

# Room Details

## Cottonwood Room (1<sup>ST</sup> Floor)

- Portable podium
- Two microphones available to use at the same time with floor stand
- Three areas to connect a laptop to the ceiling-mounted projector (wall panel, stage, and floor)
- Touch-panel control screen, controlling lights, shades, system on/off, volume, etc.
- Ceiling-mounted loudspeakers distributed throughout the room
- ADA-compliant radio frequency assistive listening system
- Specialized lighting and controls

## Willow Room (1<sup>ST</sup> Floor)

- Portable podium
- Microphone available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- Wall-mounted white board

## Sage Room (2<sup>ND</sup> Floor)

- Microphone available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- Wall-mounted white board

## Windflower Room (3<sup>RD</sup> Floor)

- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume

## Sunflower Room (3<sup>RD</sup> Floor)

- Portable podium
- Microphone available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room

## Computer Classroom (3<sup>RD</sup> Floor)

- To book the Computer Classroom, the person who wishes to conduct a class in that space must go through the library's Computer Classroom orientation class. (See form on the back of this brochure. Return completed form to "Ask Here." Once the individual has completed this class, they may use the online "Reserve a Meeting Room" booking form, or visit "Ask Here" on the 1<sup>ST</sup> Floor.
- 12 PCs with Microsoft Office 2007 software and Internet Explorer (*additional or specialized software will not be installed by library staff*)
- Printing to printers in the Computer Center
- Table-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted white board
- Wall-mounted keypad for simple control of system on/off and volume
- \$25 per half hour fee for use of the Computer Classroom

# How to use the equipment

The Laramie County Library is pleased to provide two levels of training on the technology in our meeting rooms:

1. 30-minute overview with an AV cart for our regular meeting rooms
2. Special instruction in our Computer Classroom

To schedule training, you must contact us at least 72 hours prior to your event by completing the "Training Request" form on the back of this brochure and returning it to "Ask Here."

Library Information Technology Services staff will contact you to schedule training.

Use of this equipment may require a fee payment or deposit. If so, we will need your credit card information prior to use.

We cannot guarantee technical support during your event.

Prior meeting room bookings may prevent training.

Additional details about library meeting rooms can be found in our informational brochure "Using a Meeting Room."

If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the Network Staff will not be able to touch your computer equipment.

# What's Available

All rooms are equipped with ceiling-mounted projectors and drop-down projection screens. Plus, all but the Windflower Room have sound systems.

This technology is accessible with your own personal laptop. We have the necessary cables available for checkout at the "Ask Here" desks on each floor.

The library has AV carts for each meeting room, available for check out with a fee. These carts come equipped with a laptop that has Microsoft Office 2007 and StarBoard, which is an easy-to-use interactive "whiteboard-like" presentation system. Used in conjunction with our projector and sound systems, these provide a rich multimedia experience for your presentation or meeting.

Need to connect to the Internet for your meeting? Wireless connection is available throughout the library and includes all meeting rooms. All you need is a valid library card (or visitor pass) to connect.

You may also print from a computer in the meeting rooms and pick up the printing in the copy room on the respective floor.

If you simply need a DVD player for a presentation, we have one available for checkout with a fee. (See "Using a Meeting Room" brochure)

Your meeting will be listed in the schedule on the LCD screen outside your reserved room on the day of your meeting.

# Training Request

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Meeting Reservation: \_\_\_\_\_

Room \_\_\_\_\_

Date \_\_\_\_\_

Training needed on:  Projector  Sound System  AV Cart  StarBoard  Computer Classroom\*

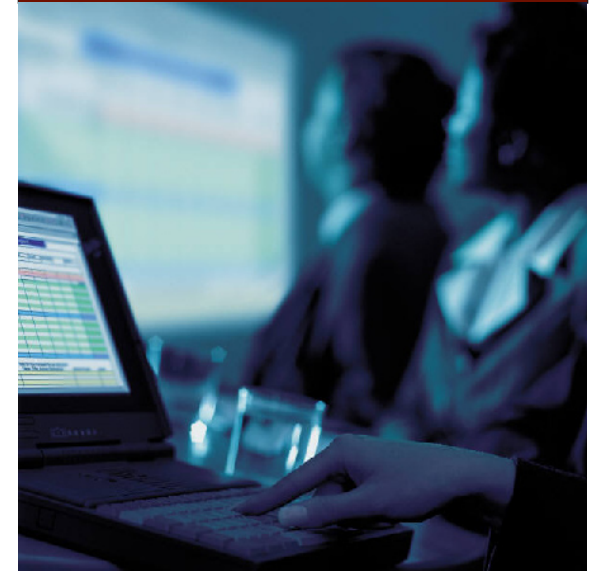
\*Training must be completed PRIOR to scheduling the Computer Classroom.

Times & dates available for training: \_\_\_\_\_

*Thank you for completing this form. Return it to "Ask Here" and a library representative will contact you to discuss the training.*



# Audio-Visual Equipment in the Meeting Rooms



As a service to the community, the Laramie County Library provides cutting-edge technology in the library's meeting rooms.

See inside for details!



2200 Pioneer Avenue in Cheyenne  
307.634.3561 • LCLOnline.org  
Monday - Thursday: 10AM-9PM  
Friday - Saturday: 10AM-6PM • Sunday: 1-5PM