



## WHAT'S AVAILABLE IN THE GERTRUDE SCOTT ROOM

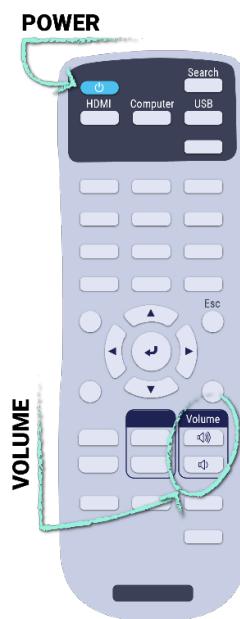
- Projector and screen (includes display audio/sound from speaker system in ceiling)
- Computer for public and city staff use (with USB/Flash drive port)
- Gertrude Scott Meeting Room Accessory Kit (must request)
  - Presentation slides clicker
  - Keyboard
  - Mouse
  - Projector remote
  - HDMI cable (to connect personal laptop to projector)
- External cart with microphone and PA audio system and instructions (must request)

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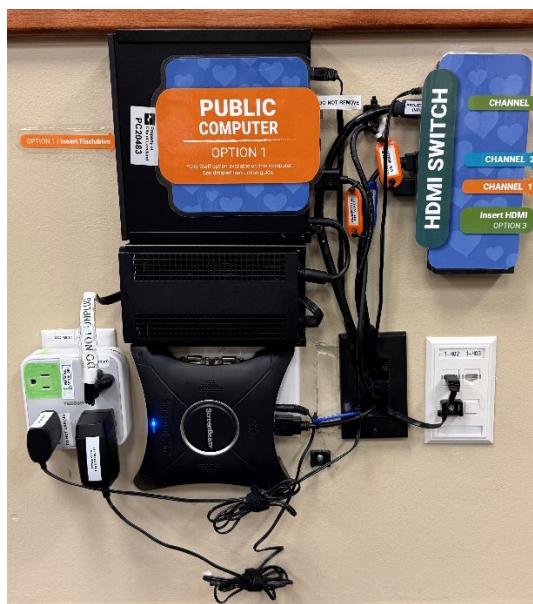
***The following options are instructions on how to use the projector followed by instructions on available accessories and troubleshooting for the technology in this meeting room.***

|  |  |             |
|--|--|-------------|
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### Projector Remote



### Technology Setup



### Accessories



Wireless Keyboard



Wireless Mouse



City of Loveland

# GERTRUDE SCOTT MEETING ROOM TECHNOLOGY GUIDE

## Option 1: Using the Public and City Staff Computer

- The computer mounted on the wall can be used by both public users and City staff.
- Retrieve Gertrude Scott Technology and Accessories kit from facilities staff in order to use the computer.
- From the kit, you will need:
  - Projector remote
  - Wireless keyboard
  - Wireless mouse
  - Pointer clicker (optional)



### (A) Steps to use as a Public User:

#### **1. TURN ON THE PROJECTOR.**

- a. Point the projector remote at the projector and press the POWER ON button.



i.

#### **2. TURN ON WIRELESS KEYBOARD AND MOUSE**

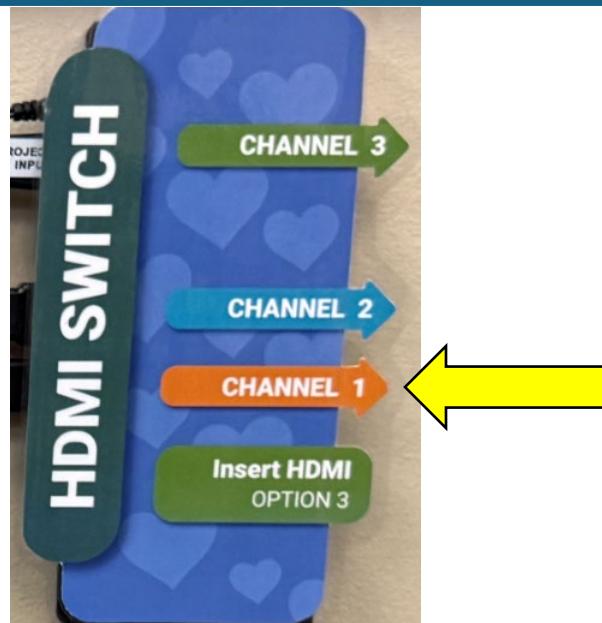
- a. USB receiver is already plugged in to the computer. Do not remove this.

