



# Motueka Library Te Noninga Kumu Community Meeting Room

# During opening hours

- Motueka Library's opening hours are:  
Monday-Thursday 9.30am-5.00pm,  
Friday 9.30am-6.00 pm and Saturday 9.30am-1.00pm
- Please access the room through the main entrance during these opening hours

# After hours

- Access is via the external door to the left of the library main entrance
- The room's lighting is controlled using the light switch pad (sitting on top of the credenza) after 6.30pm
- Please arrange to collect a swipecard from the front desk in advance of your meeting
- **IMPORTANT Please take care to always take the swipecard with you if you leave the room during your booking. The external door will close behind you**
- **If you need an orientation of the technology please select this option on the booking form and someone will be in touch to arrange a mutually suitable time**

# Accessing the Afterhours Entrance



Afterhours Entrance

Swipe the card to enter the room. The light will go green, and you can enter.



Container with RFID on the base

Swipe card to get in and out of the afterhours entrance.

This is what you will receive when you come to pick up the keys

# You will have access to

- Free Wi-Fi
- **Projector**
- **Yamaha hanging ceiling microphones & speakers**
- **Electric projector screen**
- **TV screens x 2**
- **Camera**
- **USB-C cable**
- **Laptop charger**
- **TV remote**
- **Projector remote**
- **If you need an orientation of the technology please select this option on the booking form and someone will be in touch to arrange a mutually suitable time**
- **IMPORTANT** If you are an Apple Mac user, please bring a USB stick as a backup since our technology may not be compatible
- **Whiteboard, marker pens, extension cords and cable coverings**
- **The kitchenette with immediate hot water is available with mugs and glasses (please note we do not provide coffee, tea or milk)**
- **Toilets located in the corridor off the meeting room**

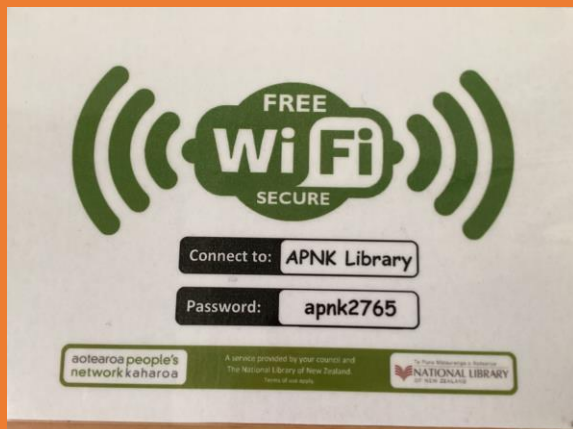
# Equipment List

- Projector
- Yamaha hanging ceiling microphones & Speakers
- Electric projector screen
- TV screens x2
- Camera
- USB-C cable
- Laptop Charger
- TV remote
- Projector remote

Projector



Projector remote



TV remote



HDMI cable  
(orange  
ends)

USB-C  
Cable



# How to set up a presentation or movie – you will need to have an HDMI connection to use this

1. Turn on the projector using the white projector remote – this will automatically bring down the projector screen. Ensure the projector switch is on at the wall (middle switch labelled "projector")
2. Plug your device into the HDMI cord, ensure this cord is also plugged in at the wall. Cord is located on the side of the cupboard



# How to set up a conference

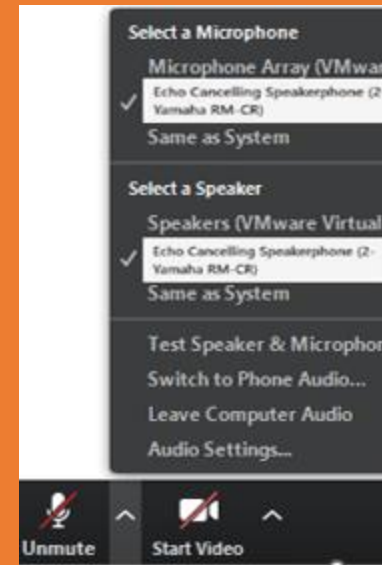
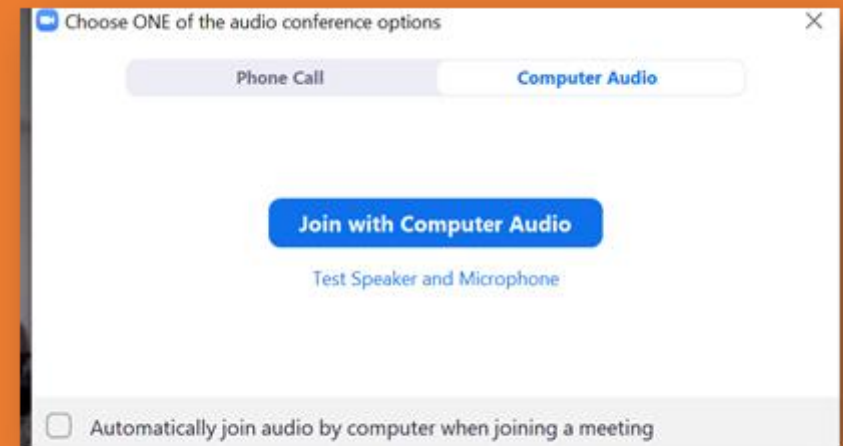
1. Turn on the TVs using the black Samsung remote
2. Plug your laptop into the USB-C cable that is coiled up on the left side of the cupboard. If you do not have a USB-C connection attach the USB adaptor
3. Begin your Teams or Zoom meeting



# Follow these steps for hosting a Zoom Conference\*

\*only available when using the TVs (Connected to the USB-C)

