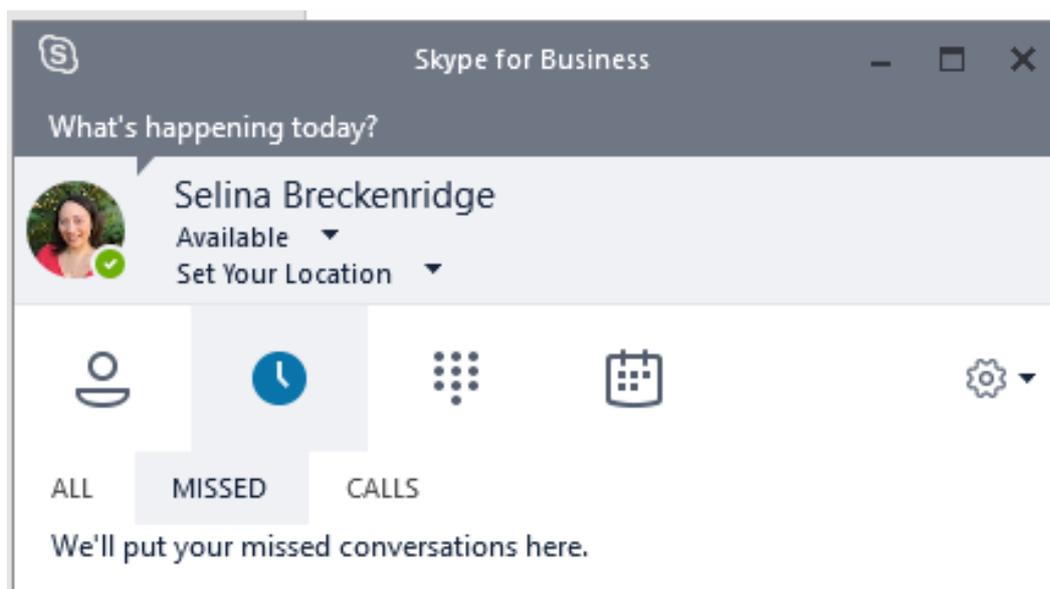
Lights can be controlled via the light panel on the wall next to the Crestron Screen.

Power off

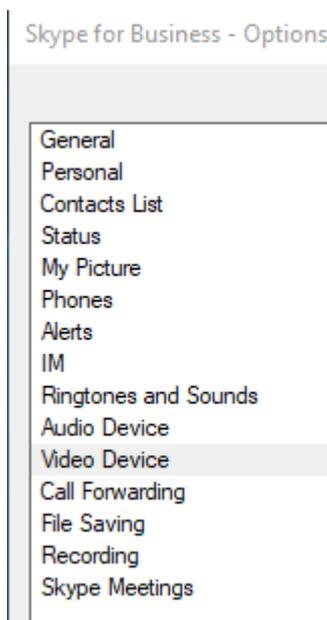
Use the power button on the Crestron control panel to turn everything off.

5. Video conference call facilities (Room 1.2 only)

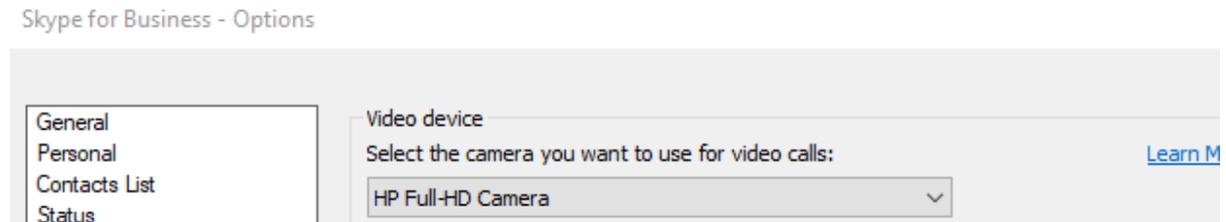
1. Connect laptop using power table. You must connect the USB and HDMI cables to your laptop.
2. Turn on the camera next to the screen using the remote control power button.
3. Launch video conferencing app of your choice (Skype for Business used in picture examples).
4. Go to the app settings.



