

A large, stylized graphic element on the left side of the slide. It consists of several overlapping triangles in shades of blue, green, and yellow, forming a larger, abstract shape that points to the right.

CalPoly
Pomona

Welcome to MPR AV Training

MPR'S 1963, 1967 & 1969

Are Available:

- ▶ Monday-Friday
8:15 AM-4:45 PM
- ▶ Available only for Faculty and Staff
to reserve

Important MPR Reservation Information on 25 Live

Reservations are available:

- ▶ Monday-Friday
8:15 AM-4:45 PM
 - ▶ Reoccurring
 - ▶ Multiple

What we need to know:

- ▶ Event Name
- ▶ Event Type: MPR Reservation
- ▶ Brief Description
- ▶ Date and Time
- ▶ Set-Up and Clean-Up
- ▶ Catering

Don't Forget

- ▶ Cancellation notice minimum
24-hours
- ▶ Affirmation Agreement







MPR RESERVATION GUIDELINES

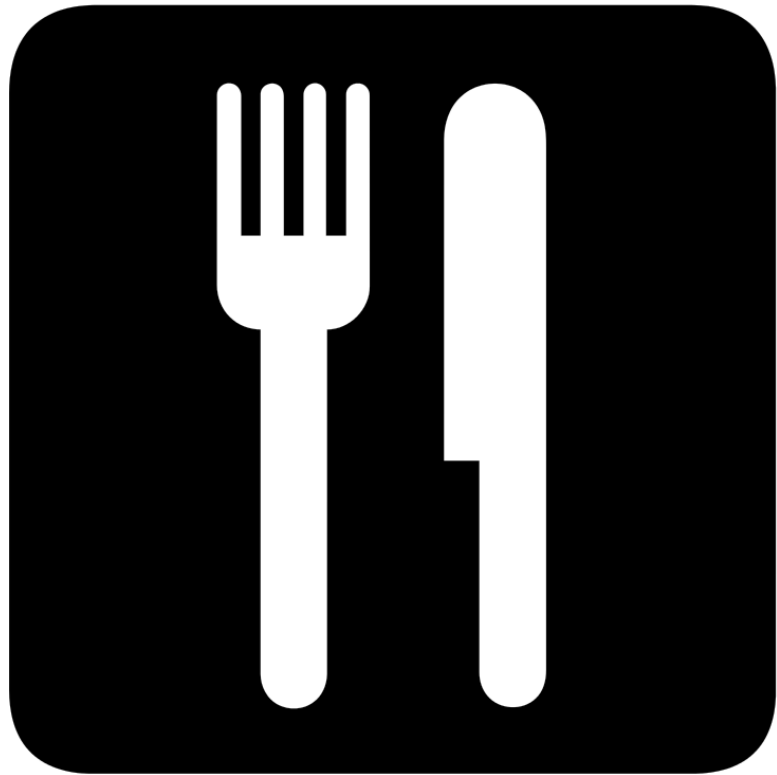
- ▶ Be mindful of the time you will need to setup and clean up the room.
 - ▶ If applicable, you will be allotted a courtesy grace period of 30 minutes for set-up and or clean-up.
- ▶ Keys are due back to the Office of the President at the end of your reservation.
- ▶ Return tables and chairs to the default layout. A default photo is posted in each room.
- ▶ MPR's should only be used for business or academic advancement purposes.
- ▶ Faculty and Staff can check in/out the key in the Office of the President.
- ▶ Student Assistants are *not* permitted to check out/return keys or make reservations via 25Live.

RESERVED RIGHTS

- ▶ Please note, even if you have a reservation, circumstances may require cancellation to accommodate the Office of the President. This rarely happens, but if needed, we will notify you as early as possible.

