



Use this guide to operation the audio/video and projection capabilities of the Council Chambers. If you are having technical difficulties please call or email Tech Support at (415) 485-3462 or ithelp@cityofsanrafael.org.

Diagram of Council Chambers technology.....	Page 2
Turn on the lights	Page 3
Turn on the PA System	Page 4
Lower the projector screen	Page 5
Turn on the projector.....	Page 6
Project from the presentation PC?.....	Page 7
Connect my USB Drive to the presentation PC	Page 7
Connect to the T Drive Presentations Folder	Page 8
Connect my laptop to the projector	Page 9
Control the presentation PC from the staff PC.....	Page 10

Resources

Tech Support

ithelp@cityofsanrafael.org
(415) 485-3462
ithelp.cityofsanrafael.org

Tech support can help troubleshoot issues you are having prior to a meeting or provide instruction for using these systems.

CMS

cms@cmsrents.com
karld@cmsrents.com
(President)
(415) 457-9550
www.cmsrents.com

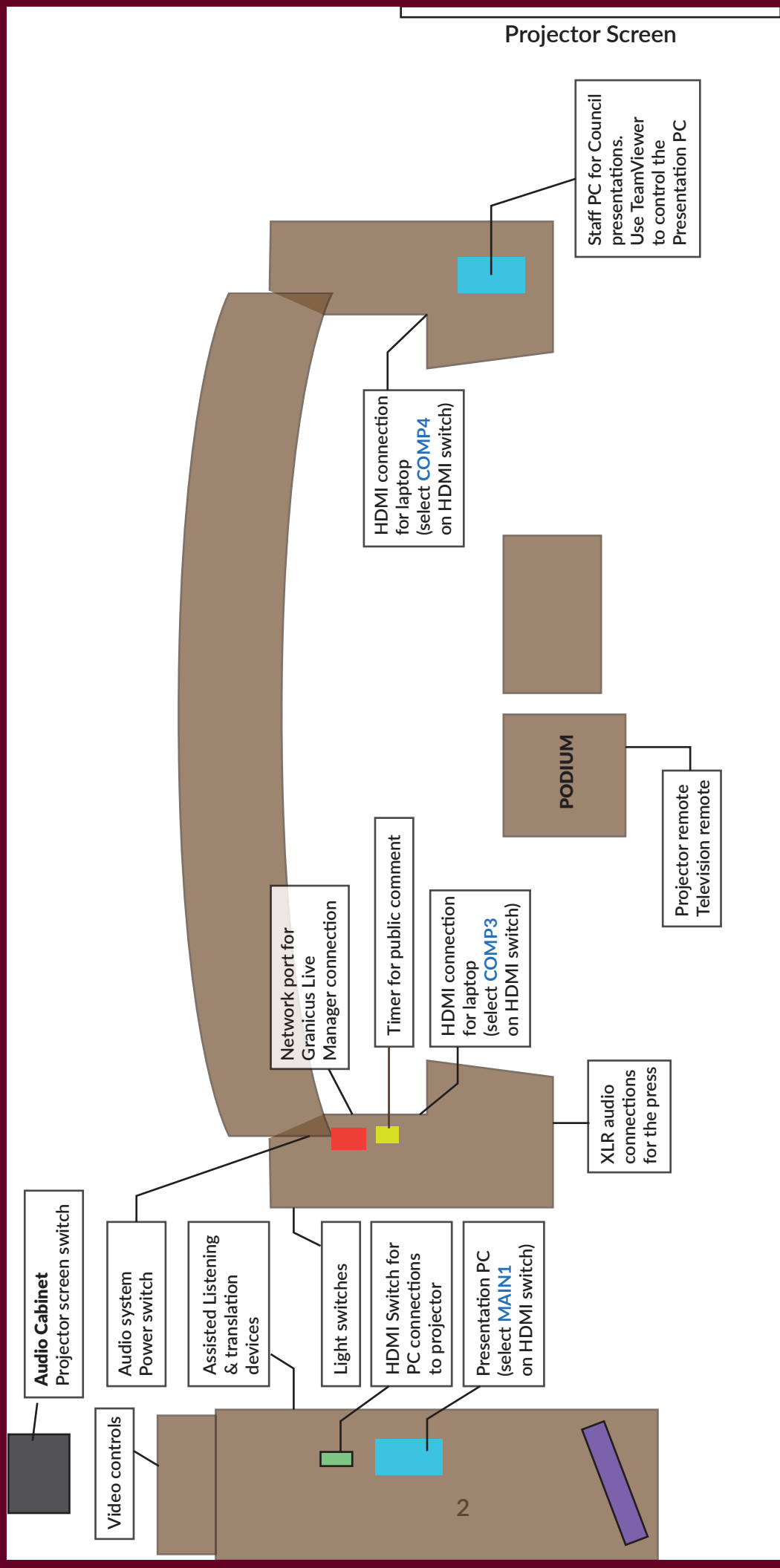
Installs and repair audio system, microphones, projector, televisions. Also available for rental of additional audio or video systems including portable PA systems and assisted listening devices.

