

INSTRUCTIONS AND TIPS FOR THE USE OF EQUIPMENT IN THE CAPITOL COMMITTEE ROOMS

Last update: December 15, 2014

LAPTOP MINIMUM REQUIREMENTS AND TIPS

The preferred method for connecting your laptop to the audio/video system is via an HDMI cable provided on the witness table. This is what the connector looks like:



If your laptop has only a VGA connector, it will work and a cable is provided but your presentations will not look quite as nice. For Apple products, you'll need a converter for whatever type you have. If you're not sure, contact your own technical support personnel to acquire the necessary converter cable. This is what a VGA connector looks like:



Since VGA does not have audio capability, if you have a presentation that requires audio, such as a movie, the witness table also has audio jacks that you plug into the same place where you would plug in your earbuds or headphones.

If you plug your laptop into the A/V system and nothing displays on the screen, you may have to push a collection of keystrokes to change to dual video. Select the "duplicate" option so that it shows on the big screen while still showing on your laptop. If you don't know the keystrokes for your laptop, please contact your own technical support personnel for assistance ahead of time. Technical staff is not always readily available and in some cases there would be a charge of \$50 per hour for their services.

LIGHTS

The lights have four preset conditions: off, 1/3 on, 2/3 on, and all on. The lights should come on when you power on the console. Alternatively, they can be turned on at the wall by the door. The lights will not go off when the console is turned off. They must be turned off at the door.

LAYOUT OF THE ROOM

Each room contains a concave-shaped committee desk, a support desk in the corner, a witness desk, and audience area. There are also small tables at the entrances of most rooms for placing handouts for the audience. Please do not move the furniture. You will be billed for any missing or damaged furniture.

PHONES

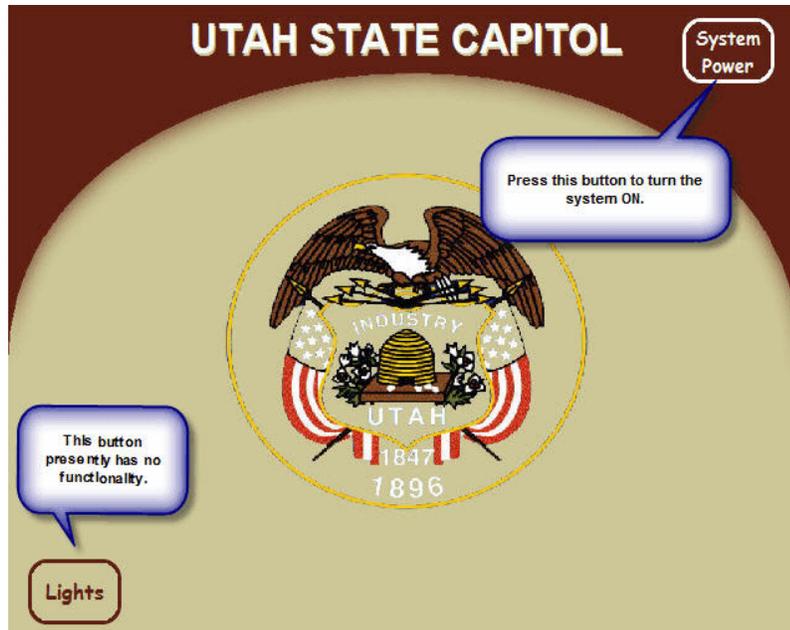
On the support desk in the corner there is a telephone supplied for your convenience. This phone is connected to the Legislative phone system, which is not part of the State phone network. You can only dial extensions within the Legislative phone system. If you need assistance, dial 1000 and an operator will direct your call.

This phone is digital so it cannot be used in conjunction with any polycom-type phone conferencing equipment. If you need to do a phone conference call we suggest acquiring a phone conference bridge service ahead of time, where all callers call one number and are joined together. You can dial that number from the control panel (see instructions in this document) and the call will be heard over the speakers. The other callers will be able to hear anyone speaking into an open microphone.