Related Locations ← Sun May 10 20

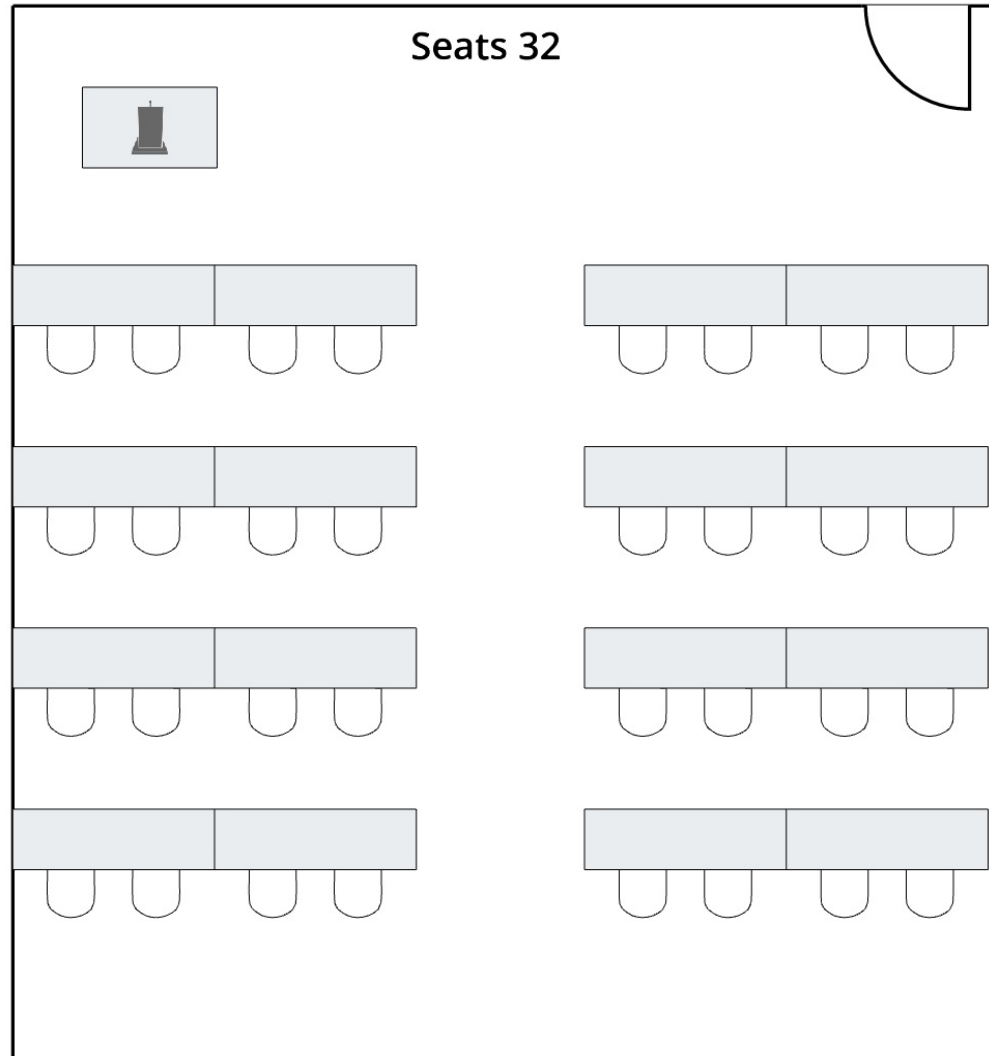
Wednesday		Thursday
12	13	
19	20	
		
26	27	
		
2	3	
		



CATERING GUIDELINES

- ▶ Please note all catering requests in the event's 25Live Request
- ▶ You are responsible for meeting your selected caterer for set-up and clean-up.
- ▶ All food and drink items must be disposed of at the local dumpster, located in parking lot "C".

