

CONFERENCE ROOM AUDIO/VISUAL GUIDE

To present from a device (laptop, tablet, etc.):

Wirelessly:

Turn on Crestron tablet on top of the console. If necessary, press house icon to get to the home screen.

Select "Presentation/TV" then "Air Media."

When AIRMEDIA screen appears, on the smart-tv enter just the IP address (numbers) in the web address bar on laptop, download the app and enter the four digit code from the smart tv.

TIPS:

Air Media not recommended for presentations that include video or audio.

Air Media works best for laptops. The Crestron app for tablets and phones is not recommended.

To make a conference call:

Turn on Crestron tablet on top of the console. If necessary, press house icon to get to the home screen.

Select "Audio Call."

Dial the number, preceded by 9 + 1 + area code.

Calls from this room will show up as "Reading Town Hall" on caller ID.

Two microphones are hanging from the ceiling to pick up speaker audio. Please have speakers sit near them.

To adjust volume for presentations or calls:

Use up and down arrows on the lower right side of the Crestron tablet, and/or adjust audio on your device.

Audio comes out of the ceiling speakers.

When finished:

Press red "End Presentation" button on Crestron tablet. Press power button and put tablet in standby.

Wall-mounted screen will automatically turn off.

COMMUNITY ROOM ASSISTIVE LISTENING GUIDE

Assistive Listening Devices:

Location:

There are four Assistive Listening Devices: Listen IR Receivers with earphones/neck loop lanyards located in the technology closet in the Community Room (to the right of the doors).

The Listen IR receivers are docked in charging stations and must be returned there after each use.

To Use:

Connect the Earphone/Neck Loop Lanyard and ear speaker or patron's own headphones to the output jacks.

Turn the IR receiver on by pressing the button at the top of the receiver. It will automatically connect to Channel 1, the channel used in the Community Room.

To turn up the volume press the circle up and down button on the front of the receiver.

For T-coil compatible hearing aids, simply disconnect the ear speaker or headset from the ear phone/neck loop lanyard .

Always wear the receiver in such a way that there is nothing covering the receiver, if covered or obstructed the receiver will have poor range and performance!