CONTROL PANELS

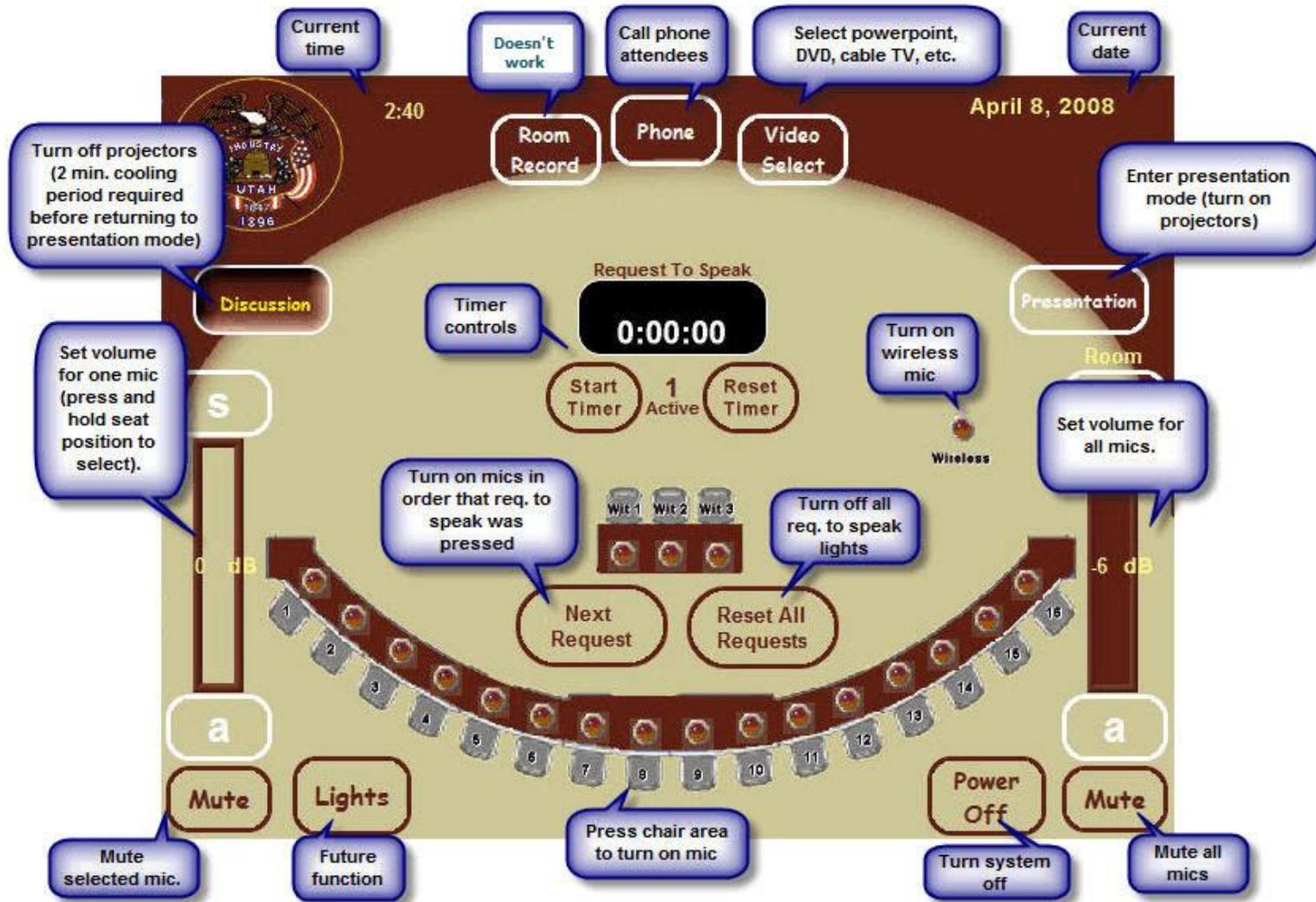
This section serves as a brief tutorial and reference guide for using the control panels in the committee rooms on the Capitol Complex. It is recommended that you use the stylus device provided when operating the panels. This is found to be much easier than using your fingers, especially if your hands are large or you wear bifocals. Please be gentle with the control panels. They are not glass but a thin membrane that interprets where you touch the screen.