MPR1963 Default Layout



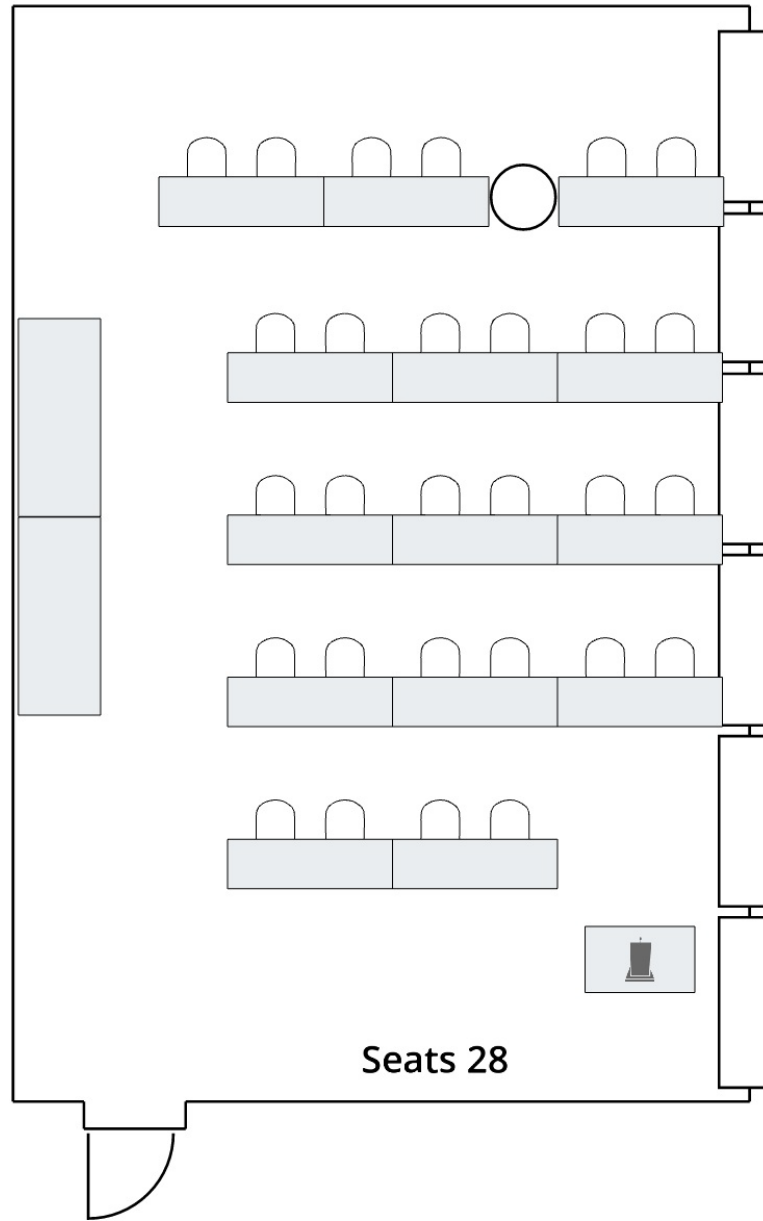
Seats 32

MPR 1967 Default Layout

Seats 48

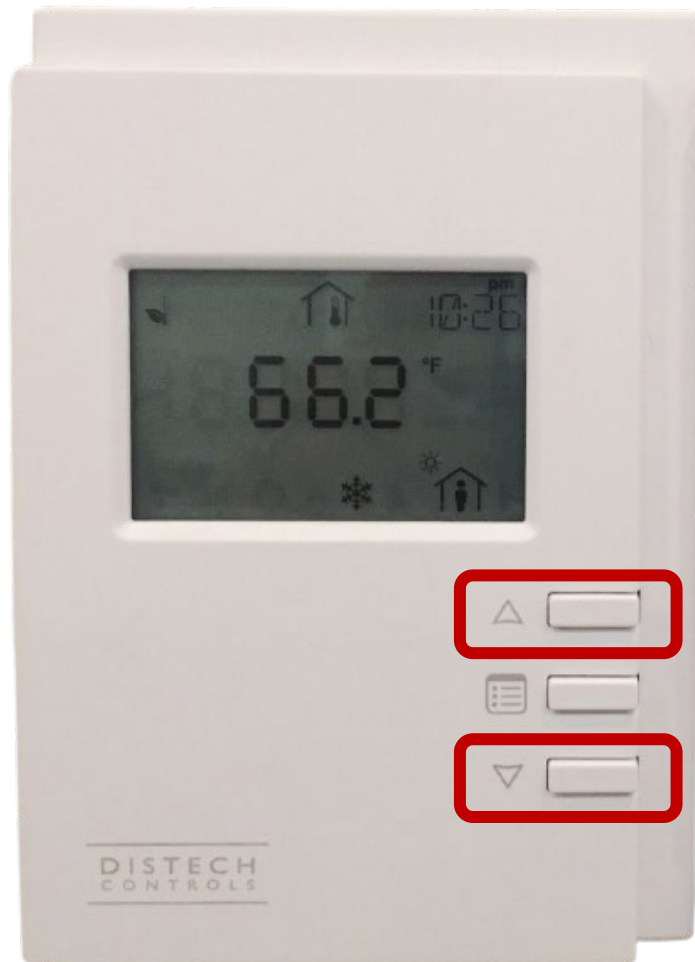
Has a large wall that may
open into MPR 1969

MPR 1969 Default Layout



Seats 28

LOOKING FOR LIGHTS?



- ▶ The lights are located on your right side as you enter the room.
- ▶ The buttons next to the arrows allow you to operate the level of brightness.
- ▶ The brightness of the lights can be changed in 25% increments.

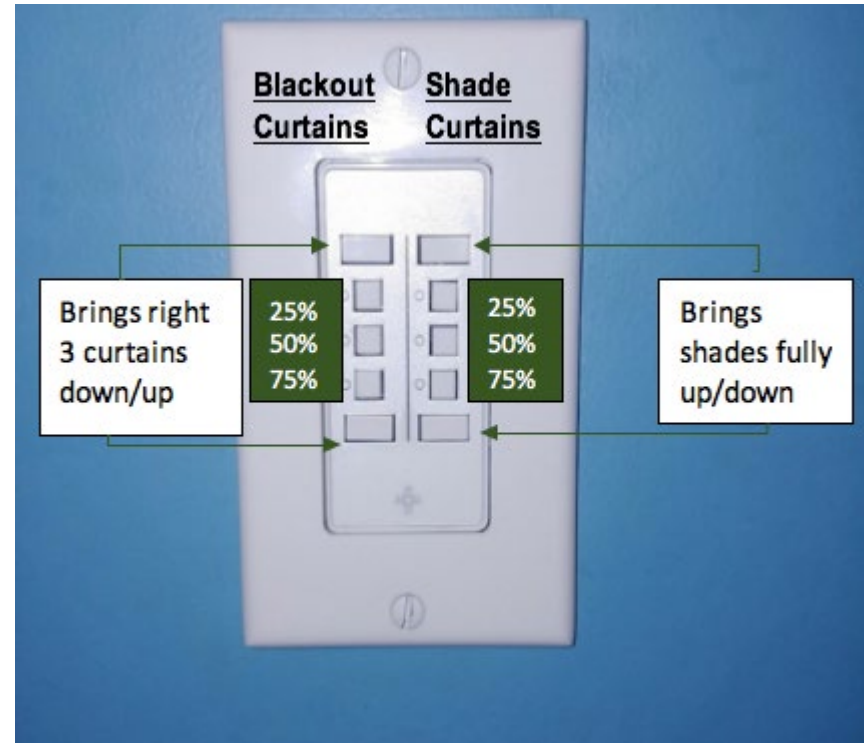
MPR's 1969 & 1967 combine to seat 76

CalPoly
Pomona



WINDOW TREATMENTS

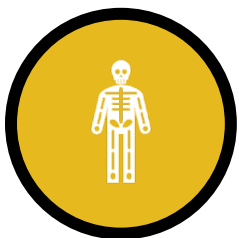
- ▶ Window treatments are only in MPR's 1967 and 1969.
- ▶ As you enter, you will find the window treatment buttons on the same wall as the door.
- ▶ While using the MPRs, you may adjust the treatment to whatever setting you would like.



MPRs 1967 & 1969 Combo Room



Will you need the lectern moved to the center of the room?



Will you need the center wall raised?



Additional equipment available:



Wireless microphones

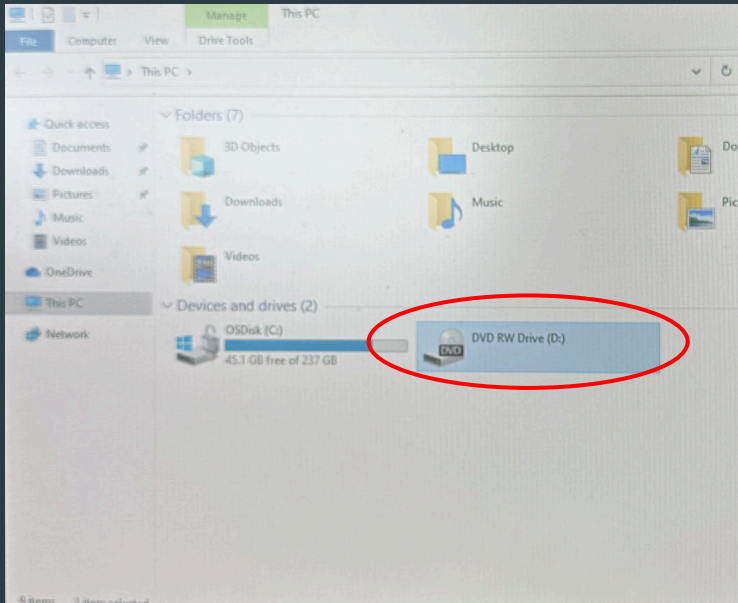


Wireless presenter-clicker



DVD Player

DVD INSTRUCTIONS



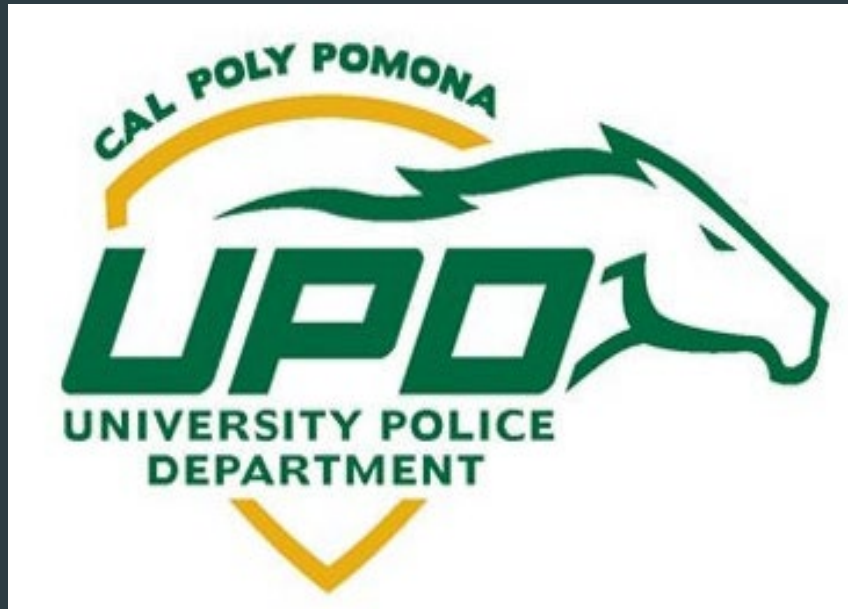
- ▶ You must select PC in order to display your DVD
- ▶ The DVD tray is located in the lectern of 1967 along with the PC's tower
 - ▶ 1967 is the only MPR which can play a DVD
- ▶ Put the DVD in the tray, and push the tray back into its original place in the power tower
- ▶ Go to files and select your DVD to play

MPR EQUIPMENT INSTRUCTIONS



- ▶ Conference phones need to be plugged into the silver floor plate and connected to "DD" outlet.
 - ▶ Used for Conference Bridge calls and Zoom calls
 - ▶ Used for calls outside of campus.
- ▶ Wall phones only receive or make calls within the campus.
- ▶ Please do not remove the phone or connection cable from the MPRS.
- ▶ You may call 911 via the wall phone.

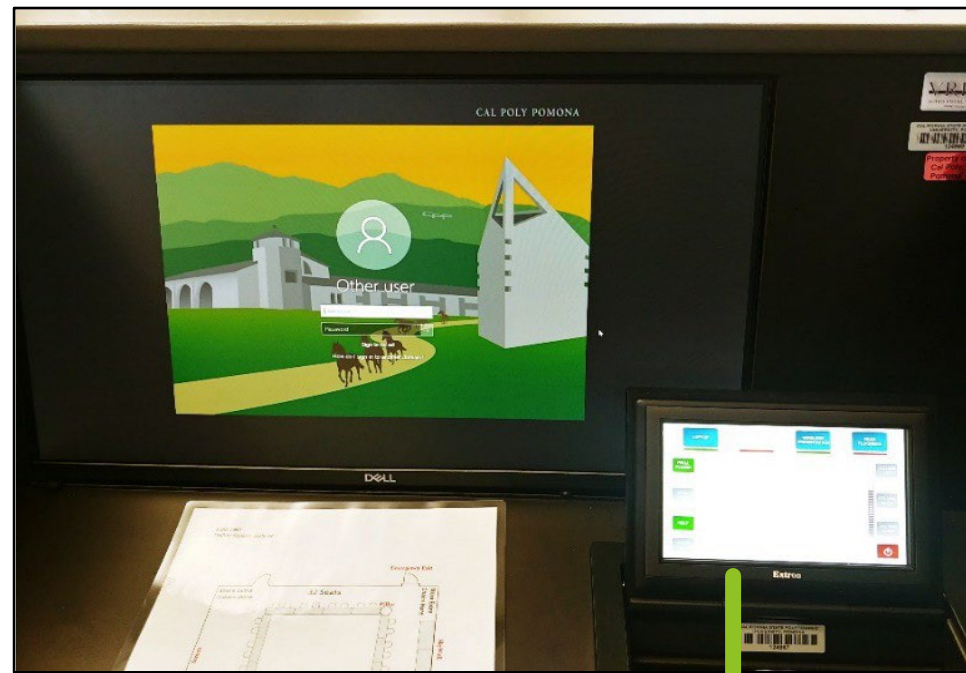
Emergency Contact



- ▶ There are two ways in which you can call emergency services, either through UPD or 911
- ▶ To contact UPD: Call x3070 using the wall phone
- ▶ To contact 911: Call 911 using a mobile device or the wall phone

AV EQUIPMENT MPR 1967

- ▶ MPR rooms are equipped with a computer, conference phone, and drop-down screen.
- ▶ You need to first turn on the computer and log in using your own CPP credentials in order to show a PowerPoint presentation.
- ▶ Then, turn on the Extron monitor.
 - ▶ You will be asked where the lectern is located



 **CalPolyPomona**
STUDENT SERVICES BUILDING

WHERE IS THE LECTERN LOCATED

WEST CENTER

BACK

MPR 121-1697
Wednesday, September 28, 1960 12:00 AM

LECTERN LOCATION MPR 1967

- ▶ This is where the lectern is typically located, however it can be moved.
 - ▶ This lectern is currently along the West side of the room.
- ▶ West: This is if the lectern is in the corner of 1967
- ▶ Center: This is if the lectern is in the middle of the combo rooms.