#### **3. CHANGE HDMI SWITCH TO “CHANNEL 1”**

- a. Press the “1” button on HDMI switch. The projector will display the contents on the computer.



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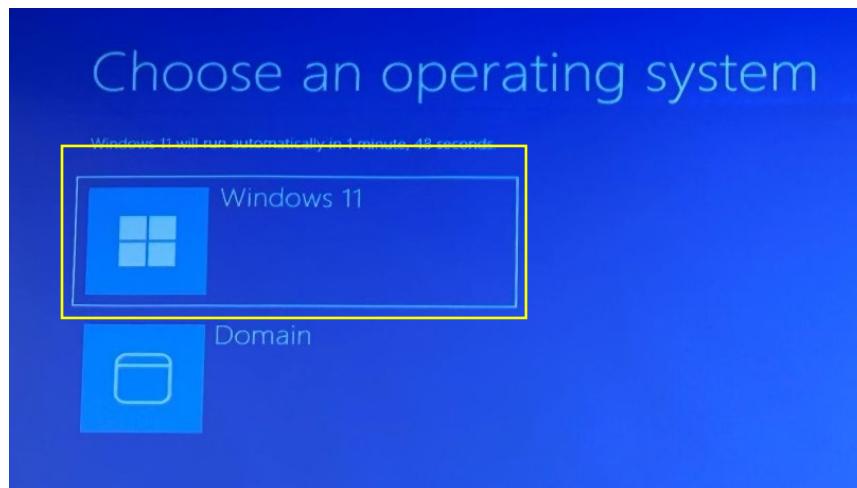
i.

## 4. ENSURE PC IS POWERED ON

- Shake mouse and/or press space bar on keyboard to wake the computer from sleep mode.

## 5. IF PROMPTED, CHOOSE “WINDOWS 11” OPERATING SYSTEM

- This will allow all public users to access the computer without any need for login information.



b.

## 6. USE COMPUTER AS NORMAL

- Insert a flash drive into the computer to launch any content you want to display.
- Use the internet browser of your choice to navigate to websites or cloud storage content you may want to present.

## 7. POINTER CLICKER: USB receiver needs to be inserted into the PC to use it.

- Ensure receiver is re-inserted into pointer clicker when finished.

## 8. WHEN FINISHED, RESTART THE COMPUTER BUT DO NOT POWER DOWN

- Click the Windows icon on the bottom of the screen



i.

- Click the power icon.



i.

- Click “restart” to restart the computer. DO NOT shut down.



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- i.  Restart
- d. Turn off keyboard, mouse, and projector.
  - i. Press power button twice on projector remote to turn off projector.



## (B) Steps to use as City Staff on City Domain

### **1. TURN ON THE PROJECTOR.**

- a. Point the project remote at the project and press the POWER ON button.

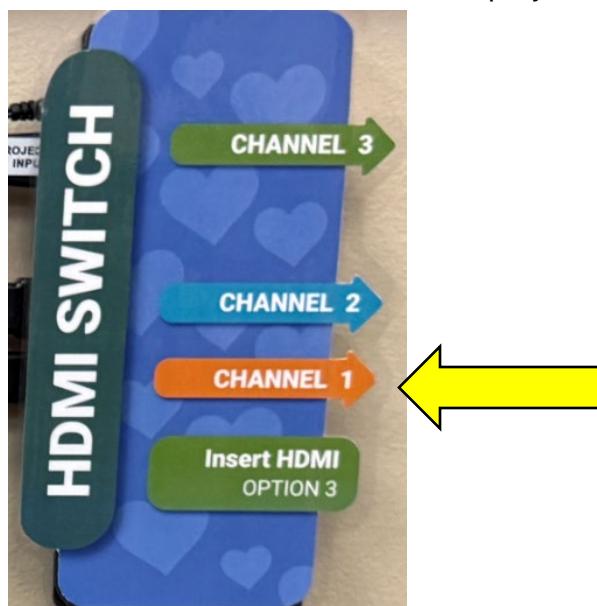


### **2. TURN ON WIRELESS KEYBOARD AND MOUSE**

- a. USB receiver is already plugged in to the computer.

### **3. CHANGE HDMI SWITCH TO “CHANNEL 1”**

- a. Press the “1” button on HDMI switch. The projector will display the contents on the computer.



i.

