



Council Chambers

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 various input and connection locations
- Video Conference system through owners PC for Webex, Zoom, Teams meetings
- Overflow video and audio to hallways and Northwoods conference room
- Can be used for basic meetings or with full broadcast mode with control room
- Multiple microphones for sound reinforcement in room
- Audio Recorder from staff location
- Broadcast ability with control room help
- Hearing Assist Loop System with in floor loop system



AV System Quick Start Guide
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Start the System

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



2. Enter your password to power up the system

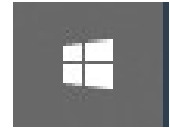


3. Select your **input** from left side of screen

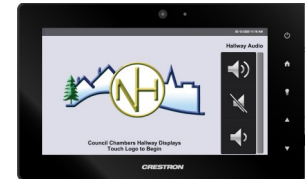


Shutdown the System

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



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



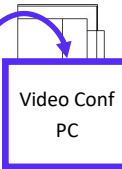
3. Tap **yes, power down** to shutdown the system



Audio\Video Inputs

Video Conferencing PC

This PC can be used for video conference to in room camera



Staff Podium PC/Laptop

This will show the local PC located in the podium. If a laptop is plugged into the HDMI, it will automatically override the PC.

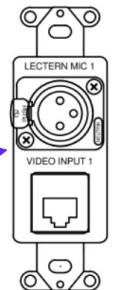


Extron Streamer

Located in main control room
NOTE: This is an advanced source, ask for technical assistance.

