MARION
Public Library

Boardroom Usage Guide

Information about room technology, room cleanup, and other frequently asked questions.

Meeting Room Cleanup Checklist

According to the Marion Public Library (MPL)'s Meeting Room Policy, meeting room users are responsible for all room arrangement, setup, and cleanup. This includes arranging tables, chairs, and other library furniture according to their needs, as well as ensuring the room is returned to an acceptable condition for the next user.

Before a meeting ends, room users must complete the following tasks:

- Clean up any messes
- Wipe down all tables
- Wipe down all chairs (seats and backs)
- Wipe down countertops
- Clean sinks
- Vacuum floor
- Place all trash in trash cans
- Put equipment back in original place
- Return room to original layout

Cleaning supplies for meeting rooms can be found in the cabinets and/or closets of each meeting space. This includes a cleaning solution in a spray bottle, paper towels, and a vacuum. If cleaning supplies are low or running out, please ask a staff desk for more!

Meeting rooms are checked after each reservation to ensure the cleanup list has been completed. **Failure to clean & return the room to its original layout may result in cleaning fees and will impact elegibility for future room reservations.**

Boardroom Technology

MPL has overhead technology available in the Boardroom, including a projector and screen. There are three ways to connect to overhead technology:

- Wired via a HDMI cord (connects audio, video, and presentations)
- Wirlessly via the Mersive website (connects audio and video. Please note: this connection does NOT support Presentation Mode in Microsoft PowerPoint)
- Wirelessly via the Mersive app (connects audio, video, presentations, and virtual meetings using the room's camera and microphone)

It is the responsibility of each group to pick the connection method that works best for their group's technology needs and to become familiar with the control panel to operate the equipment. Library staff will not monitor equipment during room reservations.

Those interested in using the Mersive app are highly encouraged to download the app and install it ahead of their meeting date, since it requires administrative permissions to be installed correctly. Library staff do not have the ability to provide administrative permissions to make sure the Mersive app is installed correctly. Patrons wishing to use the Boardroom camera and microphone must request this through the Marketing & Special Events Manager at least two weeks in advance of their reservation.

Connection Method 1: HDMI Cord

1. Plug an HDMI cord into the HDMI port on the wall. The port is located under the touch panel next to the whiteboard at the front of the room.

2. Push the "On" button underneath the "Projector" heading to lower the technology.

3. After the projector and screen have lowered, push the "Wall Plate" button under the "Source Selection" heading. Plug the other end of the HDMI cord into your laptop.

4. The laptop will connect automatiacally to the projector and overhead speaker system. Volume can be controlled with the plus and minus signs on the touch panel.
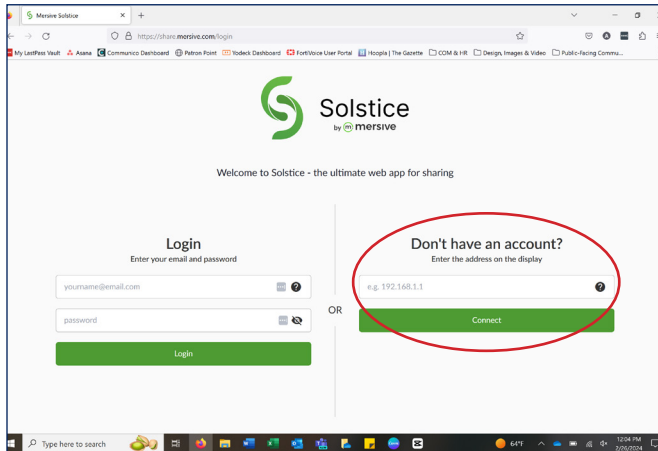
Connection Method 2: Mersive Website

1. Push the "On" button underneath the "Projector" heading to lower the technology.

2. After the projector and screen have lowered, push the "Mersive" button under the "Source Selection" heading.
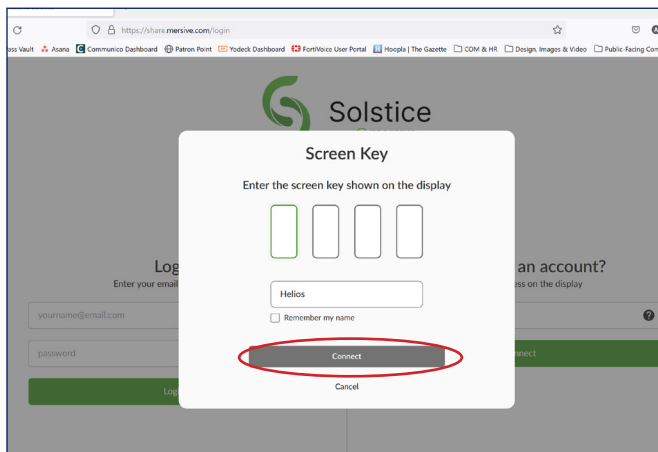
3. Connect your device to MPL-WiFi and open a web browser. Type share.mersive.com in your web browser. The screen above will appear on your device.

