Greenacres Library

2 Fosters Road, Greenacres

Meeting Room 1 Hire Information

Resource List

Capacity	4
Tables	Round Table (100 mm dia) x 1
Chairs	4
Air conditioning & heating	Yes
Technology	Wi-Fi Zoom Room Technology
Whiteboard	Yes
Toilets	1 x F, 1 x M, 1 x Disabled
Parking	Off-street parking for cars

03/09/17

Greenacres Library

Arriving & Departing

ON ARRIVAL

1. You must not enter the Meeting Room before your booked time.

2. Upon arrival report to the customer service desk.

3. If you find that a mess has been left by the previous hirers or damage has been caused, please take photos and email it to us immediately to service@cityofpae.sa.gov.au, or speak to a staff member on site.

4. The light switches are located on the left-hand side on entering the room.

ON DEPARTURE

1. Wipe all tables and chairs.

2. Return tables and chairs to their original position.

3. Ensure that lights and technology are turned off.

4. Sweep the floors, mop any spills, and put all rubbish in the bins.

- **Read the Conditions of Hire carefully**
  It is important to read the Conditions of Hire document which outlines your responsibilities and the expectations of Council. This can be accessed via a link on your booking confirmation email, or at https://www.cityofpae.sa.gov.au/__data/assets/pdf_file/0023/410099/General-Conditions-of-Hire-Facilities.pdf

- **Paying on time**
  Bookings are not confirmed until full payment has been received. Payment must be made within 7 days of making your booking or it may be cancelled.

- **You must not exceed capacity**
  You must not have more than 4 people in Greenacres Library Meeting Room 1. This is due to government requirements for your safety.

- **Booking time**
  Your booking time must include time for you to set up and pack up, and arranging for equipment to be delivered or collected. You must not enter the Community Room before your hire time, and you must leave the building at the time your hire ends.

- **Decorations**
  Council does not allow decorations, photos or posters to be taped, glued, blue-tacked or nailed to walls or ceilings in any facility.
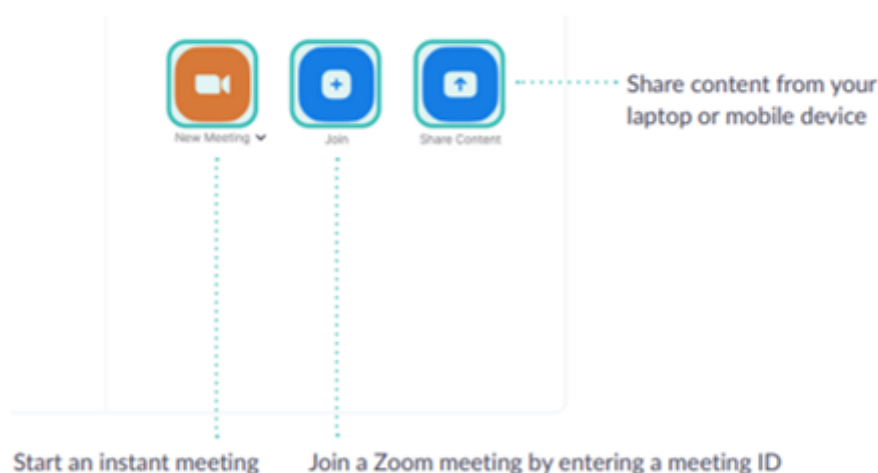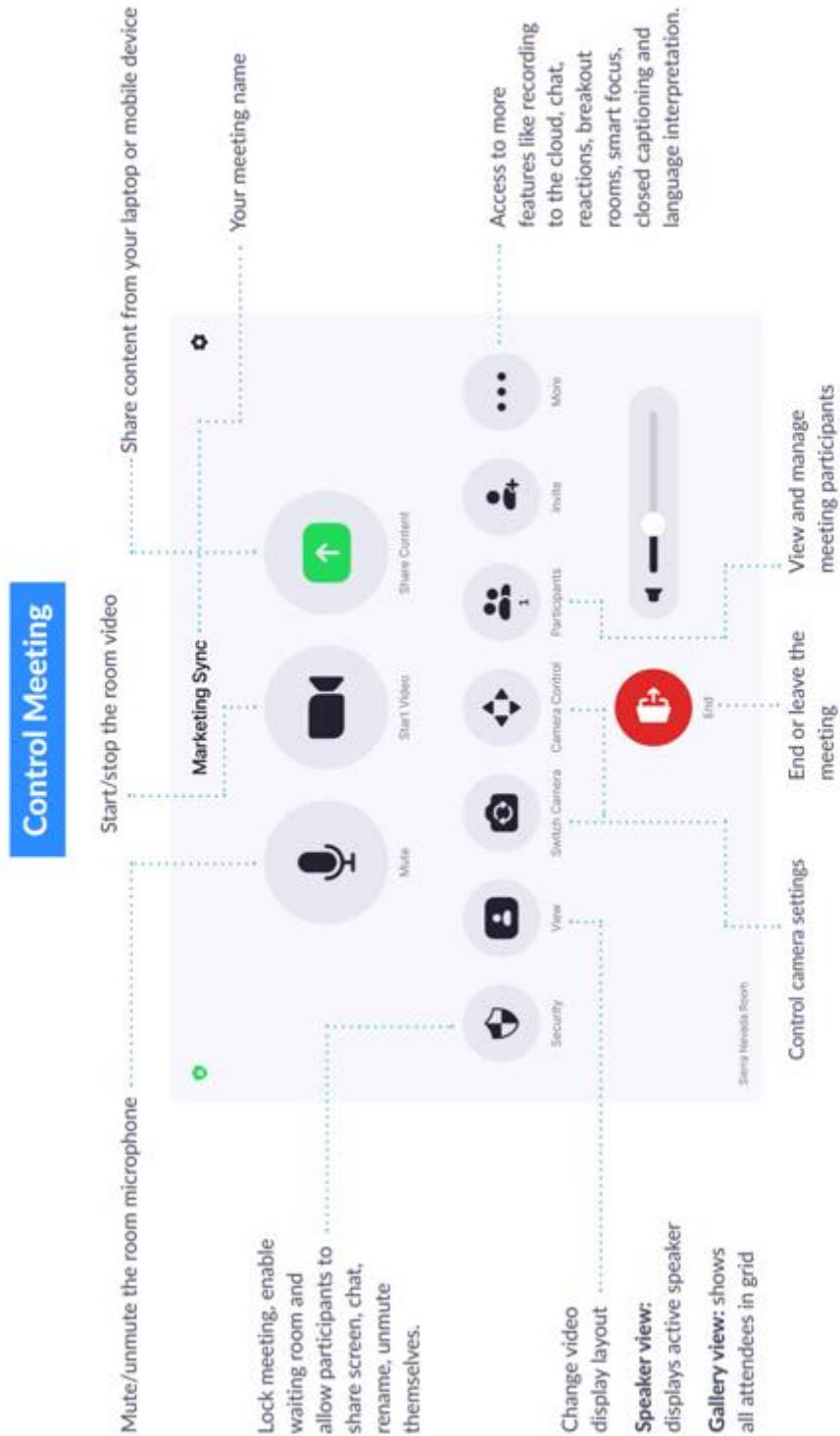
Libraries