Secondary Podium

Primary Podium

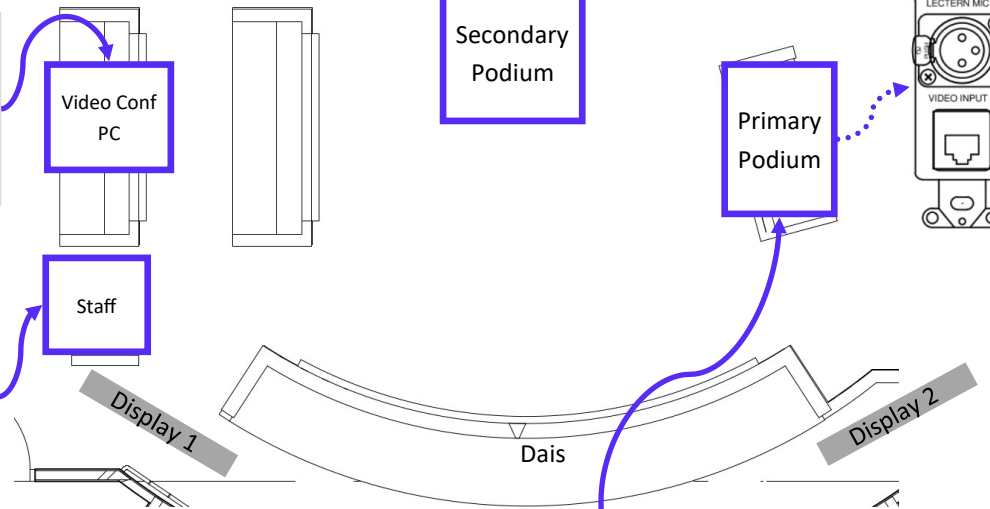


****NOTE** Moving The Podium**

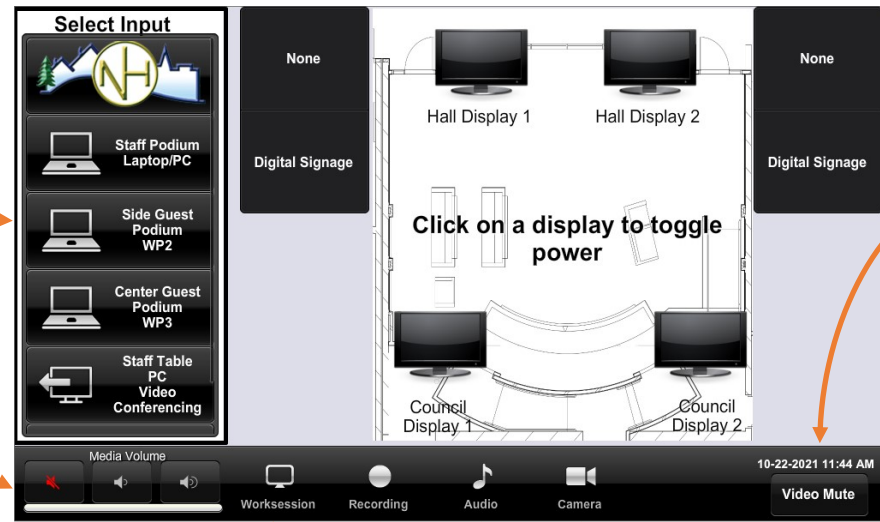
The podium can be moved from Primary Podium Location to Secondary Podium. Unplug the network cable plugged into Video Input 1 and the mic cable in Lectern Mic 1 in the floor box.

Primary Guest Podium

Main Podium Location
Plug your device into the HDMI Cable located on the Podium.



Council Chambers Touchpanel



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

Media Volume is the volume of currently selected media input source

Tap **Worksession** to send audio and video from council chambers to Northwoods Conference room

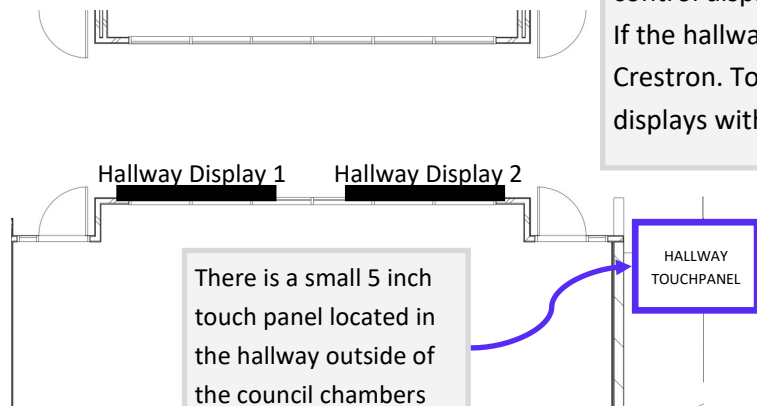
Tap **Recording** to use the audio recorder located at staff desk

Tap **Audio** to control podium mic and Hallway Speaker Audio

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 next page in guide on how to use the video conferencing

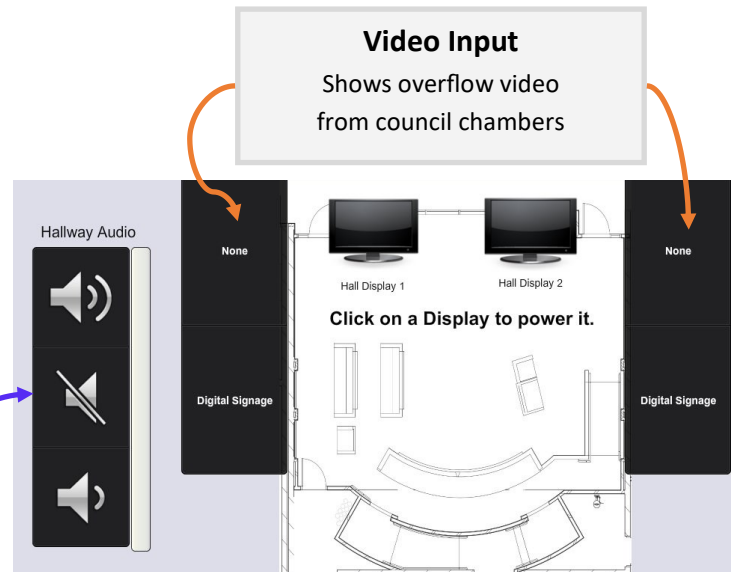
Hallway Touchpanel



There is a small 5 inch touch panel located in the hallway outside of the council chambers