4. Under the "Don't have an account?" header, type in web address shown in the top right corner of the projector screen. Then, click "Connect" on your laptop.
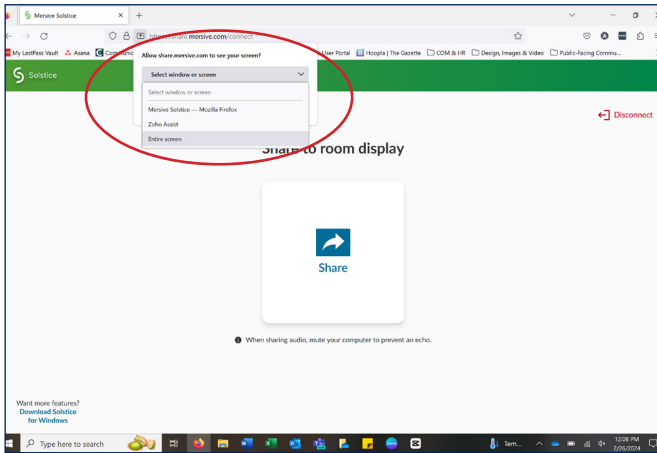

5. Enter the four-digit code that pops up on the projector screen into the boxes displayed on the laptop, followed by your name. Then, click "Connect".
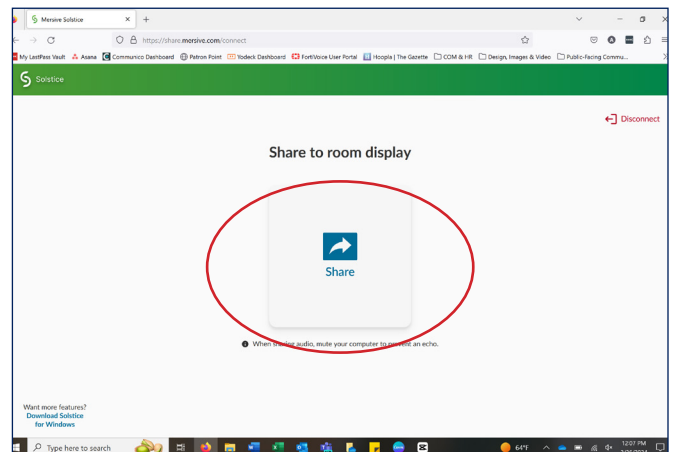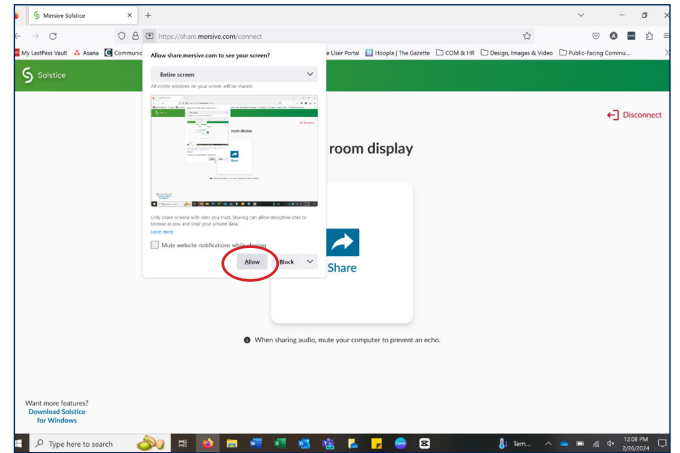

6. Click the blue "Share" button in the middle of the laptop screen to select which window you'd like to share on the projector.

Connection Method 2: Mersive Website (cont'd)

7. A pop-up will appear in your web browser. Click the dropdown menu to select the window or screen you'd like to share. Selecting "Entire screen" is the most efficient way to share for patron reservations.

8. After selecting the window or screen you'd like to share, click "Allow". The laptop will connect automatically to the projector and overhead speaker system. Volume can be controlled with the plus and minus signs on the touch panel.

Connection Method 3: Mersive App

BEFORE YOUR RESERVATION

1. Visit the Mersive website to download the Solstice app (www.mersive.com/download).
2. Follow the instructions to complete installation. If the app is being installed on a company device, IT may be needed to complete the process.