CalPolyPomona
STUDENT SERVICES BUILDING

WHERE IS THE LECTERN LOCATED

WEST CENTER


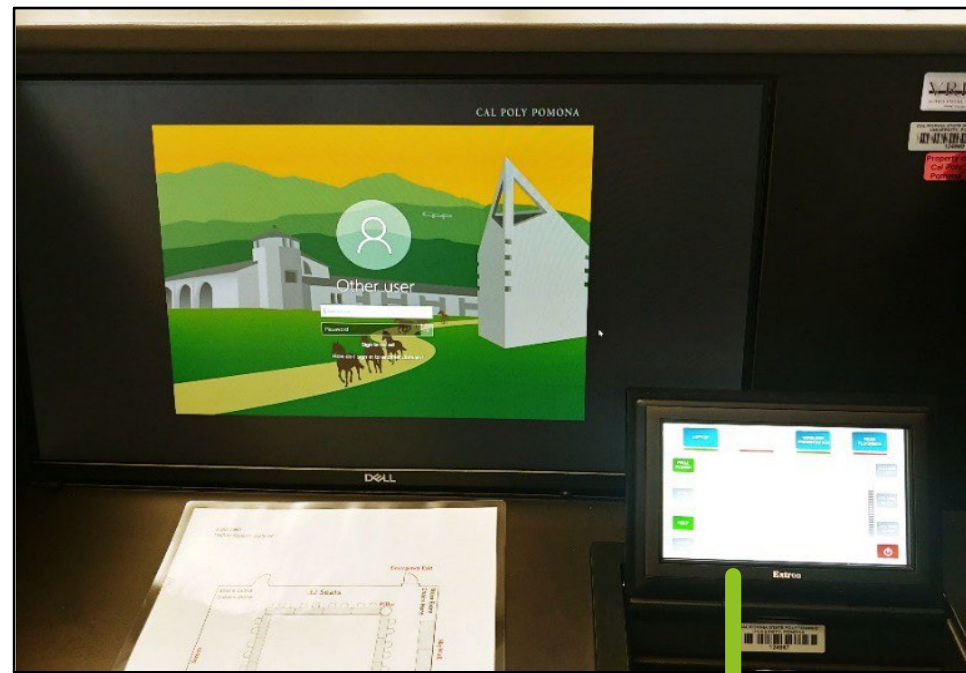
BACK

MPR 121-1697

Wednesday, September 28, 1960 12:00 AM

PROJECTORS MPR 1967

- ▶ **DIVIDED:** This is if you are only using room 1967.
- ▶ **COMBINED:** Use this option if you are using combined room 1967 and 1969.



