

A Guide to The Monterey Peninsula Foundation Community Room



Use the Podium/Lectern to display a Laptop

1. Plug the VGA adapter from the podium into your laptop
2. Turn on your laptop
3. On the pixie controller press the power button **1** (see pixie diagram)
4. On the pixie controller press the source input button **11** until the LCD 1 displays "RGB 2"
5. On the pixie controller press the podium laptop input button **10**
6. Pop your laptop to the LCD 1 screen (also known as presentation mode) the button combination is usually **Function+F5** on your laptop

*wait 10 full seconds for signal to be recognized by LCD 1 screen

*audio is played through speakers inside the podium, this is the only audio source for a laptop in the room

Use the Document Camera inside the Podium/Lectern

1. Open drawer(on the side of the podium) that contains document camera
2. Setup document camera (see setup directions in drawer)
3. On the pixie control press the power button **1** (see pixie diagram)
4. On the pixie controller press the source input button **11** until the LCD 1 displays "RGB 2"
5. On the pixie controller press podium laptop input button **10**

*wait 10 full seconds for signal to be recognized by LCD 1 screen when switching inputs

*only one of the podium/lectern sources can be displayed at once, either the laptop or the document camera, the document camera takes priority

*to return to a laptop after using the document camera, turn off the document camera

Use a Laptop at the Main Table

1. Plug the VGA adapter found inside each of the cubby holes in the desk, into your laptop
2. Turn on your laptop
3. On the pixie controller press the power button **1** (see pixie diagram)
4. On the pixie controller press the source input button **11** until the LCD 1 displays "RGB 2"
5. On the pixie press the appropriate computer input button (see room diagram and pixie diagram)
6. Pop your laptop to the LCD 1 screen (also known as presentation mode) the button combination is usually **Function+F5** on your laptop

*wait 10 full seconds for signal to be recognized by LCD 1 screen

*audio is played through speakers inside the podium, there is no audio source for a laptop in the table

Watch a DVD

1. Turn on the DVD/VCR player – player found in shelf under LCD 1 (please do NOT move or pull on the player)
2. Place DVD in player
3. On the DVD/VCR player (Press the DVD button see pixie diagram)
4. On the pixie controller press the power button **1** (see pixie diagram)
5. On the pixie controller press the source input button **11** until the LCD 1 displays “video”
6. On the pixie controller **9** press the DVD input button
7. Use the pixie to control the DVD/VCR player **14** (play, pause, rewind, etc.)
8. On the pixie controller use the LCD volume buttons **2** to adjust the audio levels (button #2 on the diagram)
9. When you are finished, remove the DVD from the player, turn off the player, and press power on the pixie controller

*wait 10 full seconds for signal to be recognized by LCD 1 screen

*please do not pull on, move, or change out any of the equipment or their cables

Watch a VHS Tape

1. Turn on the DVD/VCR player (do NOT move or pull on the player)
2. Place VHS tape in player (see pixie diagram)
3. On the DVD/VCR player press the video button
4. On the pixie controller press the power button **1** (see pixie diagram)
5. On the pixie controller press the source input button **11** until the LCD 1 displays “video”
6. On the pixie controller press the VCR input button **8**
7. Use the pixie to control the DVD/VCR player **14** (play, pause, rewind, etc.)
8. On the pixie controller use the LCD volume buttons to adjust the audio levels **2**
9. When you are finished, remove the VHS tape from the player, turn off the player, and press power on the pixie controller

*wait 10 full seconds for signal to be recognized by LCD 1 screen

*please do not pull on, move, or change out any of the equipment or their cables

Use the Video Conference Equipment (part1)

1. Turn on the master switch inside the cabinet
2. Make sure all the devices in the cabinet are on
3. Turn on LCD 2 (see room diagram) *the power button is on the underside, lower left
4. Press the power button on the pixie controller (see pixie diagram)
5. Press the source input button on the pixie controller until the LCD 1 displays "RGB 3"
6. Press the VC input button on the pixie
7. Place the call using the remote control for the polycom unit
8. Make sure the mute is off
9. To send a laptop, press the corresponding input button on the pixie controller (for example if you are using the podium, press the podium laptop input button on the pixie)
10. To switch back to the in-room camera, press any other computer input button on the pixie controller

*please seek technical assistance for the video conference abilities in this room.

*all video conferences should be scheduled 7 days in advance

Use the Video Conference Equipment (part2)

1. To send a laptop, press the corresponding input button on the pixie controller (for example if you are using the podium, press the podium laptop input button on the pixie)
2. To switch back to the in-room camera, press any other computer input button on the pixie controller
3. To switch cameras press camera on the remote control for the polycom (camera 1 is above LCD 2 and "document" is either camera 2 above LCD 1 or a chosen input) "document" is the default choice
4. To alter the camera angle or zoom, choose a camera (see above), and utilize the directional pad and zoom buttons on the polycom remote
5. To change the audio level of the conference, press the conference volume buttons on the pixie controller (see pixie diagram)
6. To shut down room, press hang up on polycom remote, turn LCD 2 off, press the power button on the pixie controller

Use the Polycom Wireless Conference Phone

1. Check out the phone from Joanne Pleak
2. Press the phone button to hear dial tone (lights will be green)
3. Dial number (you must dial 8 first to get outside campus)
4. When utilizing the mute button on the phone, the lights will be red
5. Press the phone button to hang up.
6. Return phone to Joanne Pleak when finished.

*get technical assistance if the phone needs to be registered

Use the in-room Standard Telephone

1. You can find the phone on the shelf under LCD 1 (see room diagram)
2. Plug the phone into the Ethernet cord found in the 1st cubby hole (in the room diagram it is marked as "Computer")
*follow the instructions on the white card, attached to the phone, if you cannot hear a dial tone
3. Dial number (you must dial 8 first to get outside campus)
*if the other party cannot hear you, while on speaker phone, make sure the Mic button on the phone is on (if selected it will be red)

Use the in-room Stereo

1. Make sure the master switch is on (found in the cabinet, see room diagram)
2. Turn on the receiver in the cabinet
3. Press the power button on the pixie controller **1** (see pixie diagram)
4. Press the stereo button on the pixie controller
5. When you are finished press the power button on the pixie controller.

*the stereo does not receive many stations due to the construction of the building

Setup the Document Camera

1. Extend/Raise lamp 1
2. Extend/Raise lamp 2
3. Press the release tab at the bade of the camera in order to extend/raise the camera (point the camera down towards the light box)
4. Press the power button (toggle switch) on the document camera
5. When you are finished press the power button (toggle switch) on the document camera
6. Lower the camera
7. Lower lamp 2
8. Lower lamp 1
9. Shut drawer

*wait 10 full seconds for signal to be recognized by LCD 1 screen when switching inputs

*only one of the podium/lectern sources can be displayed at once, either the laptop or the document camera, the document camera takes priority

*to return to a laptop after using the document camera, turn off the document camera