



Northwoods City of New Hope

AV Systems Quick Start Guide



video services inc.

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audio|video|technology *specialists*

Room AV Features

- Multiple displays showing the same content.
- Video Conference system through owners PC for WebEx, Zoom, Teams meetings
- Overflow video and audio from council chambers
- Touchscreen smart board for interactive content from *PC only*
- Wireless gateway for BYOD devices
- 1 Wired Podium Microphone
- Hanging Microphones for video conferencing
- Hearing Assist Loop System with in floor loop system



AV System Quick Start Guide

10/15/2021 © Pg. 2



Start the System

1. Tap the **NH logo** to move to password page



2. Enter your password to power up the system

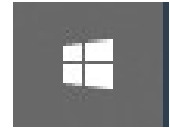


3. Select your **input** from left side of screen



Shutdown the System

1. Unplug your device or log off the in room PC



2. Tap the **power button** in upper right corner



3. Tap **yes, power down** to shutdown the system



Audio\Video Inputs

RACK PC

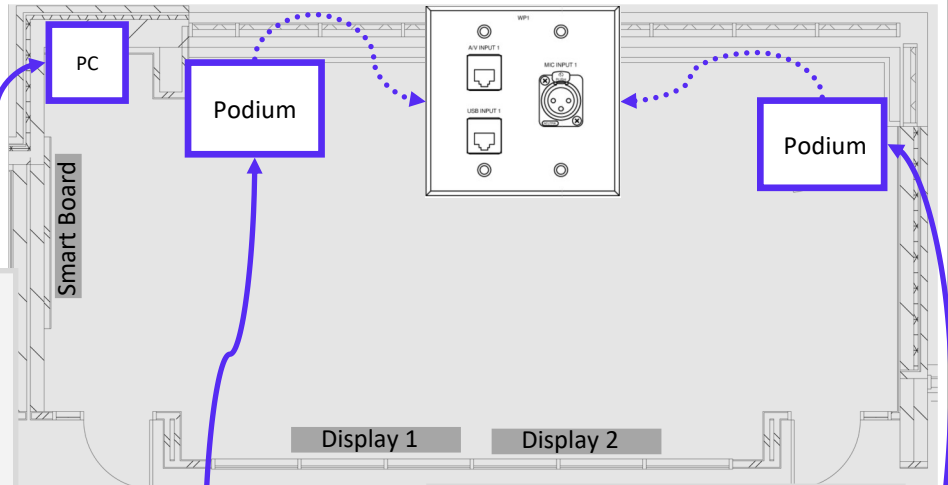
PC is located in rack underneath this touchscreen, use wireless keyboard and mouse to control

Overflow from Council Chambers

The council chambers can send a audio/video feed of their choice to this input

Wireless Streaming

There is a *Kramer VIA* wireless streaming device in the rack. Follow the on screen instructions to send your



Podium WP1

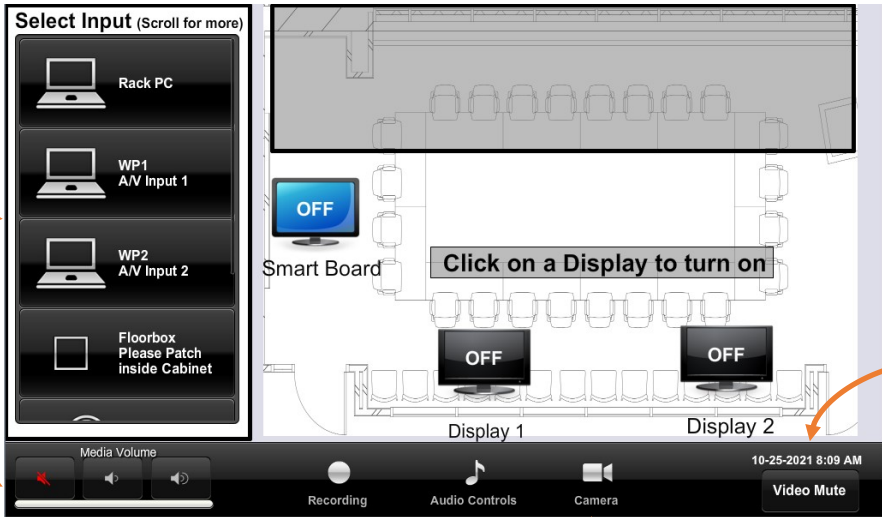
Plug your device into the HDMI on the podium

Moving The Podium

The podium can be moved from *WP1* Location to *WP2*.