If the screen is blank when you approach the control panel, touch anywhere on the screen to bring it back to life. The first screen you will see is this (if there is a lock graphic in the bottom right corner, call extension 1000 for assistance in unlocking the console):



Once you touch the System Power button, the main menu should display. A graphic of this screen is on the next page in large format so you can easily see all of the features. If you don't need further instruction, you can print the page and take it with you as a reference.

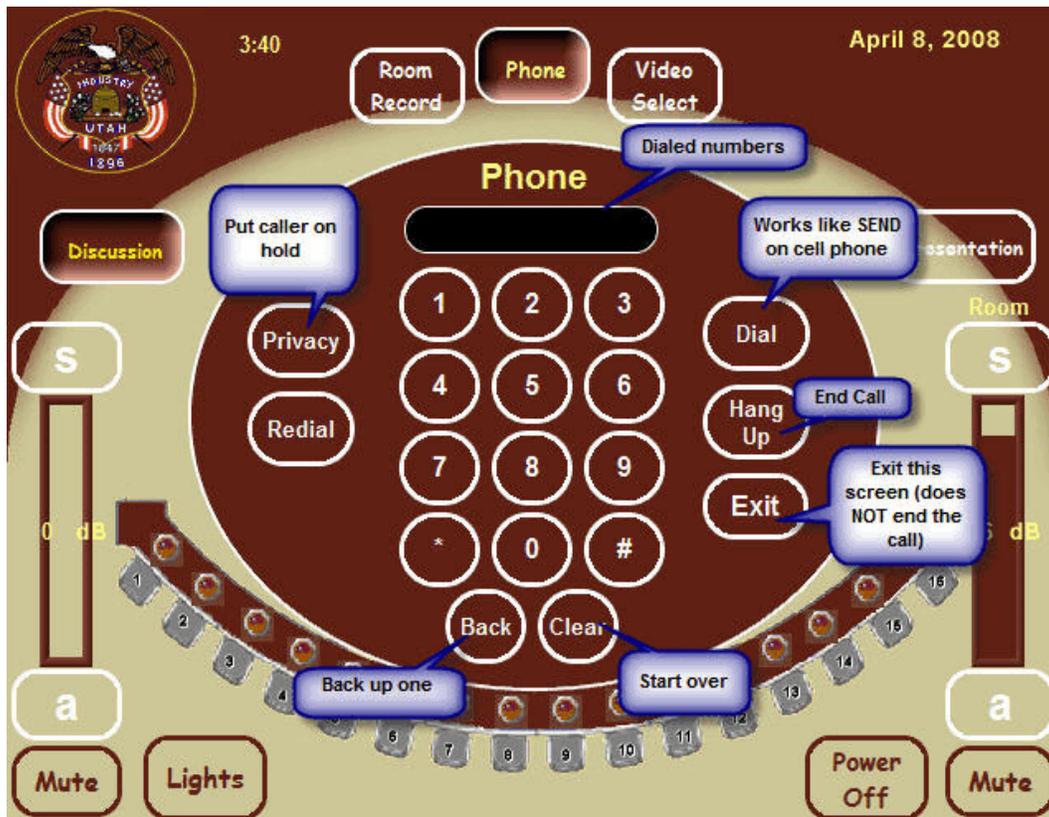
Some of the buttons that you touch will cause a round pop-up box to appear on top of the main menu. Graphics for those boxes, with explanations of their buttons and functionality, appear on the subsequent pages.