CMCM

info@cmcm.tv
415 721-0636
cmcm.tv

Operates Video Control system for Public Meetings (City Council, Planning Commission, Design Review Board). Meetings are broadcast on CMCM website, and Cable Access. They can also be used for video recording other events.

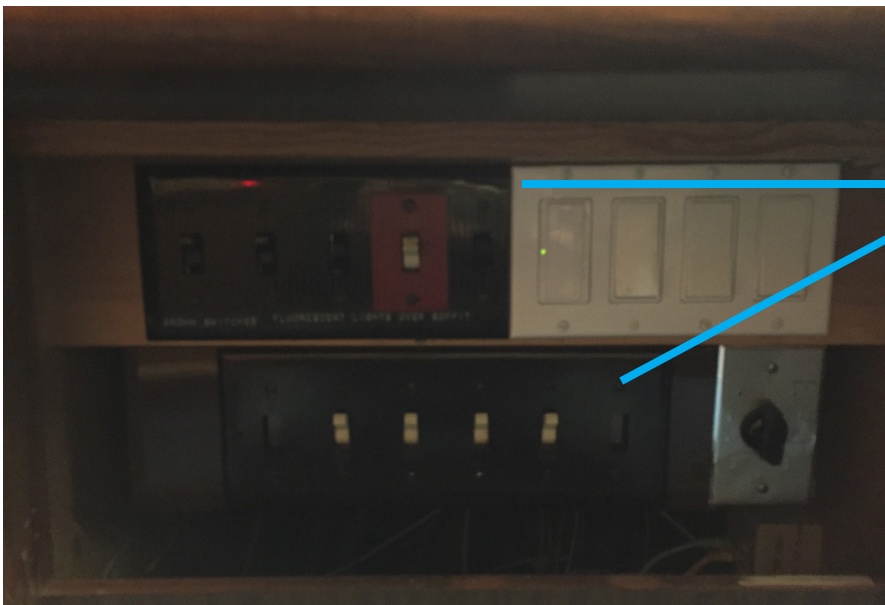
SAN RAFAEL COUNCIL CHAMBERS AUDIO/VIDEO SYSTEM



How do I turn on the lights?