Unplug the network cable plugged into **A/V Input 1** and the mic cable in **Mic Input 1** on the wall plate (*WP1*)

Northwoods touch panel



Scroll to tap a **Input** to send to the displays

Media Volume is the volume of currently selected media input source

**** NOTE ****
The Smart board touch functions only work with the in room PC

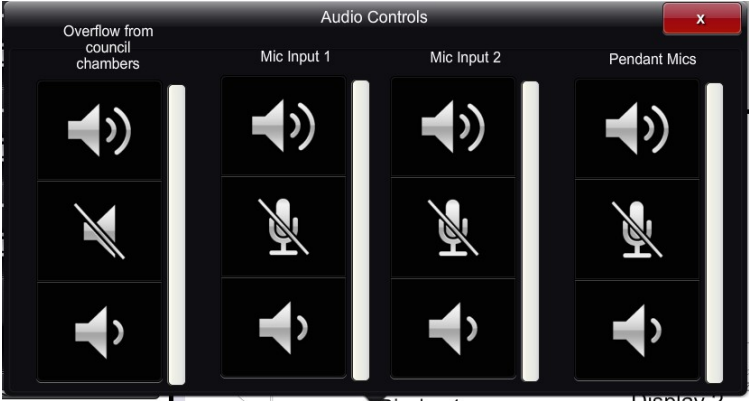
Tap **Video Mute** to stop the current source from showing on the monitors until it is pressed again

Tap **Camera** to control the video conferencing camera.
****NOTE****
See Pg. 4 in guide on how to use the video conferencing

Tap **Recording** to use the audio recorder located at staff desk

Tap **Audio Controls** to control podium mic, ceiling microphones and overflow audio from the council chambers

You can record only the in room microphones or both the in room mics and the presentation



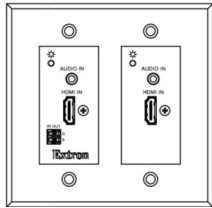
Mic Input 1 and 2 are located on the two AV plates
(usually podium mic)