Main Menu of Committee Room Control Panel

Telephone Conferencing

You can call someone on the phone and have them participate in the meeting using telephone conferencing. This feature is available in all committee rooms in the capitol, plus W030 in the House Building and E210 in the Senate Building. If you need multiple phones included in the conference please make arrangements in advance to procure a phone bridge conference. If your company does not have one, there are many services available on the Internet. Once you've touched the PHONE button on the main menu you will see the following pop-up:



After placing a call, speak into the microphone to talk to the caller. It would probably be polite to inform them that the conversation is being broadcast on speakers in the room. Once the call is established, you can touch the EXIT button to return to the main menu to control the microphones. The EXIT button does not disconnect the call.

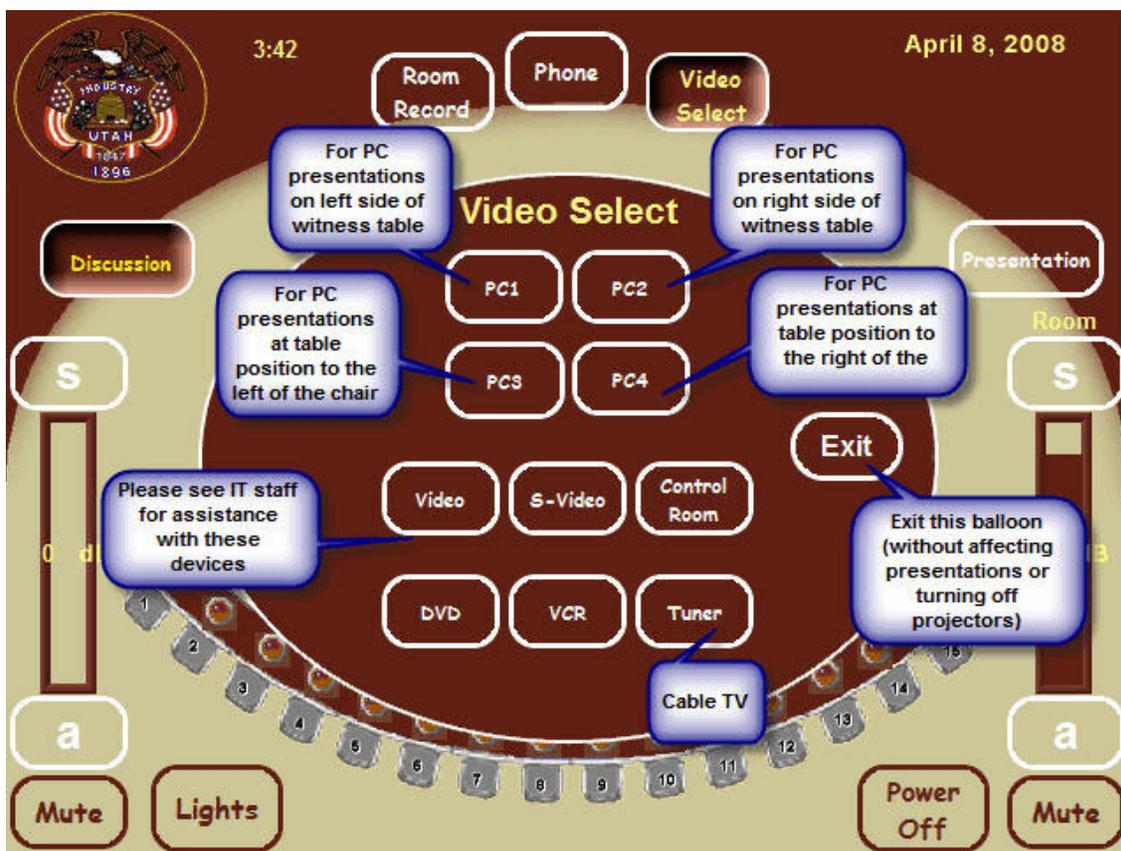
Presentations

Before using the projectors, pull down the screens at the front and back of the rooms. In room C445, the screens are on the side walls. In the committee rooms in the east and west buildings, the screen will lower automatically when you press the presentation button. There are four panels to attach laptops to the projection system, two are provided in the panel on the witness table, along with power and data outlets. The other

two are on the back panel to the sides of the chair's position. A cable is not provided for these positions. Please obtain one from your own IT staff before heading to the capitol campus.

