

# Breckenridge Grand Vacations Community Center and Summit County South Branch Library Meeting Rooms

## Keys

To gain access to the meeting rooms you will need to sign out a key card at the Front Desk of the South Branch Library, which is located on the Main Library level of the building. The key card will work for your designated time and room. To use the key card, place it in front of the grey box located outside the doorway of the room. When the red light on the grey box turns green, you will hear the door(s) unlock and you may open the door. All doors will automatically re-lock after a few moments, so please keep your key with you at all times, or use the door stoppers to prop the doors open. *Please note that if you are using the Tip Top Room the handle to the room will not actually unlock, but the door will still push open when unlocked with the key card. Also, if you have reserved the use of the Harris St. Kitchen, your key will also open that room in the same manner.*

## Lights

In the Hopefull, Discovery, or Expanded Hopefull/Discovery Rooms, there are a variety of lighting settings on the light switches located next to the doors. Please try different options to figure out which setting will suit your meeting, presentation, showing, etc.

## Tables & Chairs

In the Hopefull, Discovery or Expanded Hopefull/Discovery Rooms, you may set up the tables and chairs in the room however best suits your needs. There are extra tables and chairs available apart from those already in the room; extra chairs are located in the hallway underneath the stairwell to the left of the bathrooms and extra tables are located in the small closet of the Hopefull Room. If you change the arrangement of the tables and chairs in the room, you **MUST RETURN THEM ALL TO THE BASIC CONFIGURATION BEFORE DEPARTING**, or you may be charged a cleaning fee. The basic configuration includes 4 tables and 16 chairs in **EACH** of the Hopefull and Discovery Rooms. Please see the posted instructions next to the light switch for a picture of the basic configuration for tables and chairs.

## Microphone

Microphones are available to be checked out for use in the Hopefull/Discovery Rooms from the Front Desk. You will need a valid Summit County Library card to check out a microphone. There are 2 wireless hand-held microphones and 2 wireless lapel microphones. The microphones are stored without the batteries inserted to save battery life. Once you have checked out a microphone, please insert the batteries included, turn on the microphone and then it is ready to be used. When you are done with the microphone, please take the batteries out and return the microphone to the library Front Desk (or if the library is closed, return it in the Book Drop).

## Dry-Erase Boards

There are dry-erase boards in the Hopefull Room, Discovery Room, and the Tip Top Room. You are welcome to use your own markers (**PLEASE ONLY USE DRY-ERASE MARKERS!**), or you can check out markers and erasers from the Front Desk with a valid Summit County Library card. Please wipe the dry-erase boards clean before departing or you may be charged a cleaning fee.

## **Display Monitors**

The Hopefull and Discovery Rooms both have a 90" display monitor that you can connect a laptop, DVD player, and more to display presentations, slideshows, websites, etc. There are a variety of ways to connect devices to the display monitors including wirelessly, via HDMI cable and via VGA cable. You may bring you own cables or check them out from the Front Desk with a valid Summit County Library Card. To connect your presentation/slideshow/video/etc:

1. Turn on your device and open your presentation/slideshow/video/etc. Get everything ready as if you were about to present.
2. If you are using a cable (HDMI or VGA), plug the cable into your computer and then into the Floor Plate.
  - a. If you are presenting in the Hopefull Room ONLY, use Floor Plate A or B.
  - b. If you are presenting in the Discovery Room ONLY, use Floor Plate C or B.
  - c. If you are presenting in BOTH rooms, you may use ANY of the Floor Plates.
3. After plugging in your device to the Floor Plate (there are also power outlets in the Floor Plate), go to the small touch screen control panel located next to the display.
4. To turn on the display monitor(s), touch the small display screen anywhere to begin:
  - a. Choose a Display:
    - i. If you would like to display on a single monitor, tap the button for the monitor with the name of the room you are in
    - ii. If you would like to display on both monitors, tap the button for Hopefull and Discovery Combined
  - b. Choose a Source:
    - i. Tap the button with the name of the Floor Plate being used
    - ii. If you would like to display wirelessly, you will need to download the Crestron AirMedia app from your app store and follow the directions to install and operate
  - c. Choose a Destination:
    - i. Tap the "Display" button(s) and the "Audio" button on the bottom of the screen
5. When you are finished with your presentation, unplug your devices and use the touch screen control panel to turn off the display monitor.
6. If you have checked out cords, microphones, laptops, etc., please return them to the library Front Desk, or if the library is closed, return them in the Book Drop.