### **4. ENSURE PC IS POWERED ON**

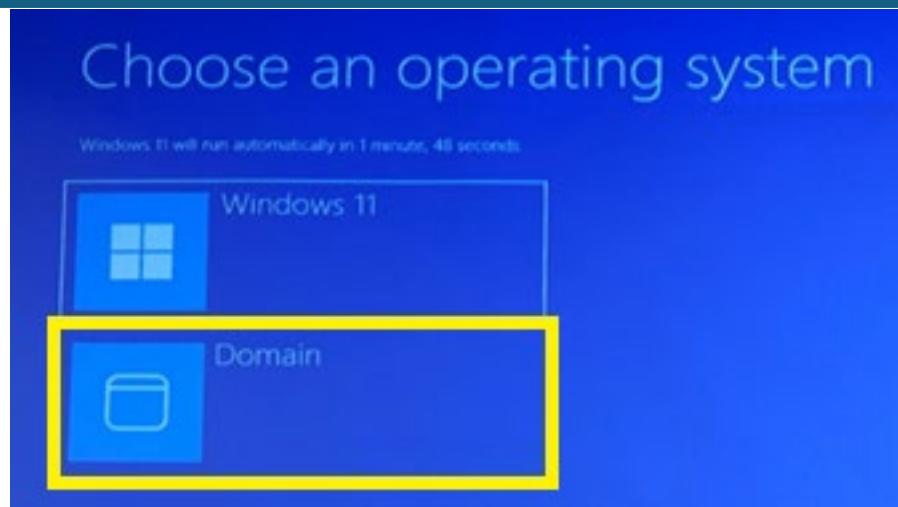
- a. Shake mouse and/or press space bar on keyboard to wake the computer from sleep mode.

### **5. COMPUTER DEFAULTS TO PUBLIC USAGE.**

- a. **Restart computer** to prompt domain login
- b. After restart, choose “domain” operating system
  - i. This will allow city staff to access their city accounts.



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ii.

## 6. ENTER YOUR CITY OF LOVELAND CREDENTIALS.

- a. You will be prompted to enter your City of Loveland username, password, and two factor authentication method. There is NO camera for Face ID available, so you will need to use the authentication app on your phone or the text message code verification option.

## 7. USE COMPUTER AS NORMAL

- a. Insert a flash drive into the computer to launch any content you want to display.
- b. Use the internet browser of your choice to navigate websites or cloud storage content you may want to present.
- c. Accessing your SharePoint and OneDrive Files may require one more login.
- d. **POINTER CLICKER** USB receiver needs to be inserted into the PC to use it.

## 8. WHEN FINISHED, RESTART THE COMPUTER BUT DO NOT POWER DOWN

- a. Click the Windows icon on the bottom of the screen.



i.

- b. Click the power icon.



i.

- c. Click "restart" to restart the computer. DO NOT shut down.



i. Restart

- d. Turn off keyboard, mouse, and projector.

- i. Press power button twice on projector remote to turn off projector.



1.

## Option 2: Bluetooth Screen Cast for City Staff Laptop

- The Screen Beam adapter can be used by City staff to connect their laptop to the projector.
- This option only works for City laptops on the City of Loveland domain.
- Retrieve Gertrude Scott Technology and Accessories kit from facilities staff to use Screen Beam.
- From the kit, you will need:



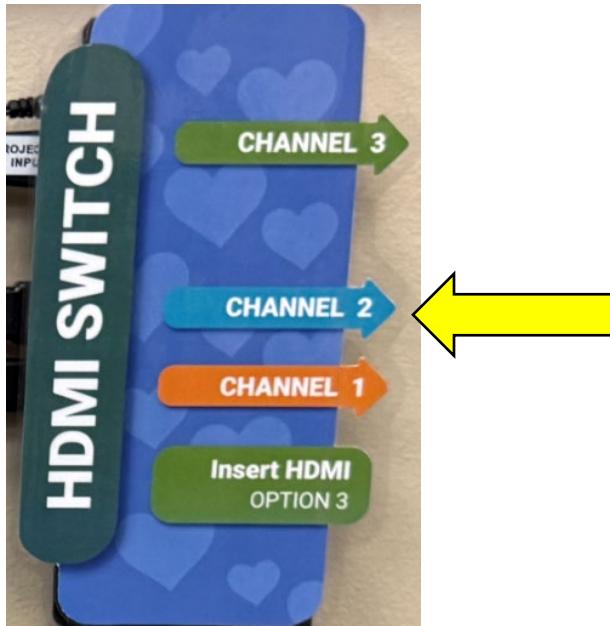
# GERTRUDE SCOTT MEETING ROOM TECHNOLOGY GUIDE