1. Open Zoom and begin the meeting, select join with computer audio
2. Select the speakers, Echo Cancelling Yamaha Speakerphone if not already.
3. Select the microphone, Echo Cancelling Yamaha Speakerphone if not already.
4. Select the camera, USB Capture HDMI if not already

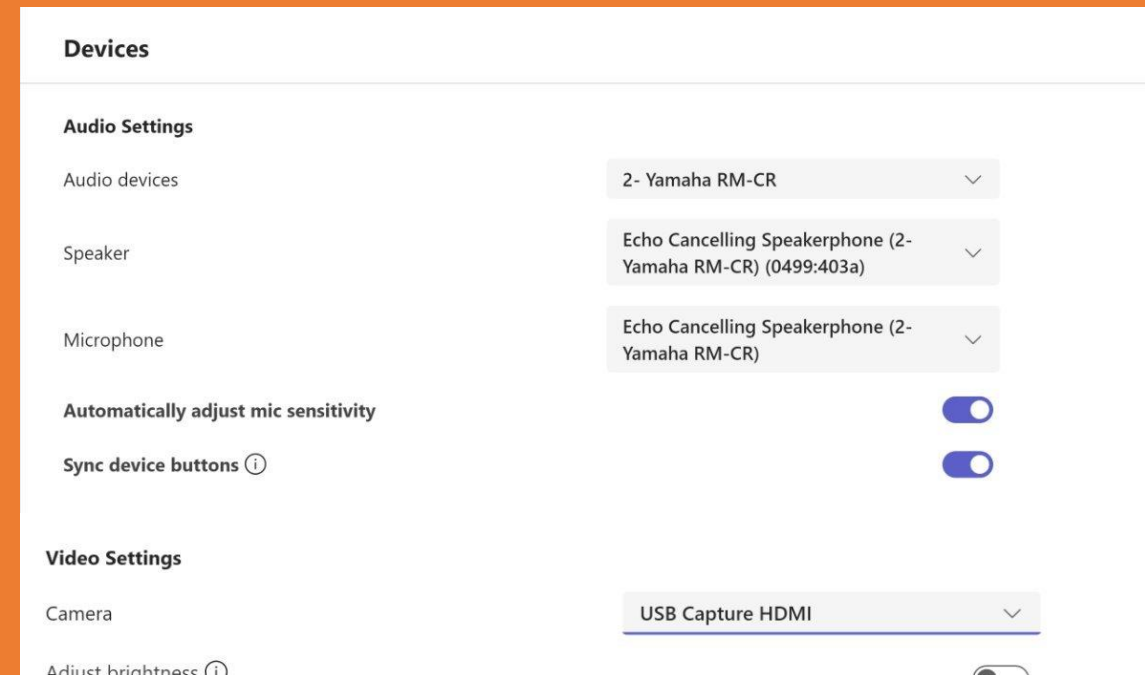




# Follow these steps for hosting a Teams Conference \*

Only available when using the TVs (connected to the USB-C)

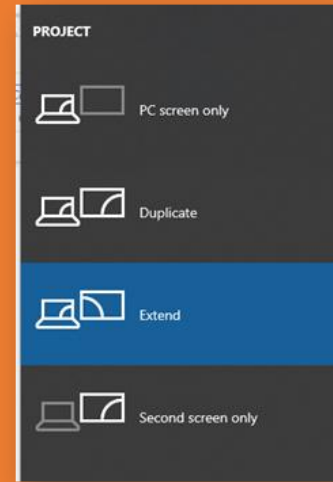
1. Join Teams link call
2. Check the correct devices are selected (speaker, microphone and camera)
3. Click on “more” and select “device settings”
4. Select the speakers, Echo Cancelling Yamaha Speakerphone if not already.
5. Select the microphone, Echo Cancelling Yamaha Speakerphone if not already
6. Select camera, USB Capture HDMI if not already.



# Tips and Troubleshooting

- Sound can be managed with the touch panel on the wall. The ceiling and front speakers are adjustable by sliding the bars up or down. If the “mute” button is red this means the sounds is muted.
- If your screens are duplicating, hold the windows key and press “P”. You will see the below options, select extend – this will now give you 2 screens to work off.
- If you want to connect to the speakers via Bluetooth to play music – push the Bluetooth button down and then connect from the Bluetooth settings on your device. (Bluetooth name:DN200R)
- Ensure the power is on for the equipment at the wall (behind the cabinet).
- You cannot use the projector and screen to host the conference, only the TVs are connected to the conference kit (camera and microphone).
  - If there is poor microphone pick up when conferencing - check under the audio settings that the Yamaha microphone is selected.
  - If you are unable to see the room’s camera- check under the conferencing video settings that the USB Capture HDMI camera is selected

NOTE: DO NOT turn the equipment off in the cabinet, just power off at the wall.



# When you leave

We ask that you:

- Wash and put away any mugs, glasses or cutlery you use
- Wipe down any tables
- Put all the equipment away
- Put the tables away and stack the chairs
- Turn the lights off using the mobile light switch pad
- Swipe the card to exit the room, the door will automatically lock behind you

The afterhours book return chute is located just to the right of the main entrance

Hold the container up to the pad. It will beep and go green



Open the chute and post the container through then close the chute

# Health and Safety Information

If the fire alarm goes off, evacuate through the nearest fire exit. The afterhours door you entered through to take you on to the carpark or evacuate through the deck door. If you exit through the deck door as shown on the right you will need to press the large green button on the deck gate to get on to Decks Reserve.



The fire alarm, fire action notice and fire extinguisher are located just inside the afterhours door.



Please take great care of the boiling water in the kitchenette



Fire exit Decks Reserve