****NOTE****
 ONLY use the **Crestron** system to control display **power**.
 If the hallway displays will not respond to the Crestron. To reinitialize, turn on the hallway displays with the remote

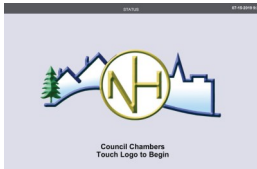
Overflow Audio
 This is overflow audio from Council Chambers



Video Input
 Shows overflow video from council chambers

Council Chambers Video Conferencing *Preparing the Room*

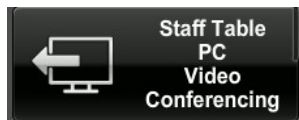
1. Press the logo to move to password page



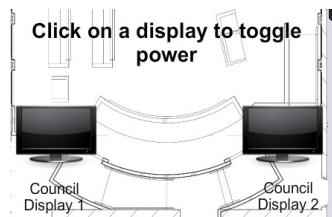
2. Enter your password to power up the system



3. Tap **Staff Table PC** from the left side of the touchscreen

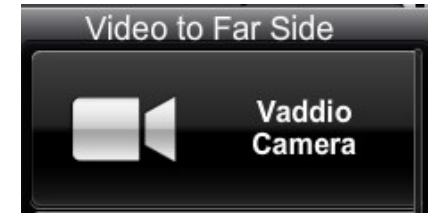
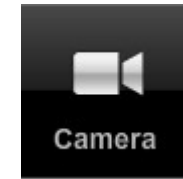


4. Turn on the displays by pressing on the them on touchscreen



Video Conference Call

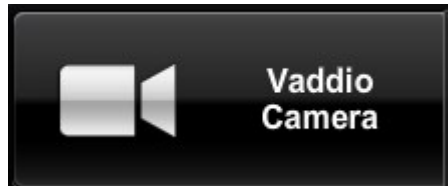
1. Select **Camera** from the Crestron touchscreen.
2. Make sure “Vaddio Camera” is selected on touch panel
3. Log into the Staff Table PC
4. Start your video conferencing software of choice
5. Select the Council Chambers AV Bridge as your Microphone and Video and output audio
6. Use the touchscreen 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.

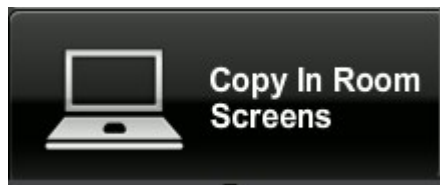
Video Conferencing Advanced Features

The Video Conferencing System has multiple inputs to support more advanced meetings



Vaddio Camera

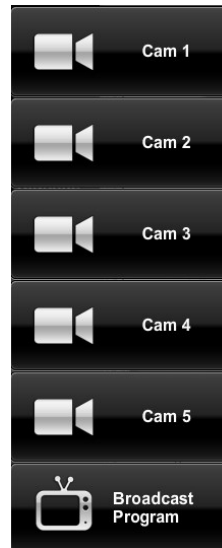
The normal Video conference camera.
This is controllable from the Crestron touchscreen



Copy in Room Screen

This will let you send a copy of what you see on the in room screens. This lets you follow along with presentations from other laptops or guests

****NOTE**** This is greyed out when you have Staff Table on screen. As you would be sending your own video back to yourself. Use the Zoom/Teams built in share function when sharing content from Staff Table.



Broadcast Cameras

This lets you take the video from any of the 5 broadcast cameras in the room.

These are only active when the control room is manned.

Broadcast Program will have the video conference follow whatever the broadcast is sending.

****NOTE**** If they change camera shots it will follow automatically for Broadcast Program

Broadcast Cameras Map

