RAMONA ROOM A/V GUIDE

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USING THE NWHF-SUPPLIED COMPUTER & PROJECTOR

**STEP 1.** Power on the system, using the control panel (screen) located on the lectern or near the main entrance of the room in the wall, by tapping anywhere on the screen 1-2 times until you see this screen:

![Screen with options](image)

**STEP 2.** Tap PROJECTION & AUDIO. The screen should lower from the ceiling and the projector will power on.
**STEP 3.** Ensure the computer is on (it usually is) by checking the front for a white light that is either solid or flashing. If the computer is not on, press the power button located on the back of the computer (bottom left, lectern mounted).

<table>
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<tr>
<th>Flashing light when on.</th>
<th>Power button</th>
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**STEP 4.** If you have a thumb drive, you can put it in the port marked USB input in the top left of the lectern.
STEP 5. Tap PROJECTOR on the Control Panel and tap COMPUTER. You can toggle the projector screen on & off by single-tapping SCREEN BLANK. Use this instead of entering system standby.
STEP 6. You should see a log-in screen on the projection screen when successful. Press CTRL-ALT-DELETE to login.

NWHF STAFF: Use username ‘frontdesk’ and supplied password.

GUESTS: Use the same username and password as posted for the Wi-Fi.

NOTE: The computer automatically runs on Windows. To switch to Mac OS X, see STEP 8.

STEP 7. When done, select LOG-OFF from the Start menu.
STEP 8. MAC OS X: To reboot the computer into Mac OS X. Double-click the BOOT CAMP shortcut on the desktop, or click on the START MENU > CONTROL PANEL > BOOT CAMP and click on RESTART.

STEP 9. When done, in OS X, choose APPLE > SYSTEM PREFERENCES, then click STARTUP DISK. Select the startup disk with the operating system you want to use by default. Click RESTART.

STEP 10. When you’re done using the projector, tap MODE on the control panel, then click SYSTEM STANDBY.
**STEP 11.** To power off only the projector and keep audio functionality, tap MODE in the control panel, then click AUDIO ONLY. The Projector will power off and the screen will lift.
USING YOUR OWN LAPTOP

**STEP 1.** Connect your laptop using either the HDMI input cable or VGA input cable in the top left of the lectern or in the floor box located in the back of the room. There are adapters available for the most common laptop connections in the lectern drawer under the control panel. HDMI and VGA cables for the floor box are in the lectern drawer below the DVD player.

**STEP 2.** Power on your laptop if it isn’t already on.
STEP 3. Power on the system, using the control panel (screen) located on the lectern or near the main entrance of the room in the wall, by tapping anywhere on the screen 1-2 times until you see this screen:

![System Mode Selection Screen]

STEP 4. Tap PROJECTION & AUDIO. The screen should lower from the ceiling and the projector will power on.
STEP 5. Tap PROJECTOR from the Control Panel and tap HDMI or VGA under “Lectern” or “Floor Box.” You can toggle the projector screen on & off by single-tapping SCREEN BLANK. *Use this instead of entering system standby.*

STEP 6. You should see your laptop screen on the projection screen when successful.
STEP 7. When you’re done using the projector, tap MODE on the control panel, then click SYSTEM STANDBY.

![Please select System Mode](image)

STEP 11. To power off only the projector and keep audio functionality, tap MODE in the control panel, then click AUDIO ONLY. The Projector will power off and the screen will lift.
MAKING AN AUDIO CALL

**STEP 1.** Power on the system, using the control panel (screen) located on the lectern or near the main entrance of the room in the wall, by tapping anywhere on the screen 1-2 times until you see this screen:

Would you like to use the projector?

- Projection
- Audio Only

**STEP 2.** Tap PROJECTION or AUDIO ONLY based on what you want to use.
**STEP 3.** Tap AUDIO CALL, input your number, and tap CALL.

