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AV Guide

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)

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.

INNER WEST

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

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Equipment Available

- **3 x projector screens - one on short wall, two on long wall**
- **3 x drop down projectors - one for short wall, two for long wall**
- **Lectern with built in Crestron screen and microphone**
- **Lectern (no screen)**

With your own laptop or other device and our AV equipment you can project the screen and audio from your device to any of the screens in the room and from various locations.

The room can be used in different configurations/modes.

You can connect to the AV wirelessly using a laptop or with a HDMI cable.
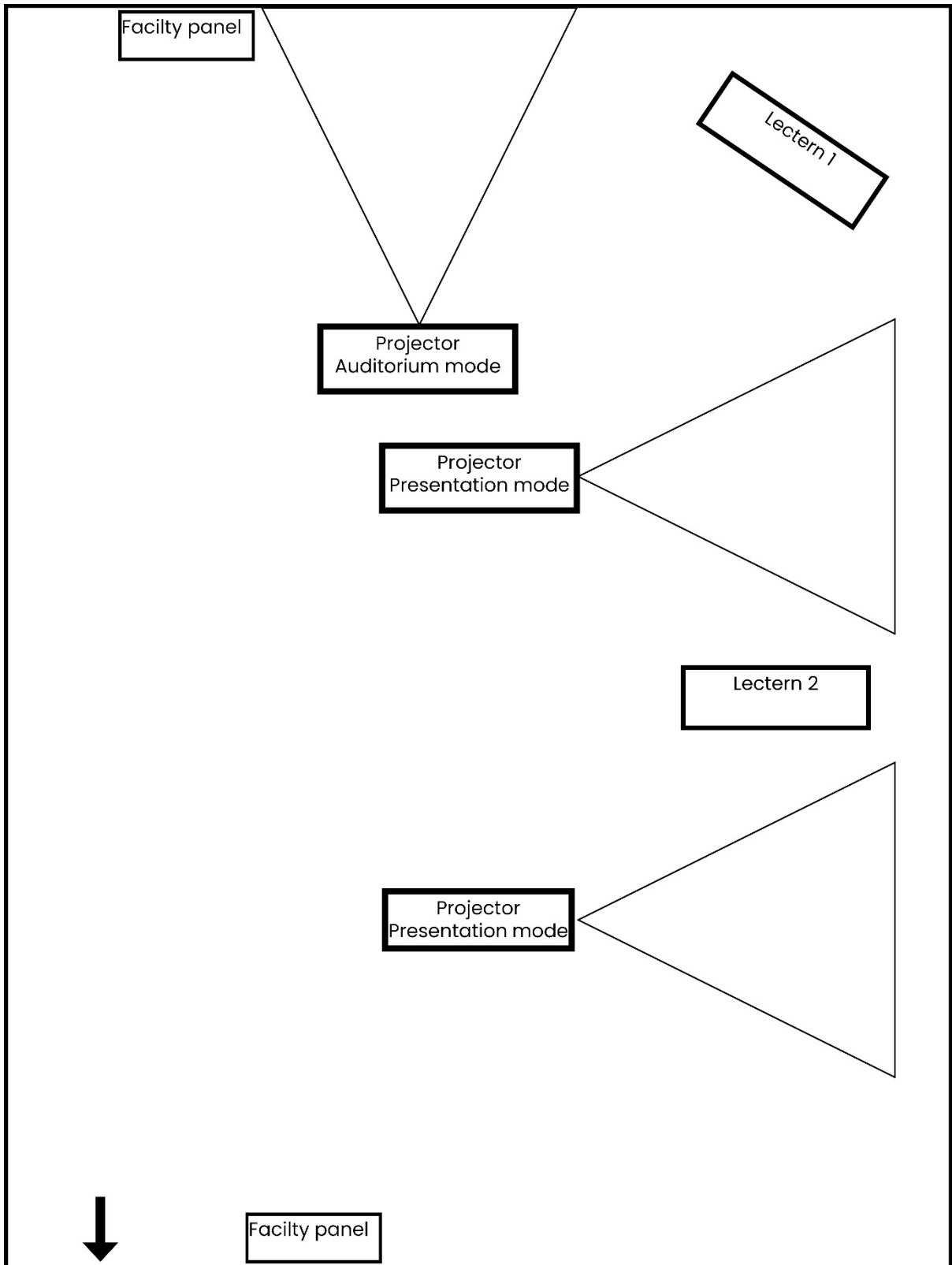
The AV is controlled using a Crestron control panel in the Pavilion main hall.

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

This section will explain:

1. The presentation modes available.
2. How to use the Crestron control panel.
3. How to select which presentation mode you want to use.
4. Sound and lighting.
5. How to connect wirelessly or using a HDMI cable.