- o Projector remote

1. **CONNECT YOUR LAPTOP TO ICW5003 WIFI FOR EMPLOYEES. IT SHOULD AUTO CONNECT.**
  - a. Laptop must be on the same network as the Screen Beam in order to cast your laptop. Laptop cannot be connected to COLGUEST, COLEMPLOYEE or other wifi.
2. **TURN ON THE PROJECTOR.**
  - a. Point the project remote at the project and press the POWER ON button.  
i. 

3. **CHANGE HDMI SWITCH TO “CHANNEL 2”**

- a. Press the “2” button on HDMI switch. The projector will display the contents on the computer.



4. **CAST YOUR LAPTOP.**

- a. Press Windows Key and K at the same time to quick cast your screen.



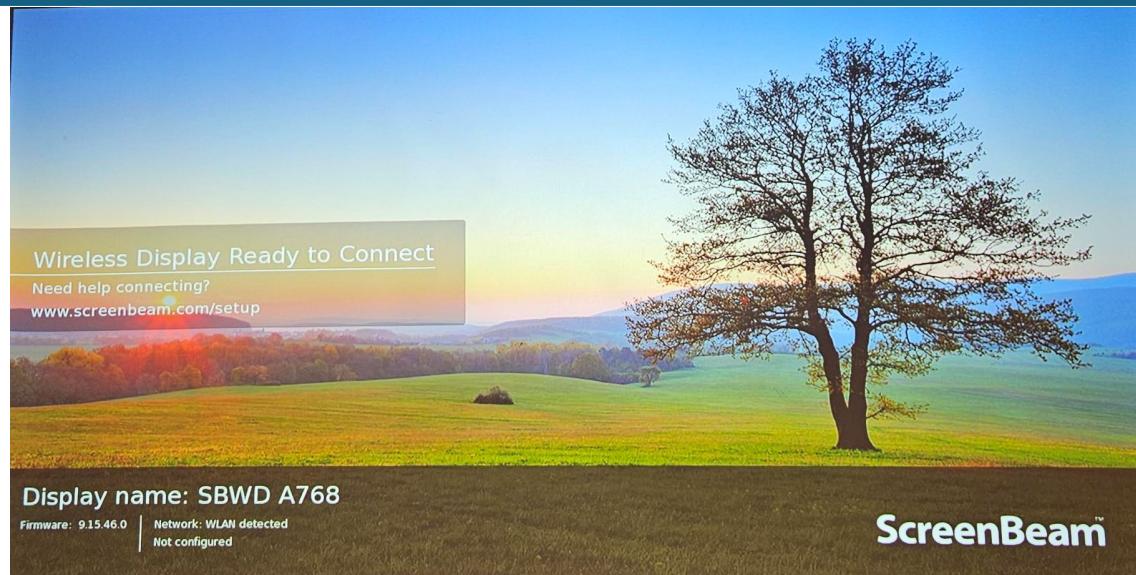
1. If this isn't working, you can search for “connect to a wireless display” in your search bar or in System Settings.



- a. Select the **Screen Beam SBWD A768** option from the menu.
- ii. Enter the **PIN** from the project display into your laptop when it prompts you.
- b. Not casting? Follow the on-screen instructions for casting your laptop.



# GERTRUDE SCOTT MEETING ROOM TECHNOLOGY GUIDE



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5. **USE YOUR LAPTOP AS YOU NORMALLY WOULD.**
6. **TURN OFF PROJECTOR WHEN FINISHED.**

- a. Press power button twice on projector remote to power off projector.



i.

## Option 3: Personal Laptop with HDMI Cable Connection

- The Projector can be used with an HDMI cable by inserting the HDMI cable into the HDMI switch, and then into your laptop.
- Retrieve Gertrude Scott Technology and Accessories kit from facilities staff in order to use the HDMI switch.
- From the kit, you will need:
  - Projector remote
  - HDMI Cable
  - Pointer clicker (optional)

### 1. TURN ON THE PROJECTOR.

- a. Point the project remote at the project and press the POWER ON button.



i.

