

The Martin Library Conference room has been updated with a new AV system including a PA system with a projector, 6 microphones, and 8 speakers.

To use the AV equipment please contact one of the following people in your department who have attended the training course:

ADMIN: Marsha Hatfield and Ame Johnsey

DDS: Linda Muglach

DDV: Freida Lindsey

EXT AFFAIRS: Rossi Carlson, Nina Ogden, and Brynne McCann

HR: Tina Vlerebome and Tammy Cheek

IT: Sheila Nash or Paul Morris.

If you would like to receive training to operate this system, please contact [Paul Morris](#). Those who have no received training may not operate the system.

If you need meeting room table and chair setup please contact [Andrew Toney](#).

This information will be available on the T drive (T:\Marketing\SR Brand Materials and Tools\AV equipment Martin Library) should you need to look up your department contact to setup the AV.

Instructions for using the AV equipment in Martin 1st floor Library

The conference room is equipped with the following:

- Mobile AV cart which has hookup for a laptop computer (Dell or Mac), Audio cable, network cable, and HDMI cord for projector.
- Projector (remote control is in the AV cart drawer)
- Projector screen (control for up and down is on the wall)
- One microphone on the podium
- Six speakers in the ceiling
- Four lavalier microphones
- Wireless keyboard and mouse
- Laser pointer
- Extra batteries for mics or wireless equipment



STEP By STEP – Using the computer on the projection screen

1. Ask security for the key to the AV cart in the Martin Library

- As of now Paul, Ame, and Brynne also have a key.

2. Connect your laptop computer to projector:

- Make sure the power button on the inside of the AV cart is on (It should be lit up in **red**. *See the picture on the right. Do not open the AV cart to adjust any buttons.*)
- Place your laptop on the AV cart. Plug in the blue network cable, HDMI cable, audio cable and power cable into your laptop.
- To use the wireless mouse or keyboard plug the USB located inside the mouse. Make sure both devices are switched on.



3. Power up the Hitachi Projector:

- Press the down button on the wall (do not hold down) to allow for the screen to come down.
- Acquire the remote from the AV cart.
- Aim the remote at the projector, and push the red power button on the left side.
- You should see the **green** light come on at the front of the projector.
- Make sure the connection is on HDMI 1
- *You should now see your computer screen on the large projector screen.*
- Test the sound on your computer is working by clicking on the speaker button on your computer



4. Turn on a microphones:

- Acquire the standing microphone or lavalier microphones from the mobile cart drawer.
- **To Turn Microphone On** – hold down the power button for 3 seconds. Press the button once to mute.
- **To Turn Microphone Off** – hold down the power button again for 3 seconds.

5. Shutting down the system:

- Aim the remote at the Hitachi projector, and push the red **0/I** button twice to power the projector down.
- Press the up button on the wall to make the projector screen ascend into the ceiling.
- **Unplug all cables from your computer and turn off all wireless equipment. Place all equipment in the AV cart including the mouse, keyboard, and microphones. Lock the AV cart.**
- Log off, and shut down the computer.
- Return the key to safety.

