



▼
**176 WILLIAMS STREET
KAIAPOI**
+64 3 375 5008
KAIAPOI@WMK.GOV.T.NZ

www.waimakariri.govt.nz

RUATANIWHA KAIAPOI CIVIC CENTRE

Meeting Rooms

Audio Visual Equipment Instructions

PROJECTOR INSTRUCTIONS

- If using laptop provided, remove from cupboard along with the HDMI cord
- Plug cord into the side of the laptop (in the port next to the headphones port)
- Choose which floor box you want to use
- Plug the other end of the cord into the port inside the floor box
- Using the pad located by the entry door, press "Projector On/Off", and wait until it has stopped flashing
- Press the "Power On/Off" button - both should now be green
- Choose which input you are using by pressing the corresponding button (DVD, TV, Floorbox Front, Floorbox Rear)
- Master volume can be altered by the knob on the same pad if required, however a suitable range should already be activated. Adjust the volume level on the laptop first.

Should you reach the end of the steps and not have a working connection, ensure everything is turned off (pad buttons red, projector screen up), check your cable connections, and start from the beginning again.

If a light is flashing on the control pad by the entrance door, this means that it is performing an action that cannot be interrupted. No input will be received by the controller until this button has stopped flashing. *Note: putting the projector screen up will be an action that takes a few minutes. If leaving the building, turn the "Power On/Off" to Off before putting the projector screen up to save you from waiting.*

Please ensure equipment is back in the storage cupboard before departing the building.



MEETING ROOM 2 TV INSTRUCTIONS

- If using laptop provided, remove from cupboard in Meeting Room 1, along with HDMI cord
- Plug cord into the side of the laptop (in the port next to the headphones port)
- Plug the other end into the floor box
- Turn the laptop on
- Turn the TV on and ensure it is on channel HDMI 1, if not then change the channel using the AV button on the remote (located in the Hammer & Gavel drawer)

ELECTRONIC WHITE-BOARD INSTRUCTIONS

- Plug both plugs into the wall and turn on at the front of the white-board
- Turn the printer on
- Using only the white-board pens provided, you can draw/write on the white-board
- Press print to print black and white to the printer
- Press slide/stop button to scroll the white-board
- To save to USB, insert USB stick and press save



Meeting Room Information

SWIPE CARDS

- Please sign in and collect a swipe card from the Service Centre on the Ground Floor
- Swipe cards must be kept with you at all times
- Swipe cards need to be returned to the Service Centre on completion of your booking. A \$20.00 fee will be payable for a lost or damaged swipe card.
- After hours swipe card return can be done through the returns chute outside the back of the building as per instructions under 'Exit Procedures'

CROCKERY

- The key attached to your swipe card opens the cupboards in the meeting rooms, where you will find cups, saucers, plates, cutlery etc.
- Please do not use the crockery from the staff cafeteria
 - Crockery used can be put in the dishwasher in the staff cafeteria, please load, run or empty the dishwasher as appropriate
 - Crockery from the meeting rooms must be put back into the meeting rooms if possible
 - There is a trolley to transport crockery between the staff cafeteria and the meeting room

FOOD/BEVERAGES

- Tea/coffee/sugar/milk is not provided, however hot water can be found in the staff cafeteria above the sink
- Food/catering may be taken into the meeting rooms provided that the room is left clean and rubbish is removed



STAFF CAFETERIA

- The swipe card will let you into the staff cafeteria
- Please do not prop the door to the staff cafeteria open as during Library opening hours, there are staff belongings in the cafeteria and this must remain a safe and secure area for staff and their belongings

TOILETS

- You are able to use the disabled toilet on the first floor or the toilets downstairs
- The other toilet on the first floor is a staff toilet, your swipe card will not gain you access to the staff toilet

RUBBISH/RECYCLING

- There is a rubbish bin and a recycling bin in the staff cafeteria
- Please remove any catering boxes from the building

LIFT

- Outside of Library hours, please use the panel to exit the lift to the Lobby side, as the Library side panel will have been disabled

MEETING ROOM SET UP

- You may arrange the room in whichever fashion you please, however please return it to its original state before departing the building

DAMAGE

- Please notify the Service Centre of damage to any furniture or equipment as soon as possible or phone 03 311 8900 (24 hours)

A service of

