

Using the EOC Audiovisual System

Updated 10/4/2017

Meeting Room 1 & 2 System

Connecting a Laptop to the System

To connect to the system you will need to plug your video output into a transmitter box. Transmitters are located throughout the room next to selected brass boxes on the floor.



When you locate the transmitter you want to use, plug the **black cable** from a transmitter into the HDMI port of your laptop.

HDMI Port

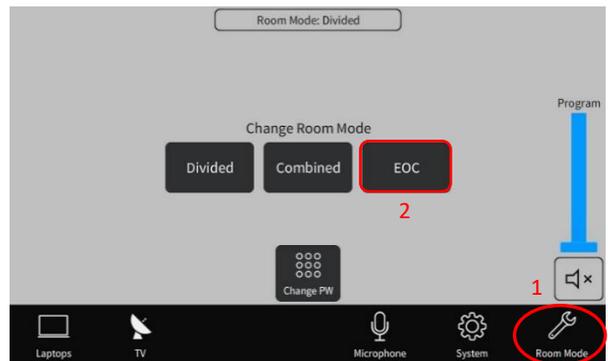


Turning on the System

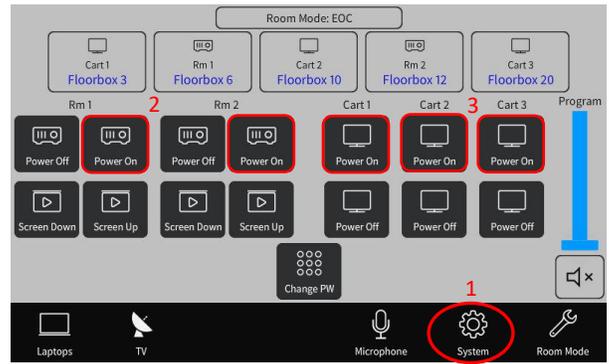
There are two control panels for the system on the walls near the light switches. Touch the screen of either control panel to begin, enter 12345, and touch Enter.



Touch Room Mode, enter 1988, touch Enter, and then on the next screen touch EOC.



Touch System and on the next screen touch Power On under Rm 1 and Rm 2. Then touch Power On under Cart 1, Cart 2, and Cart 3.

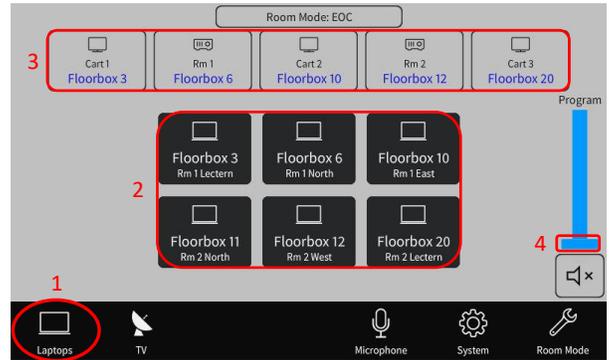


Setting Output Displays

Touch Laptops and on the next screen touch a numbered floorbox and then the corresponding output device as indicated below:

- Floorbox 3 (Lectern) → Leave unassigned
- Floorbox 6 (Public Works) → Cart 2
- Floorbox 10 (GIS) → Rm 1
- Floorbox 11 (Logistics) → Rm 2
- Floorbox 12 (GIS) → Cart 1
- Floorbox 20 (Finance) → Cart 3

Drag the slider up or down under Program to adjust the level of laptop audio.

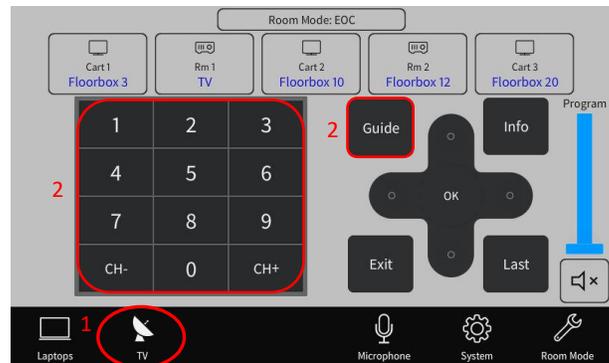


Displaying Cable Television Channels

Touch TV1 and on the next screen set the desired output device.

Enter the channel number or touch CH-/CH+ to browse channels. You can also touch Guide to select a channel using the channel guide.

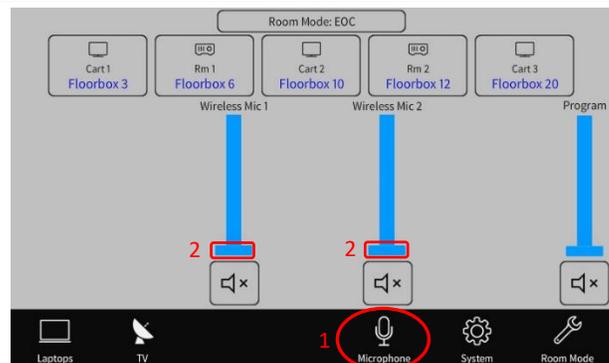
Touch TV2 and repeat these steps to set a second channel to another output device.