Floor Box Patching

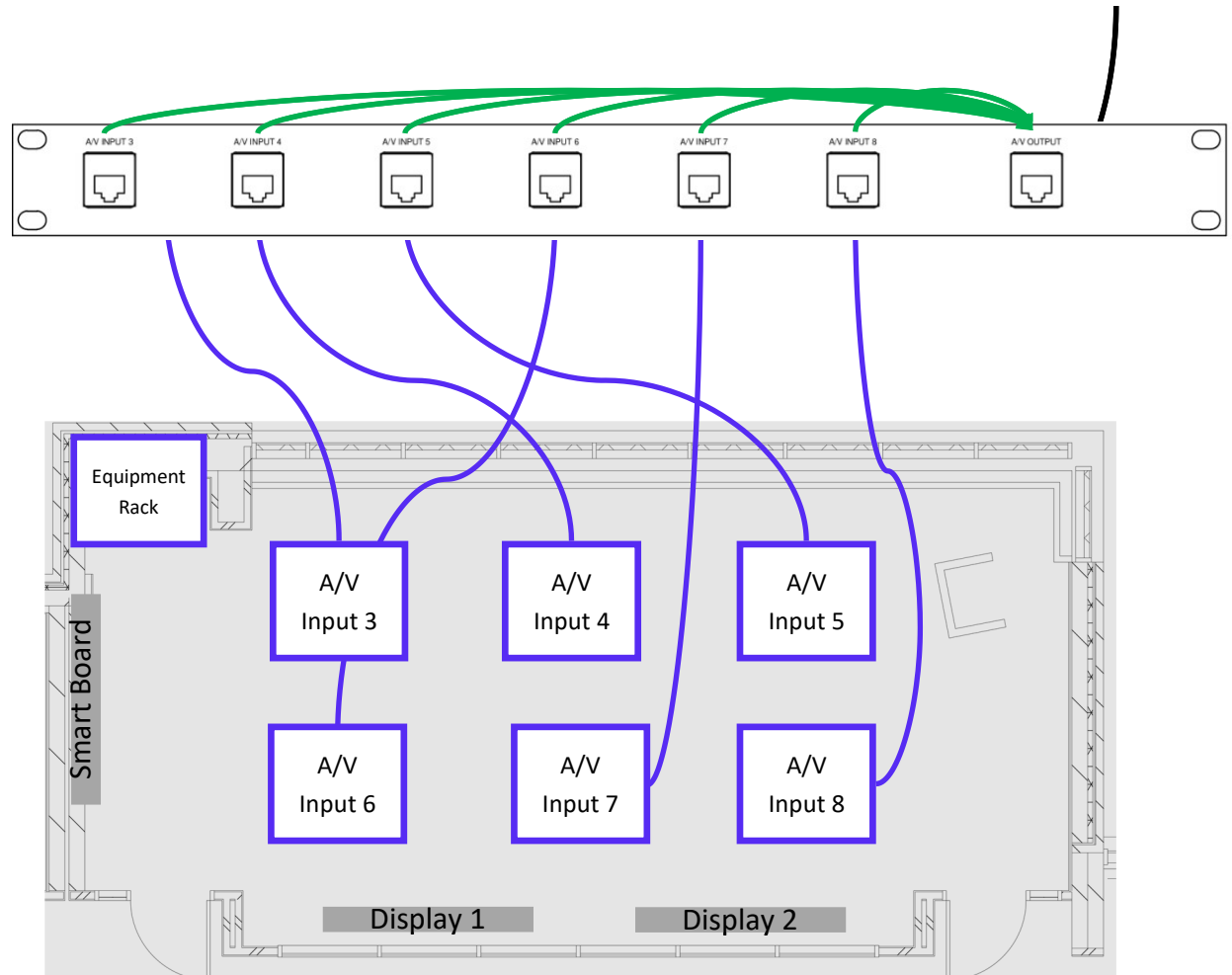
To give more flexibility for input locations one floor box can be patching into the system at a time. In the equipment rack you will find the floor box input patch bay.

1. Plug the **Mobile Video Input Transmitter** into the desired floor box location.



2. Note what input you have plugged the **Mobile Video Input Transmitter** into by referencing the map
3. Go to the equipment rack and plug the black network cable from the A/V Input number you noted and the other side into A/V Output

You can patch one input from A/V Input 3-8 into A/V Output at a time



Northwoods Video Conferencing *Preparing the Room*

1. Press the logo to move to password page



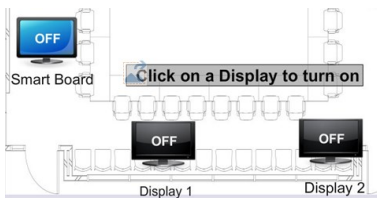
2. Enter your password to power up the system



3. Tap **Rack PC** from the left side of the touchscreen



4. Turn on the displays by pressing on the them on touchscreen



Video Conference Call

1. Select **Camera** from the Crestron touchscreen.
2. Make sure “Vaddio Camera” is selected on touch panel
3. Log into the **PC**
4. Start your video conferencing software of choice
5. Select the Northwoods AV Bridge as your Microphone and Video
6. Select speaker/audio out as “Extron HDMI”

*Do **NOT** select Northwoods audio out*

1. Use the touchscreen to aim the in room Video Conferencing Vaddio Camera



****NOTE**** Always use the settings of the video conferencing software to check your microphone input level before starting the meeting.