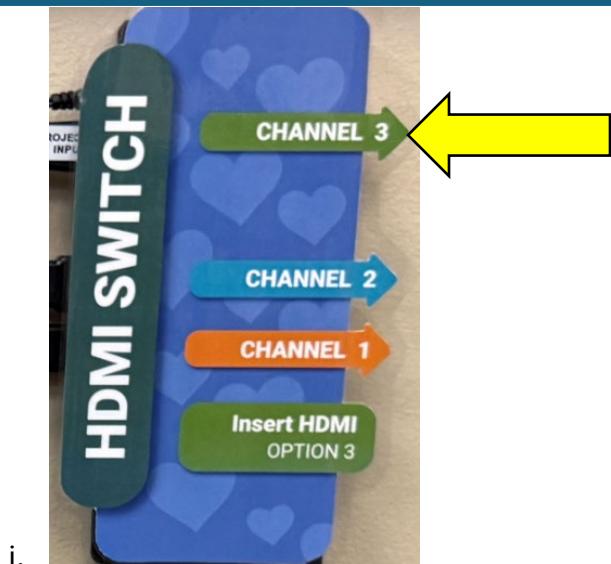
### 2. CHANGE HDMI SWITCH TO “CHANNEL 3”

- a. Press the “1” button on HDMI switch. The projector will display the contents on the computer.



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City of Loveland



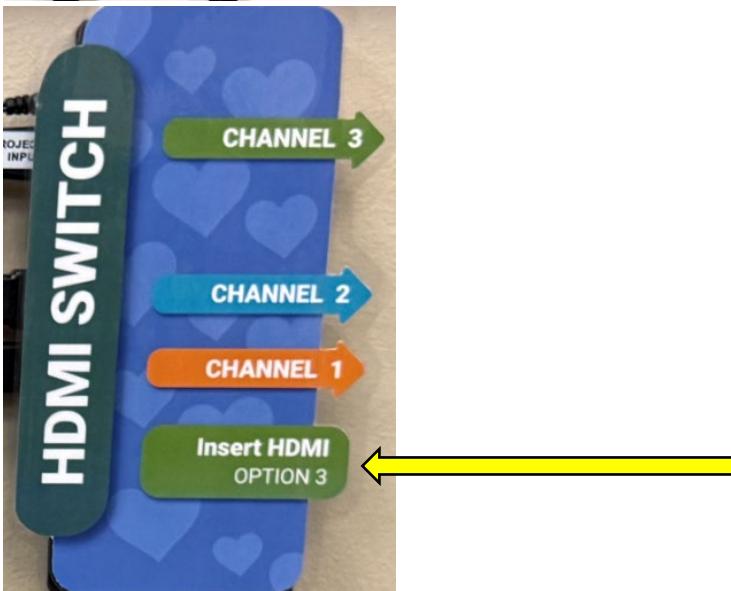
i.

### 3. PLUG HDMI CABLE IN TO YOUR LAPTOP.

- Plug other end of HDMI cable into **HDMI 3 OPTION 3** slot on HDMI switch.



i.



ii.

- Use Type-C HDMI cable if your laptop does not have an HDMI port and only a Type-C port.



City of Loveland

# GERTRUDE SCOTT MEETING ROOM TECHNOLOGY GUIDE



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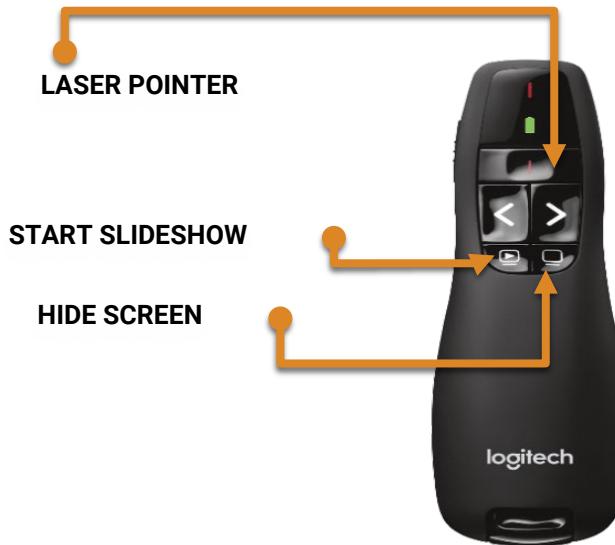
4. **WAIT 2-10 SECONDS. YOUR LAPTOP SCREEN WILL DISPLAY ON THE PROJECTOR.**
5. **YOU MAY PLUG IN YOUR LAPTOP TO CHARGE.**
  - a. Only plug your laptop in to the GREEN SQUARE located on the outlet adapter. DO NOT unplug ANYTHING from the outlet adapter.
6. **TURN OFF PROJECTOR WHEN FINISHED.**
  - a. Press power button twice on projector remote to power off projector.