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Pavilion AV layout

Facilty panel

Lectern 1

Projector
Auditorium mode

Projector
Presentation mode

Lectern 2

Projector
Presentation mode

Facilty panel

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The presentation modes available.

There are various configurations for the screens and the lectern depending on where in the room you want to present from.

Screen selection (mode).

There are three screens that can used in a variety of ways.

Presentation mode
2 x projectors and screens along the long back wall (see image)

OR

Auditorium mode
1 x projector and screen along the short wall (see image)

OR

Custom mode
A customisable mixture of the previous two.

Presenter and laptop placement (source).

You can decide if you want to connect wirelessly, or where in the room you want to plug your device into and present from.

1. Wireless presentation via IWC Guest network Creston Airmedia, an app that mirrors your screen and sound and available through both Google and Apple app stores. (Not currently available for mobile phones).

2. Two options for lectern placement. The lectern has a built in Crestron control panel with microphone.

3. Two wall (facility) panels at either end of the room.

4. There is a free-standing lectern for presenting without AV.

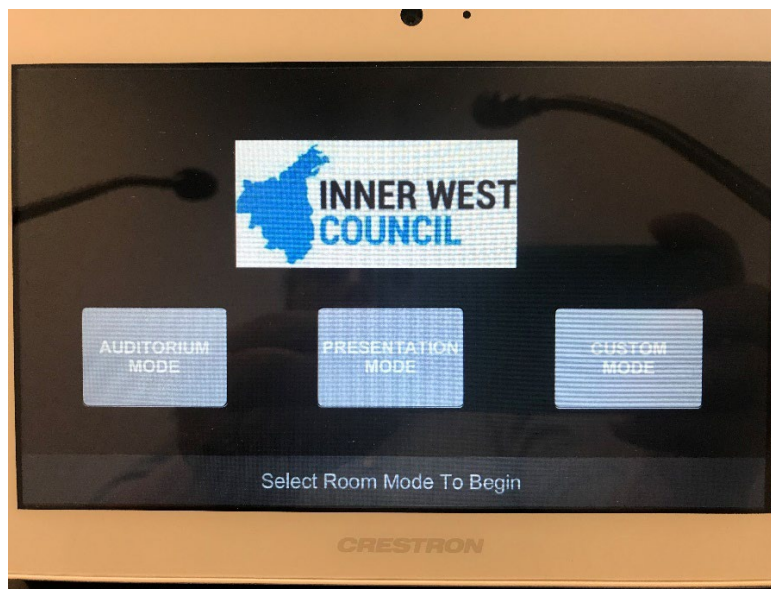In this document, this is described as the source.

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How to use the Crestron control panel.

1. Turn on Crestron control panel

On the Crestron panel press the power button to engage the touch screen.

2. Select your mode.

Select your mode, presentation mode, auditorium mode or custom mode.

3. Select the source.

This determines where and how you will connect to the AV, there are six options.

1. **Wireless presentation** via 4G or via the public network 'IWC Guest'.

2. **Lecterns 1 and 2** – Using a HDMI cable to connect to the AV via panels in the floor of the Pavilion. Lectern 1 is in the far corner of the room while Lectern 2 is located in between the two screens.

3. **Facility Panels 1 and 2** – Using a HDMI cables to connect to the AV via panels in the wall at either end of the room. One near the entrance, the other near the kitchen.

4. **No input** – The screens will not work but the microphone can still be used.

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For Presentation and Custom mode

If you have chosen Presentation mode or Custom mode you can play different media on each screen.

Use the touch screen to select the screen in question and then select the source.

Presenting to the Pavilion and Learning Room 1.1 simultaneously.

To present to both rooms choose Room Link option and insert the password provided at time of booking.

In Learning Room 1.1 use Crestron wall panel, select the presentation mode to receive presentation and sound from the Pavilion.
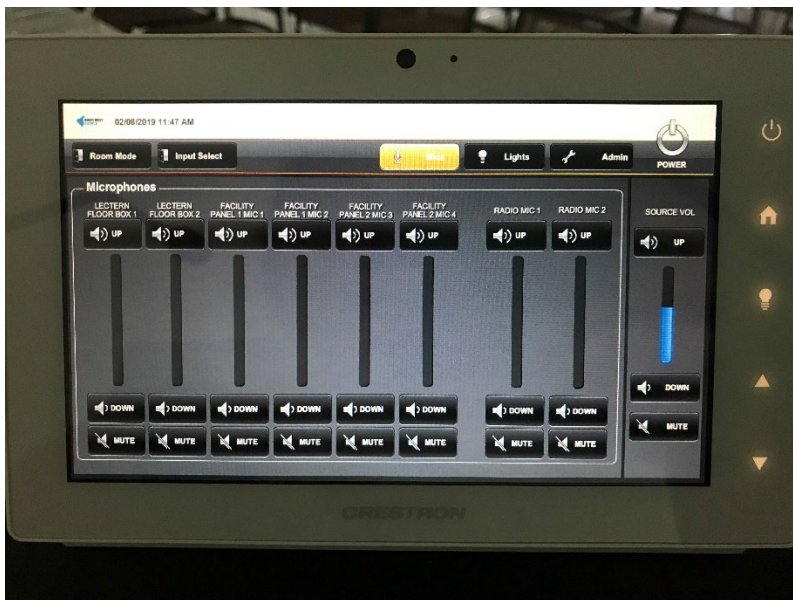
Sound and lighting