CalPoly Pomona
STUDENT SERVICES BUILDING

PLEASE MAKE A SELECTION TO BEGIN

DIVIDED **COMBINED**

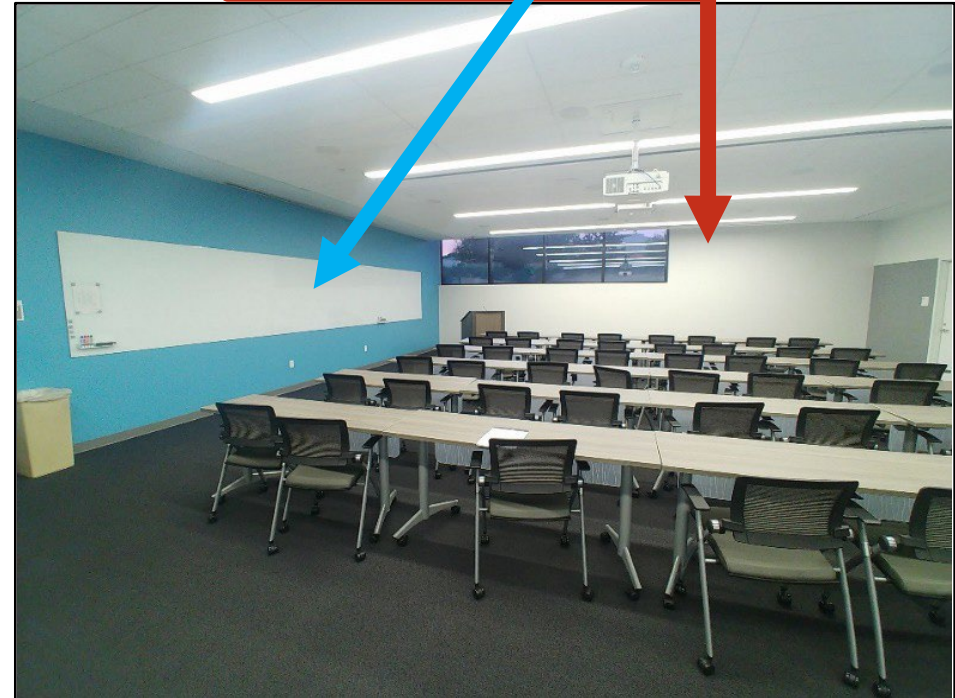
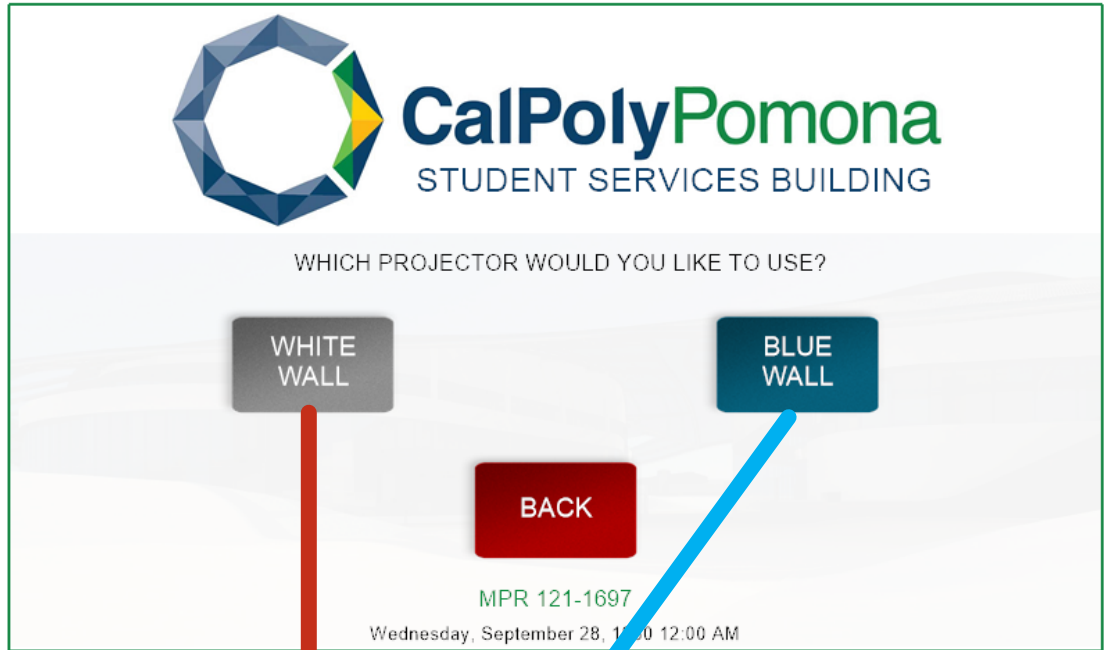
HOLD FOR 2 SECONDS TO START THE ROOM IN COMBINED MODE

MPR 121-1697
Wednesday, September 28, 1960 12:00 AM

MPR 1967 SCREEN PROJECTOR

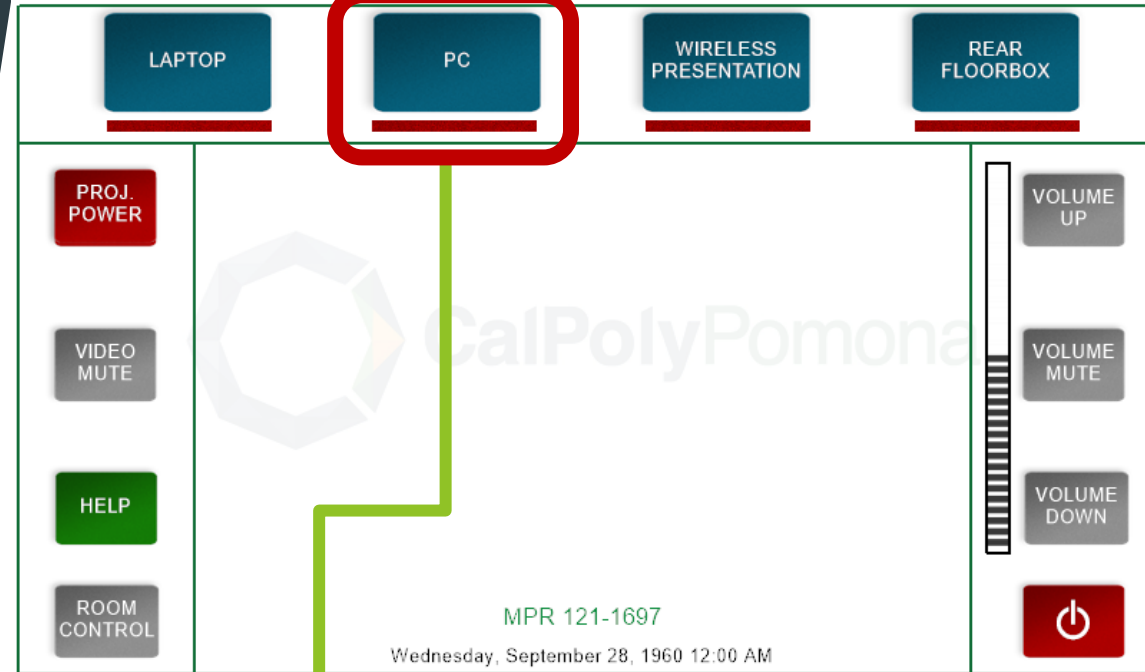
► Next you will be prompted to select which side you want the screen projector to be dropped from. The **BLUE WALL** or the **WHITE WALL**.

► Please Note: when selecting the Blue Wall, two projector screens will come down. One in 1967, the other in 1969.



HOW TO USE THE LECTERN COMPUTER

- ▶ If using the computer in the lectern, choose PC as your source.
 - ▶ Ensure that your presentation is loaded onto your profile.
 - ▶ When in PC Mode, you will be projecting what you have visible on the computer.



MPR 1967 SPEAKERS

- ▶ There are three speakers in MPR 1967.
 - ▶ Each projects from a different area and allows your audience to hear the presentation from different locations.
- ▶ Please note: all speaker volumes can be controlled by the volume bar of the monitor, while only some options are controlled by the Extron monitor.