i.



## HOW TO USE THE SLIDES CLICKER

1. **REMOVE SLIDE CLICKER USB RECEIVER FROM CLICKER BODY.**
  - a. Insert slide clicker's USB receiver into laptop.
2. **IF YOU ARE PROJECTING A POWERPOINT OR PDF, PULL IT UP ON YOUR SCREEN AND USE THE FOLLOWING BUTTONS:**



a.

- i. Press the **START SLIDESHOW** button to start your presentation/go into full screen mode.
- ii. Press the **HIDE SCREEN** button to temporarily hide the screen.
- iii. Press **START SLIDESHOW** to show the screen again.
- iv. Use the **ARROWS** to move between slides.
- v. Use the **LASER POINTER** to point things out with the small red light.

### 3. IF YOU ARE PROJECTING FROM GOOGLE SLIDES:

- a. The **START SLIDESHOW** and **HIDE SCREEN** buttons won't work, so you can either make that happen manually from your computer or export it as a **PDF**.

### 4. RETURN USB RECEIVER TO SLIDE CLICKER BODY WHEN FINISHED.

- a. Failure to return USB receiver will result in \$25 replacement charge.

## TROUBLESHOOTING

### OPTION 1 TROUBLESHOOTING

#### 1. LOG-IN SCREEN IS DISPLAYING “DOMAIN” WHAT DO I DO?

- a. If you are **NOT CITY STAFF**:
  - i. Click the POWER button in the bottom right corner of the screen.
  - ii. Select **RESTART**.
  - iii. Once the computer reboots, select **WINDOWS 11**.
  - iv. Select **SIGN IN**.

#### 2. COMPUTER LOGS IN OFF CITY DOMAIN:

- a. If you are **CITY STAFF**:
  - i. Select where it says “DOMAIN” at the bottom left.



- ii. Log in with your city credentials.
- iii. If you are having trouble logging in with your credentials, please call **CITY IT**.

## ALL OPTIONS TROUBLESHOOTING

### 3. NO SOUND?

- a. Make sure the **PROTECTOR** is not **MUTED** and the **VOLUME** is not down 0. Use the remote to adjust these options.
- b. Make sure the **COMPUTER** is not **MUTED** and the **VOLUME** is not down to 0.
  - i.
- c. Use the keyboard and mouse to navigate to the volume symbol at the bottom right of the computer screen.
  - i.
  1. Manipulate the settings that appear so that the bar should look like this:

### 4. SEEING DOCUMENTS OR EMAILS THAT DO NOT BELONG TO YOU?

- a. **RESTART** the computer to wipe it of the previous user's history and remember to do this again before you leave.
- b. As mentioned in the instructions, restarting the computer will ensure that the computer is wiped of your log-ins, documents, and history.

### 5. CLICKER NOT WORKING?

- a. Make sure it is turned on. Check batteries – the batteries may be dead.
- b. Ensure receiver is fully inserted into the device you are attempting to control.
- c. Clicker works best with PDF slideshows and MS PowerPoint and has limited functions with Google Slides.