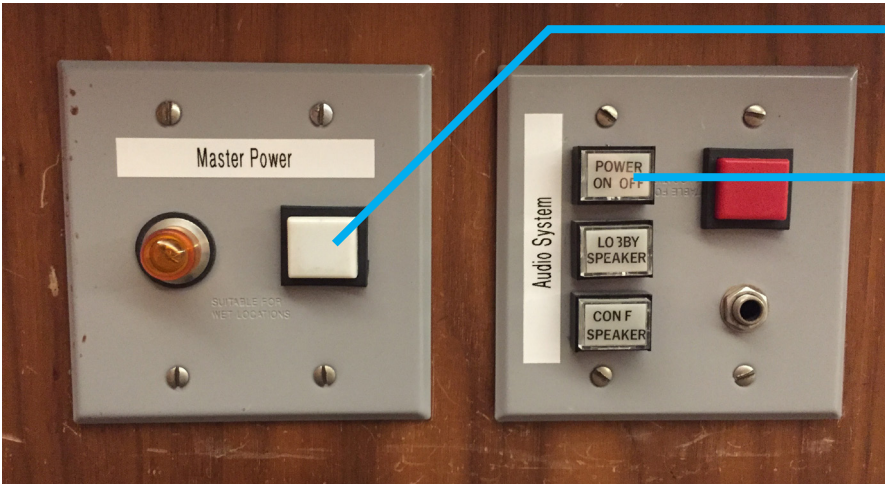


A light switch near the entry doors turns on some lights in the Chambers.



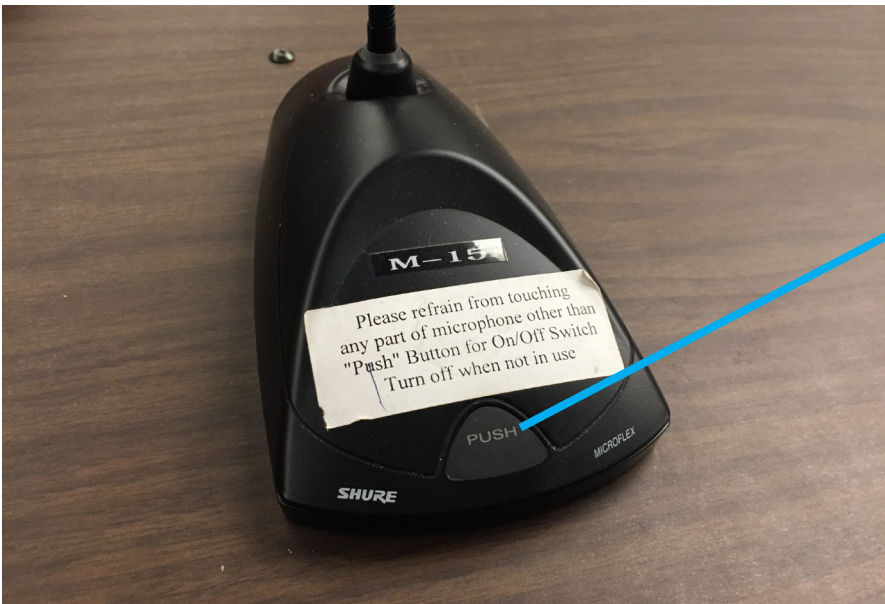
Switches for all lights are under the City Clerk counter top near the south side of the dais.

How do I turn on the PA System?



Step 1: Turn on master power to PA System.

Step 2: Turn on power to microphone system.

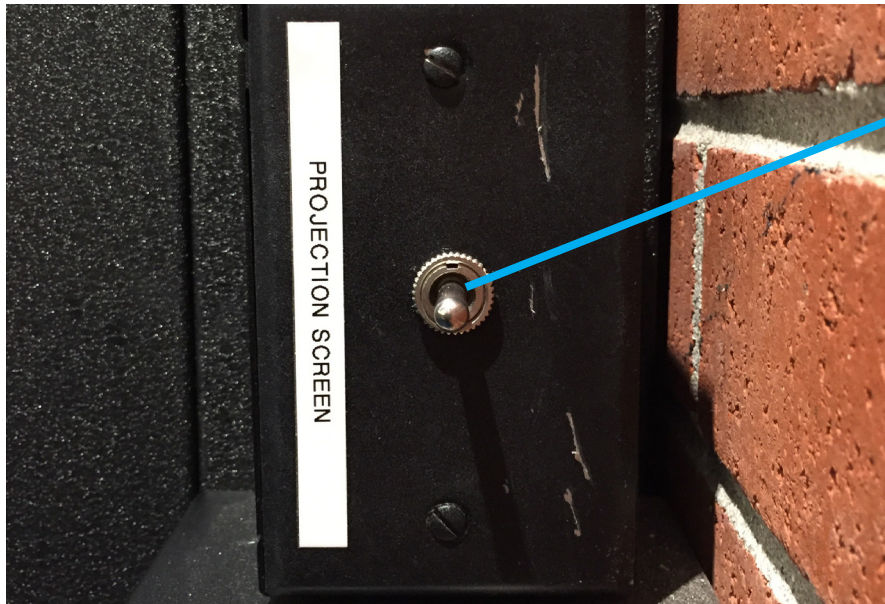


Push the button to talk once the PA system is on. A green light means the microphone is live, a red light means the microphone is muted.