As mentioned above, those interested in using the Mersive app are highly encouraged to download the app and install it ahead of their meeting date, since it requires administrative permissions to be installed correctly. Library staff do not have the ability to provide administrative permissions to make sure the Mersive app is installed correctly.
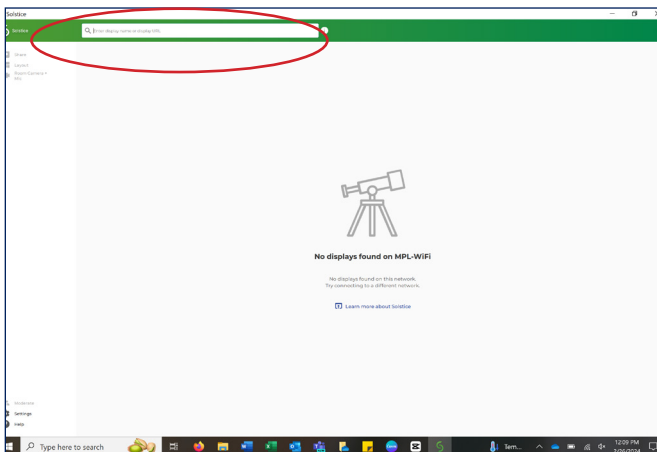
# Connection Method 3: Mersive App (cont'd)

AT THE LIBRARY

1. Push the "On" button underneath the "Projector" heading to lower the technology.

2. After the projector and screen have lowered, push the "Mersive" button under the "Source Selection" heading.

3. Connect your device to MPL-WiFi and open the Mersive app. Type in the web address shown in the top right corner of the projector screen into the app's search bar.
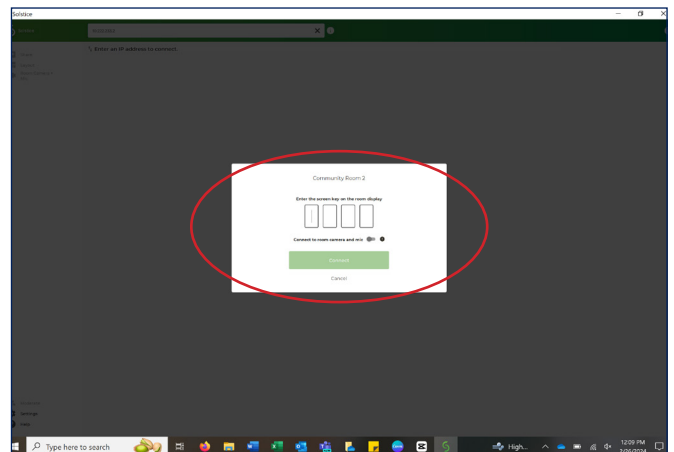

4. Enter the four-digit code that pops up on the projector screen into the boxes on the laptop. Then, turn on the button that says, "Connect to room camera and mic), and click "Connect". Volume can be controlled with the plus and minus signs on the touch panel.
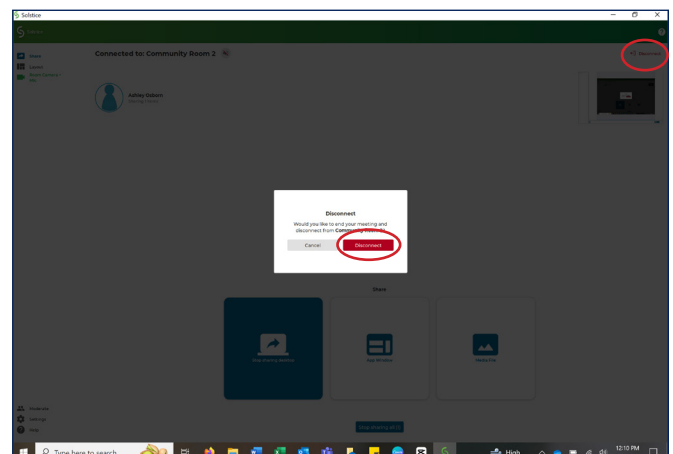
Turning Off the Projector & Screen

Meeting room users are responsible for properly disconnecting and turning off overhead technology so that is ready for the next group.

IF YOU ARE CONNECTED TO THE MERSIVE WEBSITE…
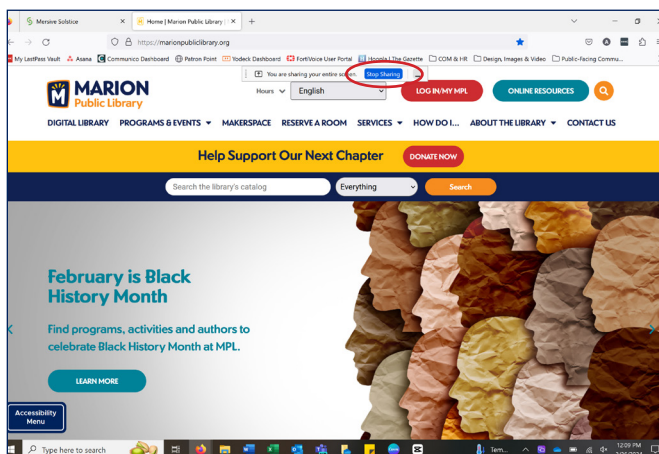
1. Click the blue "Stop Sharing" button in your web browser.

IF YOU ARE CONNECTED TO THE MERSIVE APP…

1. Click the red "Disconnect" button in the right corner of the app and on the pop-up.

2. Push the "Off" button underneath the "Projector" heading to shut down the projector and screen. This will turn off the technology completely and reset it for the next user.