

Setting Up the A/V System for a Presentation

This is an overview of how to set up the A/V system in the Highland Green Community Center Gathering Room for a presentation. It is highly recommended that you perform a test run of this process sometime before your presentation to iron out any issues that may arise.

See the detailed sections of the current A/V System User Guide for more information.

Prerequisites:

- Wireless microphone(s)
- ClickShare “button(s)”
- Windows or Mac laptop (if using the TV screens).

Setting Up the A/V System

1. **Turn on the system.** Tap the touchscreen mounted on the wall near the leftmost TV screen. This will turn on the TVs and activate the audio system.
Note: If the touchscreen is blank, you will need to tap it once to “wake it up” and then tap it to turn on the system.
2. **Turn on the microphone(s).** Each microphone has a power button. When the power is on, the microphone will have a green light. Two microphone stands are available, if needed.
3. **Make sure the TV Source on the touchscreen is ClickShare.** If you see the Roku menu on the TV screen, tap the ClickShare button on the TV Settings tab of the touchscreen system. See the detailed sections of the System Guide for more information.
4. **Connect the ClickShare button to your laptop.** Wait a moment for the button to initialize itself and start the ClickShare software. When the button is initialized and the ClickShare software is running, the circle on the button will be white, and you will see a screen asking whether you want to display a single program window or the entire desktop.
Note: If the laptop has not been used with ClickShare previously, the button will download the ClickShare software to the laptop. You may need to click through some prompts during this process. See the detailed sections of the System Guide for more information.
5. **Choose a window to display or display the entire desktop.** In most cases, it is best to display the entire desktop. After a moment, the contents you selected will be displayed on both TV screens, and the circle on the ClickShare button will turn red.
6. **You are ready to go!**
7. **Afterwards, return the microphone(s) and ClickShare button(s), and turn everything off.**