How do I lower the projector screen?



The projector screen can be lowered by toggling this switch on the audio cabinet.



Flip this switch to lower and raise the project screen.

How do I turn on the projector?



The projector remote is stored in the podium along with controllers for televisions in the room.



Turn on the projector.

Turn off the projector. Press once to initiate power off sequence, press again to confirm that you want to turn power off.

How do I project from the presentation PC?



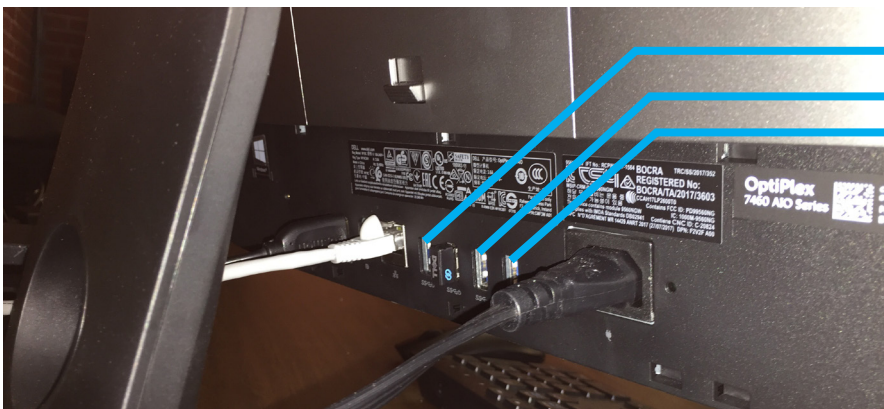
Turn on the power to the presentation PC.

Make sure wireless mouse and keyboard are on.



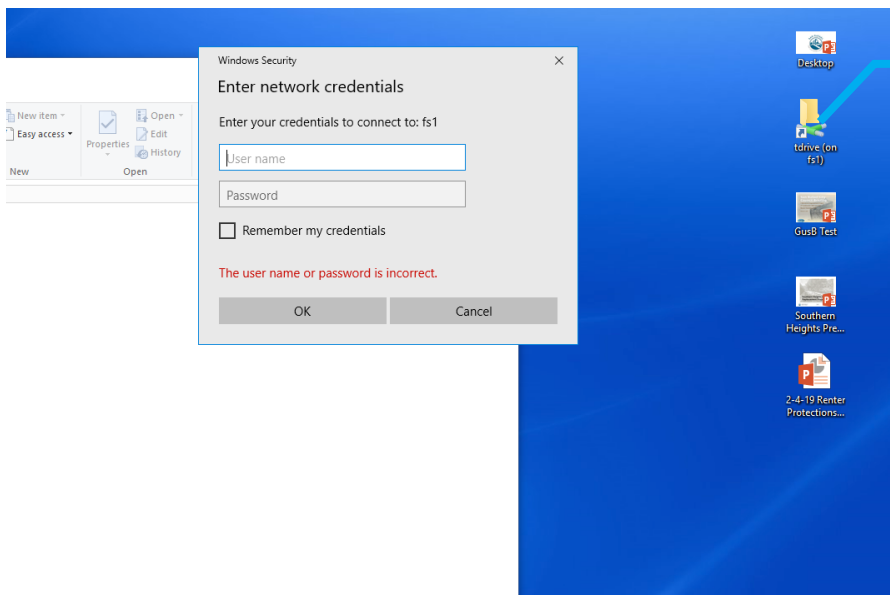
Make sure "Main 1" button is pressed and LED is illuminated if you want to display the presentation PC using the projector.