## CASTING TROUBLESHOOTING

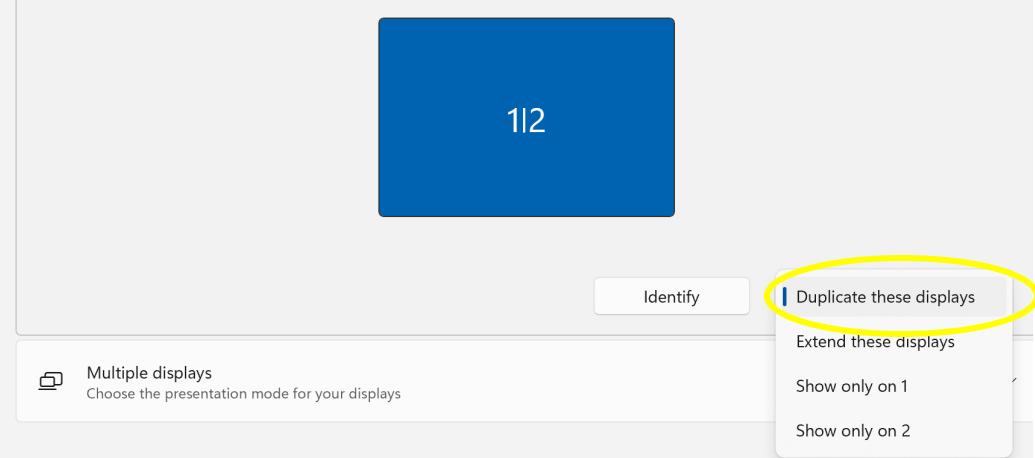
### 6. LAPTOP SCREEN NOT SHOWING ON PROJECTOR?

- a. Ensure your display settings are set up correctly. Access your device's display settings.
  - i. Windows: Search for System Display Settings. Select "Duplicate" from drop down menu.

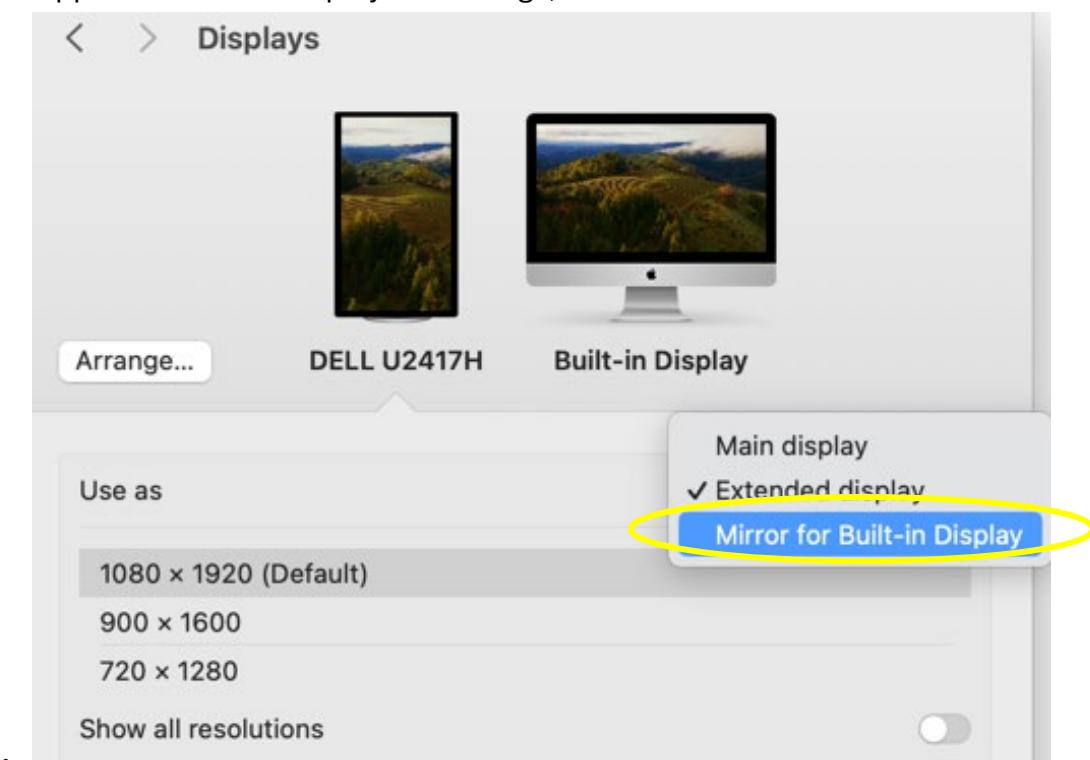


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## System > Display



- 1.
- ii. Mac or Apple: Search for Displays in Settings, then select “Mirror”



## NEED FURTHER ASSISTANCE?

- For Room or Setup Assistance, contact Facilities.
  - See Building Attendance business card.
- For Wi-Fi issues, call City of Loveland IT
  - 970-962-2335 Mon-Fri, 9am-5pm