Using Wireless Microphones

Touch Microphone and on the next screen drag the slider up or down to adjust the level of the desired microphone.

Note: the microphones should be set to Group 1 and Channel 2.

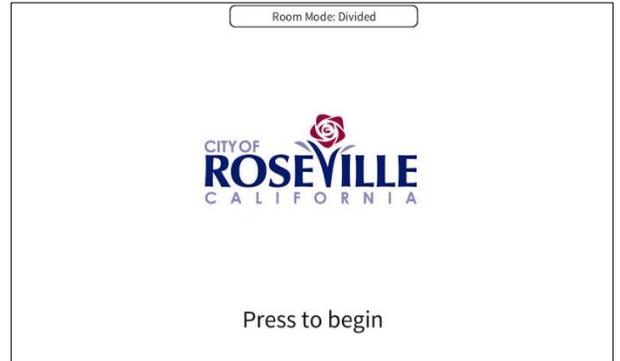




Shutting Down the System

Once the EOC is deactivated or work is stopping, press the power button  on the upper right of the control panel to shut down the system. Touch Confirm on the screen.

Verify the system is off by ensuring the City logo is displayed on the control panel.



UEC Tech Lab System

Turning on the Displays

The cart-mounted television and the wall-mounted display on the side wall of the Tech Lab are connected to the AV system in Rooms 1 & 2.

Note: the wall-mounted display at the front of the room is not connected to the EOC system.

Turn the two displays on and set their inputs as follows:

- Cart television – use the controls on television to turn the television on and set the input to HDMI 2.
- Wall television – use the remote control (attached to the upper-right back side with Velcro) to turn the television on and set the input to HDMI 2.



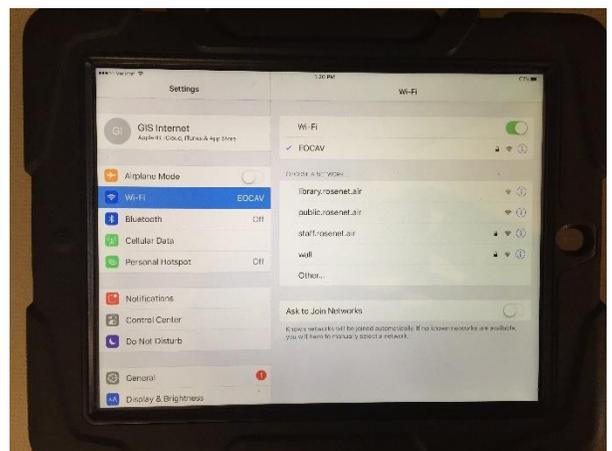
iPad Control

This inputs for the televisions in the Tech Lab are controlled using an iPad. Retrieve the iPad from the GIS Team. The passcode to unlock the iPad is xxxx.

The iPad must be connected to the wireless network called **xxxx**. Connect to this network using Settings > Wi-Fi.

This is a hidden network. If the iPad does not automatically connect, select Other and manually enter the following information:

- Name = xxxx
- Passphrase = xxxx
- Security = xxxx



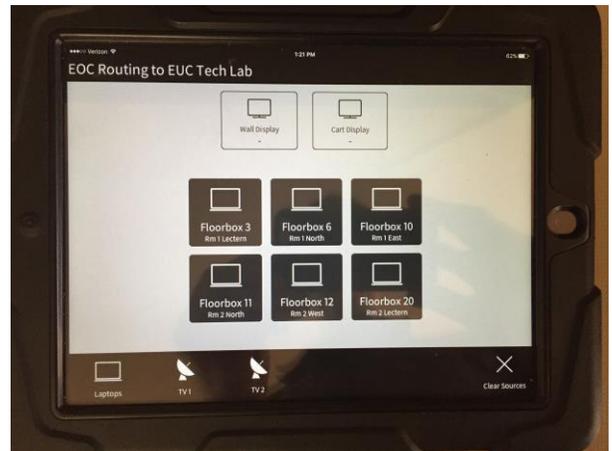
Setting Inputs and Outputs

The Crestron app on the iPad is used to configure the Tech Lab system. Launching the app provides the capability to display up to two feeds from Meeting Rooms 1 & 2.

Launch the app and then touch one of the following inputs to display:

- Floorbox 3 – Lectern
- Floorbox 6 – Public Works
- Floorbox 10 – GIS
- Floorbox 11 – Logistics
- Floorbox 12 – GIS
- Floorbox 20 – Finance

Then touch the output device to set either Wall Display or Cart Display.



Displaying Cable TV Channels

Touch TV1 and on the next screen set the desired output device.

Enter the channel number or touch CH-/CH+ to browse channels. You can also touch Guide to select a channel using the channel guide.

Touch TV2 and repeat these steps to set a second channel to another output device.

Shutting Down the System

Once the EOC is deactivated or work is stopping, turn off both displays and return the iPad to the GIS team.