How do I connect my USB drive or device to the PC?

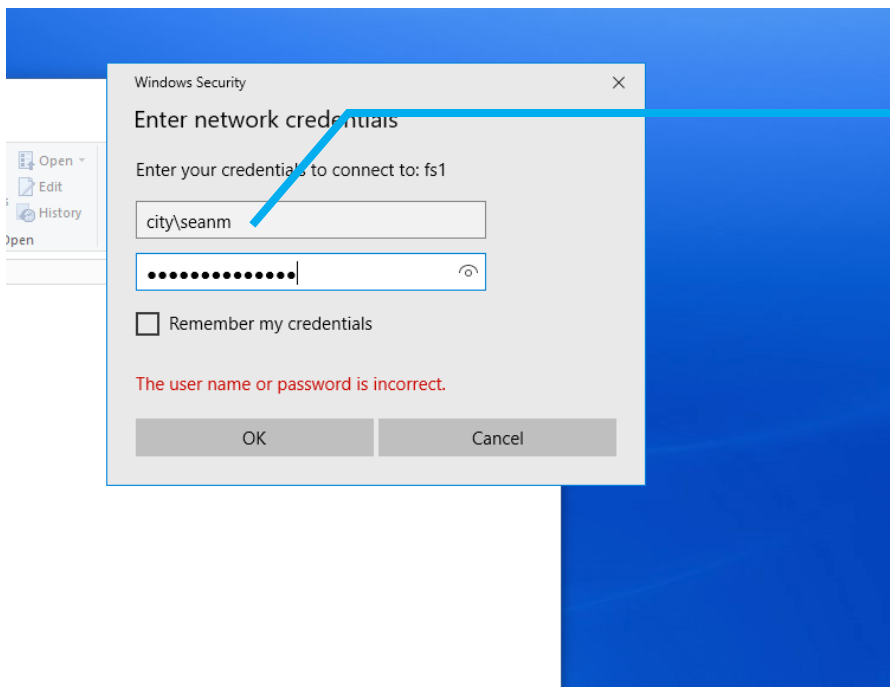


USB ports are on the rear of the presentation PC.

How do I get to the T Drive Presentations Folder?



To access the T Drive, click on the T Drive folder on the desktop. This will open the Network login dialog box.



To login to the network use your login credentials preceded by "City\" (i.e. City\seanm) and enter your password. Once your login is accepted you will have access to the T Drive.

How do I connect my laptop to the projector?

There are 3 HDMI connections that you can use to connect your laptop to the projector. One is at the table nearest the projector screen (where staff sits for City Council presentations), one near the City Clerk's table, and another spare cable is attached to the HDMI switch on the counter along the south wall (this cable uses GUEST2 selection on the HDMI switch).



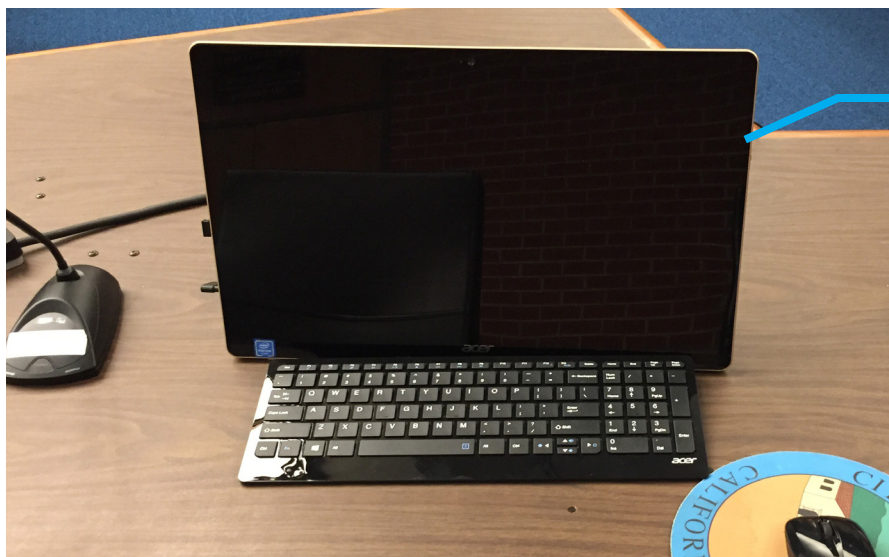
HDMI connection for a laptop. Make sure "COMP4" is selected and illuminated on the HDMI switch if you want to display the presentation PC using the projector.