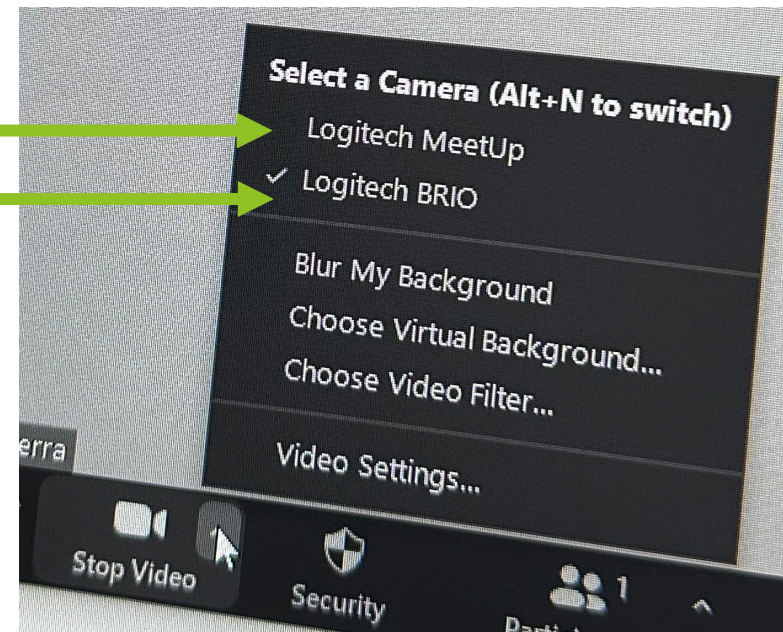
MPR 1967 ZOOM INFORMATION

- ▶ MPR 1967 is the only MPR which can host a zoom meeting
- ▶ There are multiple cameras, speakers, and microphone options for hosts to choose from.

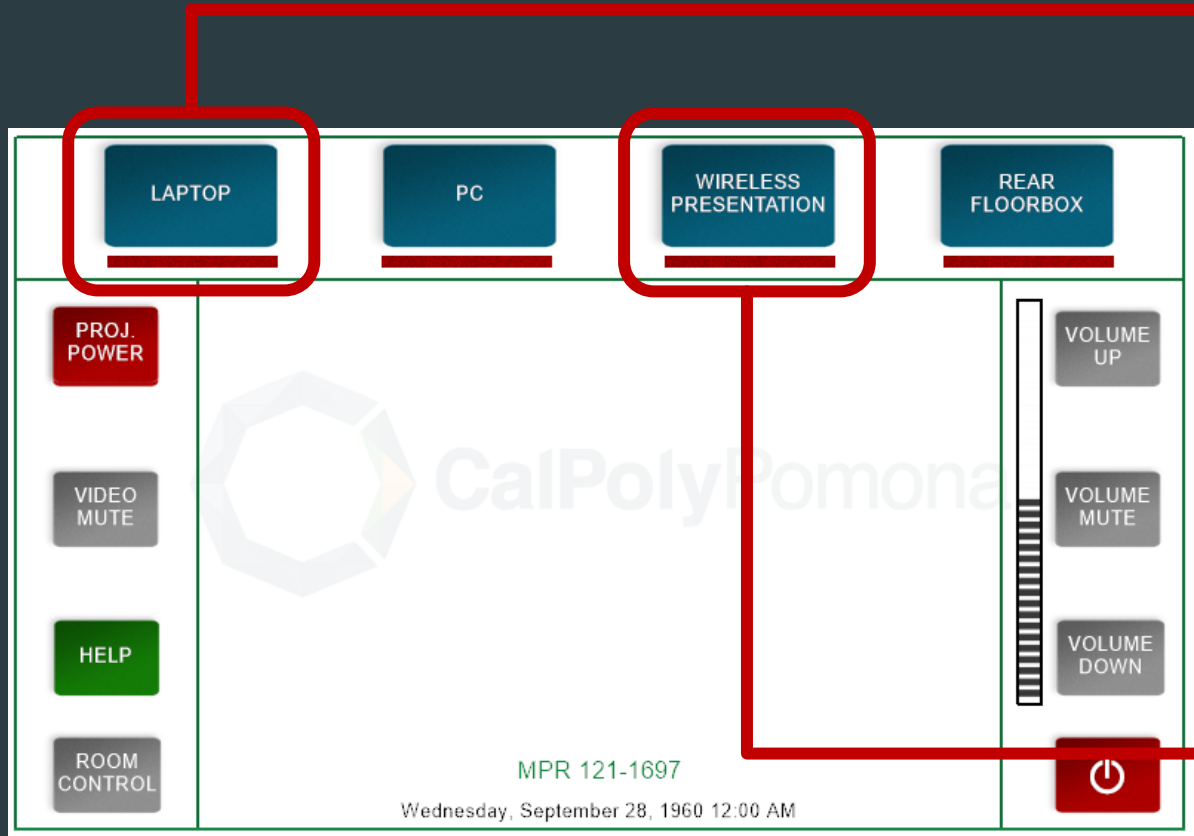


MPR 1967 ZOOM INFORMATION

- ▶ Please keep the microphone set to Echo Cancelling Speakerphone
- ▶ All speaker volumes can be controlled by the volume bar of the monitor, while only some options are controlled by the Extron monitor.
- ▶ There are 2 zoom cameras
 - ▶ Logitech Meetup is the Tripod
 - ▶ Please DO NOT move the lectern under any circumstances
 - ▶ Logitech BRIO is the lectern camera



LAPTOP VS. WIRELESS PRESENTATION



Choose **laptop** if you are connecting your own device with the cables connected to the lectern.