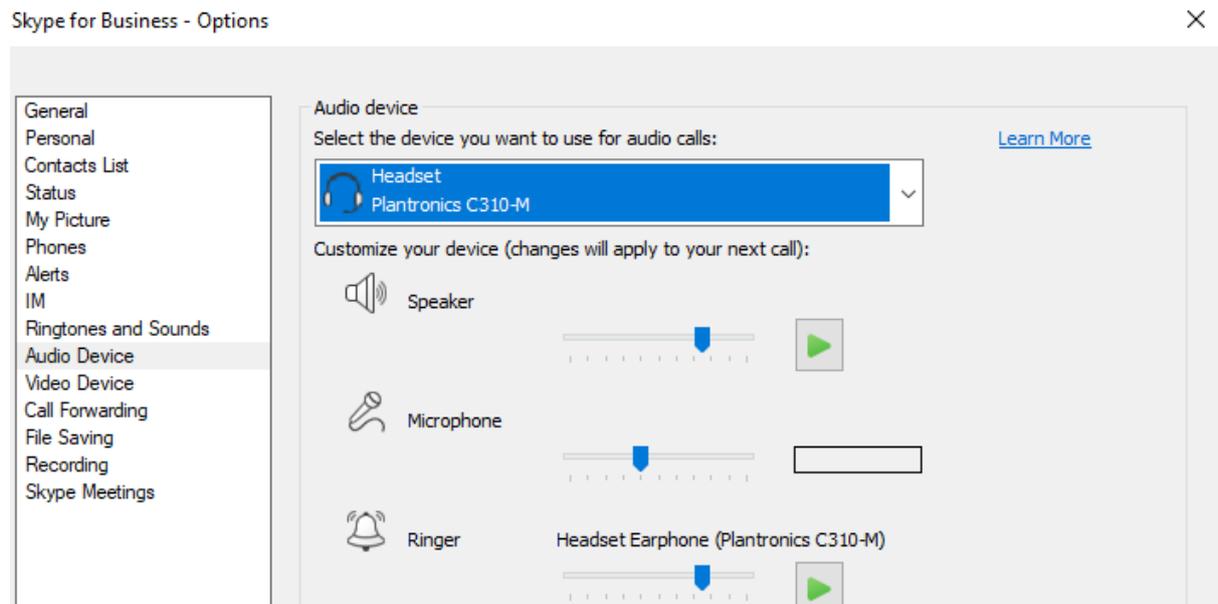
5. Select video device



5. Select the 'Leumens' camera option from the drop box



6. Select the audio device



6. Make a test call/meeting to ensure all is working.

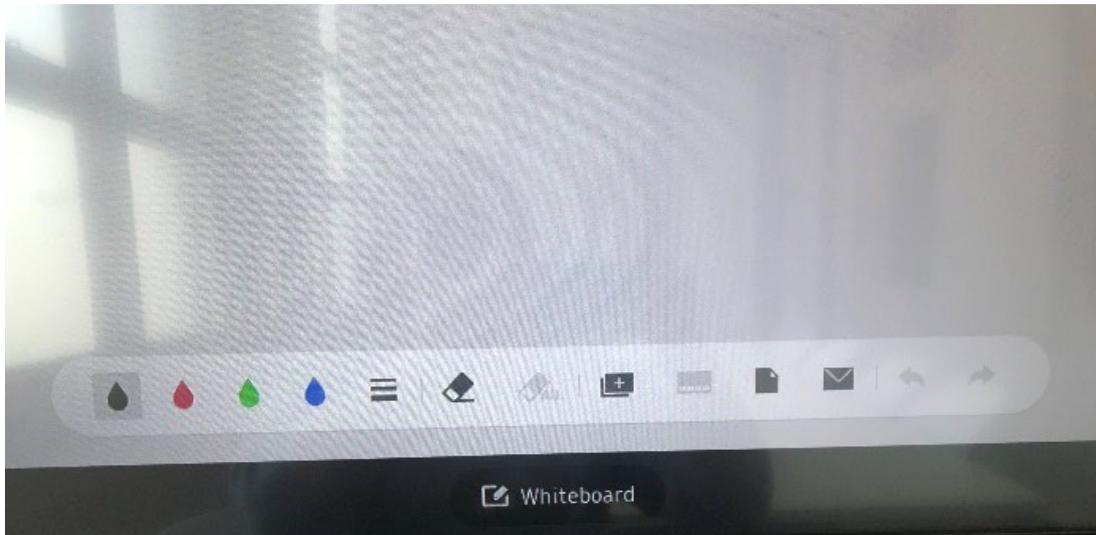
The remote arrow buttons can be used to move the camera lens around the room.

6. Using the whiteboard function (Room 1.2 only)

The screen in Room 1.2 can also be used as a whiteboard.

1. Turn on the screen using the Crestron touch panel.
2. If the whiteboard is not automatically selected, use the quick menu button on the front of the screen to bring up the footer and select whiteboard.
3. Use the pens attached to the side of the screen to write on the board (your finger will also work), Pens available upon request from Library IT staff.

You can use the following functions (from left to right).



- a) Change the colour you are writing with (black, red, green, and blue available)
- b) Change the thickness of the lines
- c) Erase some of the text.
- d) Erase all of the text.
- e) Create a new board (so you can pre-prepare screens and swipe through)
- f) Save a screen or create a new screen.

In the bottom right-hand corner of the screen - 'Reset all' on screen removes all text and starts a new blank page.

To switch to a presentation whilst utilising the whiteboard functionality select open and choose your source (HMDI 2).

To switch back to the whiteboard, select quick menu on the front of the screen and select whiteboard.

4. Use power button on the touch panel to turn off.



Troubleshooting

Why isn't my laptop connecting via the HDMI cable?

1. Check that the HDMI cable is inserted correctly
2. Ensure the correct source is selected.
3. If it is still not showing, use a different HDMI cable and plug it into a facility panel in the wall. If using this option, select the output of facility panel 1 or 2.

How can I access the internet?

1. If you are on your device connect to the IWC-Guest Wi-Fi network.

I can't hear the sound for my presentation.

1. Check that the Crestron panel has not been muted.
2. Try turning the sound up on the Crestron panel.
3. If you are using a clip from a webpage, try a different browser.
4. The Crestron app has a volume function set to mute by default. Check the app while playing your presentation by clicking on the icon. (See image below)
5. Are you using a mobile phone or tablet wirelessly? This app only supports phones and tablets using a wired connection.

My device is running out of power, where are the power points?

1. Power points are located in the floor panels at the end of each room.

I have used the room link mode and when I shut down the system on the Crestron panel in Learning Room 1.1 the screen in Learning Room 1.2 has not shut off.

1. You must turn off the screen in learning room 1.2 separately to 1.1

The Hearing Loop is not working.

1. Check that the device is charged.
2. Is the loop plugged into the device correctly?
3. Test hearing device with headphones.
4. Is there sound coming from the laptop/TV/ screens?
5. Check that device is set to channel one.