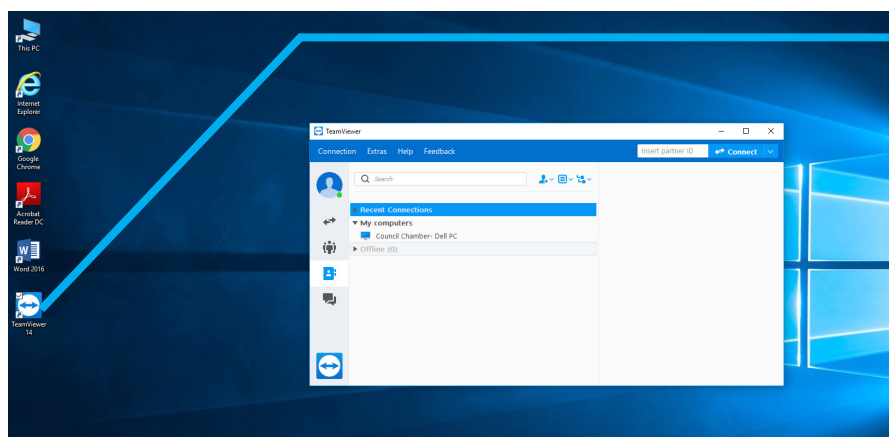
HDMI connection for a laptop. Make sure "COMP3" is selected and illuminated on the HDMI switch if you want to display the presentation PC using the projector.

How do I control the presentation PC from the staff PC?

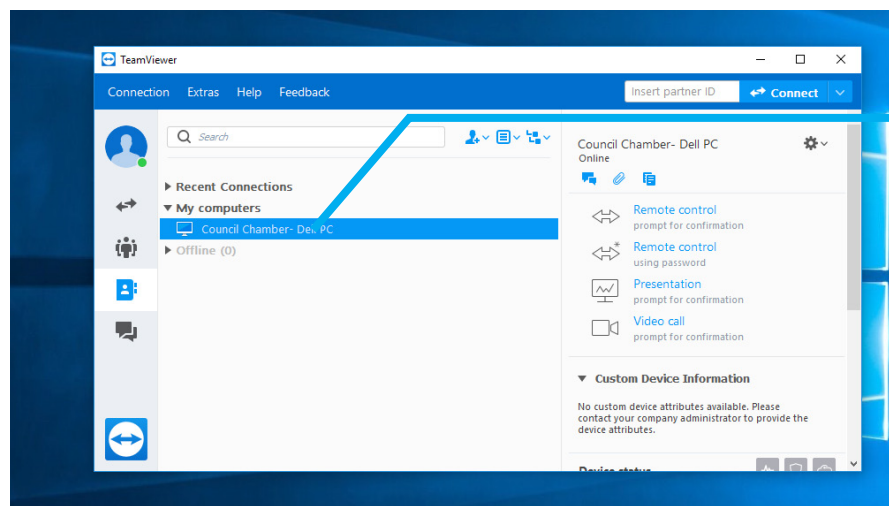
The staff PC uses TeamViewer to control the presentation PC remotely. This allows staff the ability to use either PC during a City Council presentation.



The power for the staff PC is located on the right side of the screen. Press this button to turn on the tablet PC.



Once the staff PC is powered on, click on the TeamViewer icon.



HDMI connection for a laptop. Make sure "COMP3" is selected and illuminated on the HDMI switch if you want to display the presentation PC using the projector.