Choosing to project wirelessly from your own device will prompt the Solstice Wireless Presentation – you must have the solstice app downloaded on your device and be on the eduroam wireless network in order to project.

SOLSTICE WIRELESS APPLICATION

- ▶ Download the Mersive Solstice App on the App store/Google Play or on their website (mersive.com/download) in order to present wirelessly
- ▶ Need to be connected to the campus eduroam Wi-Fi network (cpp.edu/it/wifi)

Wireless
Presentation

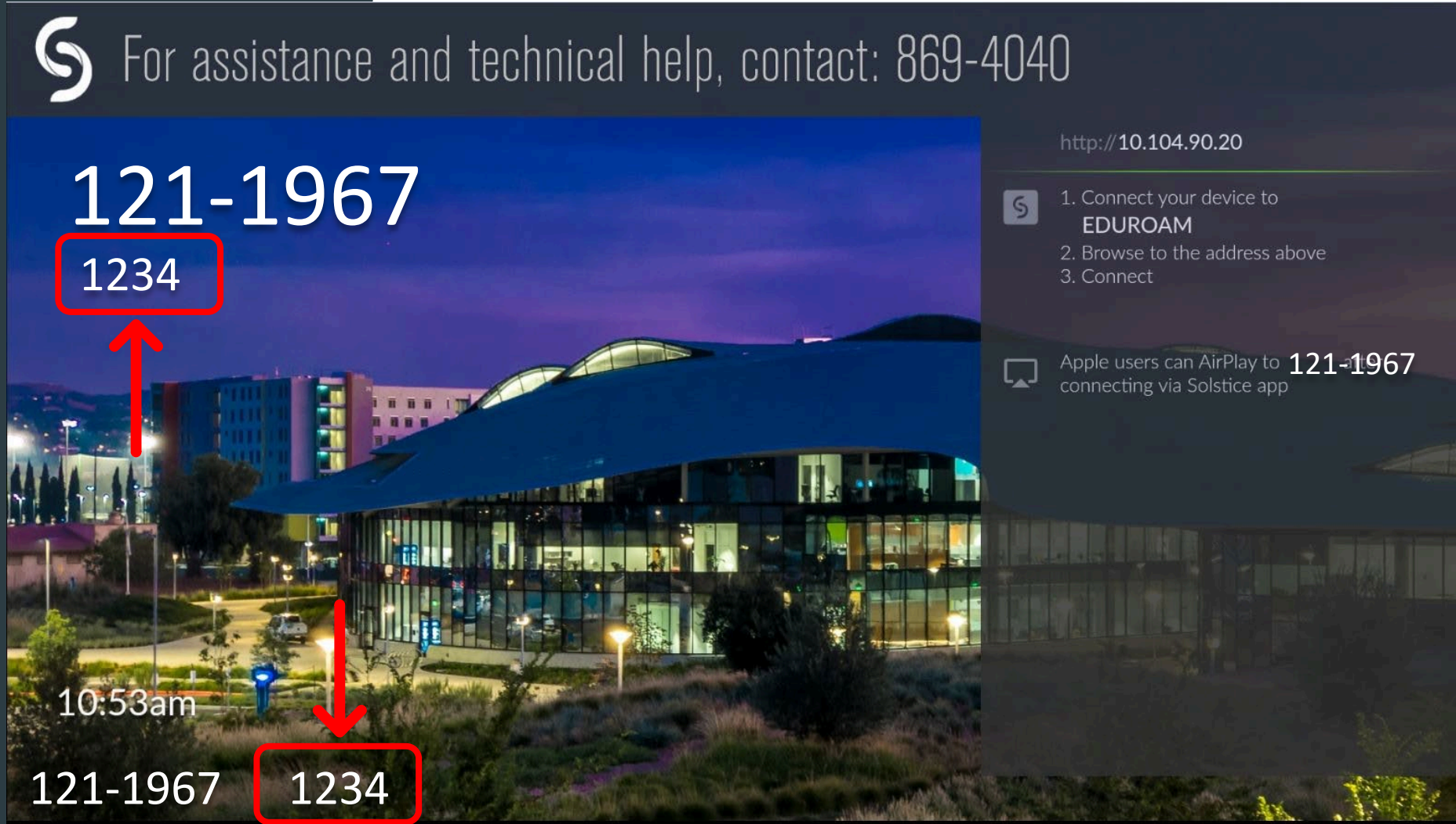


eduroam



SOLSTICE WIRELESS APPLICATION CONTINUED

- ▶ The Screen Key is the unique four-digit code next to the room ID located on both left most top and bottom corners of the display.
- ▶ If you already have the solstice app, you just select the room you are in and enter the unique code.



The screenshot shows the Solstice app interface overlaid on a night view of a modern building. At the top left, the Solstice logo is followed by the text "For assistance and technical help, contact: 869-4040". Below this, the room ID "121-1967" is displayed in large white text. To its right, the URL "http://10.104.90.20" is shown. In the bottom left corner, the time "10:53am" is displayed above the room ID "121-1967". In the bottom right corner, the screen key "1234" is displayed. Red boxes highlight the "1234" codes in both the top and bottom right corners, with red arrows pointing to them from the center. On the right side of the screen, there are instructions for connecting via EDUROAM and a note about AirPlay.

For assistance and technical help, contact: 869-4040

121-1967

1234

10:53am

121-1967

1234

http://10.104.90.20

1. Connect your device to EDUROAM
2. Browse to the address above
3. Connect

Apple users can AirPlay to 121-1967 connecting via Solstice app

REMINDER

- ▶ Before you leave the room, make sure the projector screen is retracted, the projector is turned off, and you have logged out of your profile on the PC.



Q and A