WARNING: The projectors take about 2 minutes to warm up. If you press the DISCUSSION button at any point the system goes to sleep while it cools off the projectors and shuts them down. Please plan accordingly.

You may want to prepare for presentations ahead of time by going into presentation mode (touch the Presentation button). This will bring up the Video Select screen:

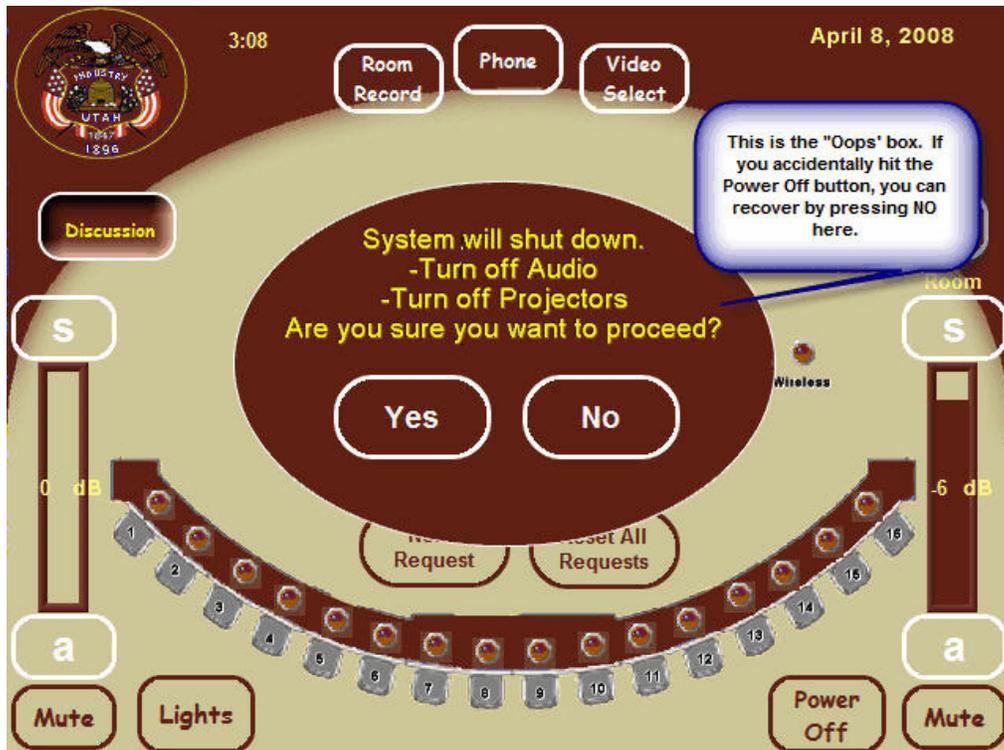


You can press the EXIT buttons without affecting the projectors. When you're ready for your first presenter, touch the VIDEO SELECT button, followed by the appropriate type of presentation. *Note: IT staff recommends that you reserve a committee room prior to your first meeting so that you can practice using the presentation equipment.*

Ending the Meeting

WARNING: Failure to power off the console at the end of your meeting can cause the equipment to overheat and malfunction. If you leave the system on, you may be billed for the damages.

Once your meeting has concluded, simply touch the POWER OFF button. The following pop-up will display:



This pop-up is a safety net in case you accidentally touch the POWER OFF button. If your meeting is finished, touch YES and the system will return to the OFF position. In time, the monitor will turn itself off.

Last update: December 15, 2014

F:\USERS\Staff\Secretaries\receptionist\Committee Room Information\Room Requests\Capitol Committee Room Control Panels.docx