Sound is controlled using the Crestron control panel.

There is a microphone built into the lectern.

Microphone volume is controlled via mics option.

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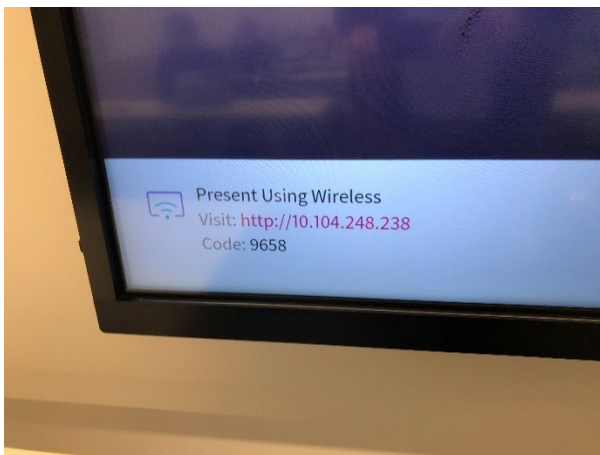

Wireless Presentation

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

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

To connect for wireless presentation using a laptop.

I. Connect to IWC GUEST WiFi.
II. Open a browser and type the IP ADDRESS from the screen as pictured below. It will ask you to download Crestron Airmedia app onto your device (Please note that this is a third-party product and we advise you to read their terms & conditions prior to use.)
III. Type in the four-digit password that also appears on the screen.

INNER WEST

1. Connect with HDMI cable from Lectern 1 or Lectern 2

Connect the lectern with the HDMI cable to the floor panel and attach cables as below:

Red cord to red port.
Mic cord to mic port.
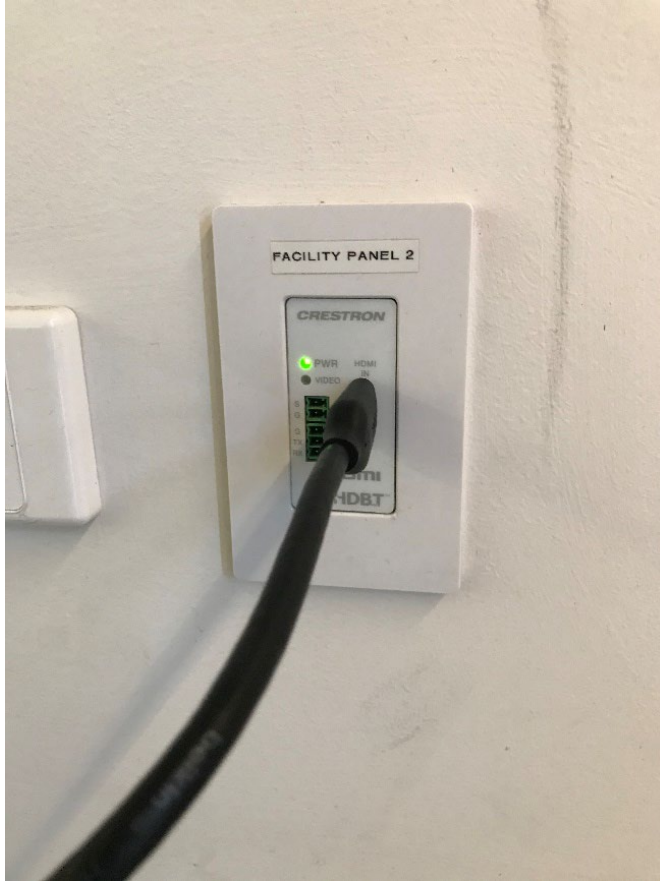Light grey cord to touch panel label.
Power cord to any of the power options.

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2. Connect with HDMI cable from facility panel 1 or 2.

1. Connect the HDMI cable to your device.
2. Connect HDMI cable to desired Facility panel.

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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 which is set to mute by default. Check the app while playing your presentation by clicking on the icon.
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 or along some of the walls.

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.