**STEP 4.** People on the line can hear sound from the Ceiling Microphones as well as the Lectern Microphone, Lapel Microphone and Hand-held Microphone.

If callers say it is too quiet, try adjusting the Ceiling Microphones and/or the Call Microphone Volume up.
If you only want the speaker using the Lapel, Lectern or Hand-held mic to be heard, mute the Ceiling Microphones by tapping ARE ON. It will change to ARE OFF.

If you want to mute all sound coming from the room so callers can’t hear the room, tap MUTE in the lower left.
If you want to turn up the sound in the room so you can hear callers better, turn the Incoming Call Volume up.

If you want to mute all the callers, tap MUTE in the lower right.
STEP 5. To end your call, tap HANG-UP.
STEP 6. When you’re done using the system, tap MODE on the control panel, then click SYSTEM STANDBY.
USING THE CONFERENCE LINE

**STEP 1.** Follow the steps for an AUDIO CALL, dialing 503-926-6960 when you’re ready to start the conference. There is NO PIN REQUIRED. Conferences will start as soon as two or more people call the number, even if you haven’t joined from the conference room. The line can take 100 participants on a call.

Each meeting room has a unique conference call line. Since this number is dedicated to this room, there is no need to schedule it separately, or to confirm with staff that you intend to use them. It is just included in a room reservation, whether you use it or not.
USING THE MICROPHONES

**STEP 1.** Power on the system, using the control panel (screen) located on the lectern or near the main entrance of the room in the wall, by tapping anywhere on the screen 1-2 times until you see this screen:

![Screen](image)

**STEP 2.** Tap PROJECTION & AUDIO or AUDIO ONLY based on what you want to use.
**STEP 3.** Tap MICROPHONES.

**MICROPHONE VOLUME:** The volume of all microphones currently turned on.

**PROGRAM VOLUME:** The volume of non-microphone audio, usually from the computer or connected laptop.

**STEP 4.** Tap the up/down arrows to control volume. Tap MUTE to toggle mute on/off.

**MICROPHONE VOLUME**: The volume of all microphones currently turned on.

**PROGRAM VOLUME**: The volume of non-microphone audio, usually from the computer or connected laptop.

**STEP 5.** How to turn microphones on/off.

**LECTERN MIC:** To turn on/off, press and hold the button at the bottom of the mic briefly. Red light indicates it is on. No light indicates it is off.

**LAPEL MIC:** To turn on/off, press and hold the power button at the bottom of the mic briefly. Text on the small screen on the mic indicates it is on. No text indicates it is off.
HAND-HELD MIC: To turn on/off, press and hold the button at the bottom of the mic stem briefly. Text on the small screen on the mic indicates it is on. No text indicates it is off.

**STEP 6.** When you’re done using the system, tap MODE on the control panel, then click SYSTEM STANDBY.
CONNECTING AN EXTERNAL AUDIO SOURCE (IPOD)

**STEP 1.** Power on the system, using the control panel (screen) located on the lectern or near the main entrance of the room in the wall, by tapping anywhere on the screen 1-2 times until you see this screen:

![Screen showing system mode options](image)

Please select System Mode:

- Projection & Audio
- Audio Only
- System Standby

**STEP 2.** Tap PROJECTION & AUDIO or AUDIO ONLY based on what you want to use.
**STEP 3.** Tap PROJECTOR on the Control Panel, and tap VGA under Lectern.

**STEP 4.** Plug in your audio device to the VGA cable’s audio cable found in the top left of the lectern.

**STEP 5.** Play audio and adjust volume by tapping the UP/DOWN ARROWS or MUTE under Program Volume.
STEP 6. When you’re done using the system, tap MODE on the control panel, then click SYSTEM STANDBY.
Please select System Mode:

- Projection & Audio
- Audio Only
- System Standby
BAMBOO ROOM - HOLLOW SQUARE
(default set-up)
BAMBOO ROOM - CLASSROOM

podium
screen

water, coffee, tea

table