



THE NEWBERRY

# ADULT EDUCATION SEMINARS

## Audio/Visual Equipment Overview

If you have any questions about Seminar facilities or the Seminars Program, please contact the Adult Education Seminars Program at (312) 255-3700 or [seminars@newberry.org](mailto:seminars@newberry.org).

### Provided Equipment

Digital Classrooms (all basement rooms and room 101) at the Newberry Library are all equipped with the following:

- Wi-Fi Internet connection
- Overhead LCD projectors
- High quality projection screens
- Permanent, in-ceiling speakers
- Desktop computers that connects to these systems
- Wall-plates to connect external devices (laptops, tablets, mp3 players, other music players) to the projection/audio system, along with the necessary connection cables (VGA, HDMI).

Instructors can use these built-in systems for slideshow presentations, online resources, playing DVDs and CDs, etc., all without any advance reservations or requests. **Note:** To use the provided PC to connect to the speakers, the projector will have to be on. To use the speakers without the projector, you must use the wall-plate connection.

### Supplemental Equipment

To supplement these systems, the Seminars Office will also provide, **when requested in advance:**

- Wireless keyboards with built in mouse
- Adapters for the connection cables (including thunderbolt, mini-DVI, mini-display port, mini-VGA, iPod, and others) for devices without VGA or HDMI input (Mac laptops, especially). Please use the attached “AV Cords and Adapters Guide” to determine what adapters you might need.
- Portable CD players that will bypass the projection system by hooking into the wall-plate
- Selected analog equipment (VCR, cassette player, record player, slide projector, overhead transparency projector)

**These requests should be made when completing the online proposal form.** Please be as detailed as you can when requesting adapters. Provide the type, make, and year of your device and, if possible, the exact adapter you will need. If you are unsure of this information, take a look at the “AV Cords and Adapters Guide.” While we can provide necessary cables for most devices, certain older models may not be supported.

Requested equipment will be delivered to your classroom by Continuing Education staff before your class starts. **It is then your responsibility to return the item to the security kiosk when your class is done.** Smaller items (wireless devices, cords) will all be labeled and have an accompanying bag. **Make sure these devices are turned off and returned in their corresponding bag.** If there is any issue or question with your request, we will be in touch.

Classes not meeting in the basement rooms or room 101 will continue to use projector and TV carts. These will be brought in and set up for each class by Continuing Education Staff.

## How to Use the Digital Classroom

The 5 basement seminar rooms and Room 101 all are equipped with a PC, a built-in projector (with remote), and hookups for portable devices. **The placement and configuration of this equipment should not be modified as doing so could damage the equipment.**

### *How do I turn on the projector?*

- Turn on the projector using the top right button (power) on the provided remote.
- Check for the orange light on the projector to start flashing green. It will take a few moments to warm up.

### *How do I turn on the desktop computer and connect it to the projector?*

- The computer's power button is labeled with a red sticker near the bottom left of the hard drive.
- You *do not* need a password to use the computer, but do press "ok" on the login screen
- The PC has a hard-wired connection to the projector. If both devices are on, the image should automatically project.

### *How do I connect my device to the projector?*

- Use the provided cables to connect your laptop through the wall plate. The projector should sense the new input and automatically switch the display image (even if the desktop computer is on). This can take a few moments.
  - The cable on the left is a **VGA/audio** combo cable. Connect the other end to your laptop's VGA (display) and audio (headphone) ports.
  - The cable on the right is an **HDMI cable**. Connect the other end to your laptop's HDMI port (display AND audio). Adjust audio levels from your device.
  - Do not disconnect either cable from the wall plate.
  - If you want to connect a laptop or any other devices to the system but do not have the appropriate port (VGA or HDMI), the Seminars Office may be able to provide the necessary adapter. This must be requested in advance.

### *How do I play a DVD?*

- Turn on the projector and computer as detailed above (**Note: the projector must be on to play sound from the desktop computer.**)
- Insert the DVD into the computer's disk drive.
- Play using "VLC Media Player" (the orange cone icon on the desktop)

### *How do I play music on the computer?*

- Turn on the projector and computer as detailed above (**Note: the projector must be on to play sound from the desktop computer.**)
- Use "VLC Media Player" (the orange cone icon on the desktop) to play CDs or MP3s, or stream sound from a website using Safari

### *How do I play music without using the computer?*

- Audio Devices (CD players from the Seminars Office or MP3 players) can connect directly into the overhead speakers.
  - Use only the audio (headphone) jack portion of the **VGA/audio** combo cable connected on the left of the wall plate. Adjust audio levels from the device.

### *How do I connect to the Internet?*

- Desktop Computer- The PC has a hard-wired connection to the internet.

- Other Devices - Using WiFi you can connect to the “**newberry0**” network (“**newberry101**” in Room 101). There is no password, but you will need to open a web browser and accept the terms of service before you can access the Internet.

#### *How do I use a wireless keyboard?*

- If you have requested a wireless keyboard from the Seminars Office *in advance*, simply plug the provided USB key into the computer’s USB port until you see a small red light flicker.
- Turn on the keyboard using the switch on the back.
- After the class is over, please be sure to turn off the keyboard and return the keyboard *and* the USB key to the security kiosk

#### *What should I do when I leave?*

- **Turn off** the desktop computer.
- **Turn off** the projector - Press the **top left button (standby)** on the remote **twice**, pausing between presses.
- Re-hang any cables used and return the projector remote to the computer desk.
- **Turn off** all devices loaned by the Seminars office
- **Return all special items** (devices, cords, adapters) to the Security Kiosk in their accompanying bags.

#### *What should I do if I am not hearing sound?*

- If you are using the desktop computer, the projector must be on to play sound.
- If you are using an external device, ensure that you have the auxiliary cord (attached the VGA cord) plugged securely into the CD player, MP3 player, computer, etc.

#### *What if something doesn’t work?*

- Contact the Seminars Manager using your cell phone (312-255-3700) or the phone in the lobby (ext. 3700). Issues after 6 pm are not supported.

## AV Cords and Adapters Guide

This sheet describes the types of cords and adapters the Newberry can provide. When selecting what you might need, consider the following: Will you need sound, visuals or both? What kind of device do you have? What ports do you see on your device? Call the continuing Education office if you have any questions or concerns.

First, decide what cord you will use, based on your need. Then, check to see if you can plug that cord directly into your device. If not, review the possible adapters.

### Step 1: CORDS

**These cords are permanently available in each seminar room:**

VGA (M) to VGA (M)



- Transmits video only

HDMI (M) to HDMI (M)



- Transmits audio and video

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AUX (M) to AUX (M)



- Transmits audio only

### Step 2: ADAPTERS

**These items need to be requested in advance:**

VGA (F) to Mini-DVI (M)



- MacBook: early 2006 to Mid 2009
- PowerBook G4 (12"): September 2003 and on

VGA (F) to Mini-VGA (M)



- iBook: May 2002 and on
- PowerBook G4 (12"): January 2003 model (PowerBook6,1)

VGA (F) / HDMI (F) to Mini-Display Port (M)



- MacBook Pro 13" and 15": Late 2008 and on
  - 17": Early 2009 and on
- MacBook: Late 2009 and Mid 2010
- MacBook (Aluminum): Late 2008
- MacBook Air: Late 2008 and on

VGA (F) / HDMI (F) to iPod (M)



- iPad, iPhone 4, iPhone 4S, iPod touch (4th generation),

VGA (F) to DVI-I Single Link (M)



- MacBook Pro: 2006 to early 2008; late 2008 (17" only)
- PowerBook G4 (15" and 17"): April 2002 and on