ZOOM | ROOM

Quick-start Guide

PAE Libraries have Video Conferencing technology installed in this room. The room utilises 'Zoom Rooms' to run virtual meetings. You will see on the touch screen inside the room options to join and start meetings, share screens, and change meeting settings (such as volume and camera position). You are also able to connect and display your own device using the included cable.

Starting or joining a meeting

New Meeting ⌄   Join   Share Content   ⋯⋯⋯ → Share content from your laptop or mobile device

Start an instant meeting   Join a Zoom meeting by entering a meeting ID

- To start a meeting, tap 'New Meeting'.

- To join a meeting using a Zoom Meeting ID, tap 'Join'.
  You will then be prompted to enter the Meeting ID.
  If the meeting has a passcode you will be prompted to enter this before joining.

Controlling the meeting using the touch screen

Mute/unmute the room microphone

Share content from your laptop or mobile device

Your meeting name

Access to more features like recording to the cloud, chat, reactions, breakout rooms, smart focus, closed captioning and language interpretation.

Control Meeting

Start/stop the room video

Marketing Sync

Lock meeting, enable waiting room and allow participants to share screen, chat, rename, unmute themselves.

Change video display layout

Speaker view: displays active speaker

Gallery view: shows all attendees in grid

Control camera settings

End or leave the meeting

View and manage meeting participants

Mute

Start Video

Share Content

More

Invite

Participants

Switch Camera

Camera Control

End

View

Security

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Controlling the meeting using the Zoom Rooms remote

The Zoom Room remote can be used as a 'TV Remote' to control the meeting.

- Manually move the camera angle
- End your meeting
- Change volume of meeting
- Mute the microphone
- Manually zoom the camera

Inviting people to your meeting

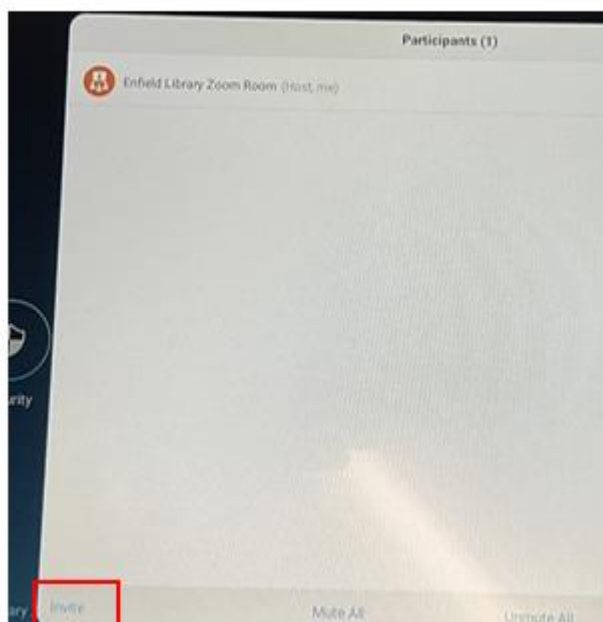Once you've started a new meeting, tap on **'Manage Participants'**
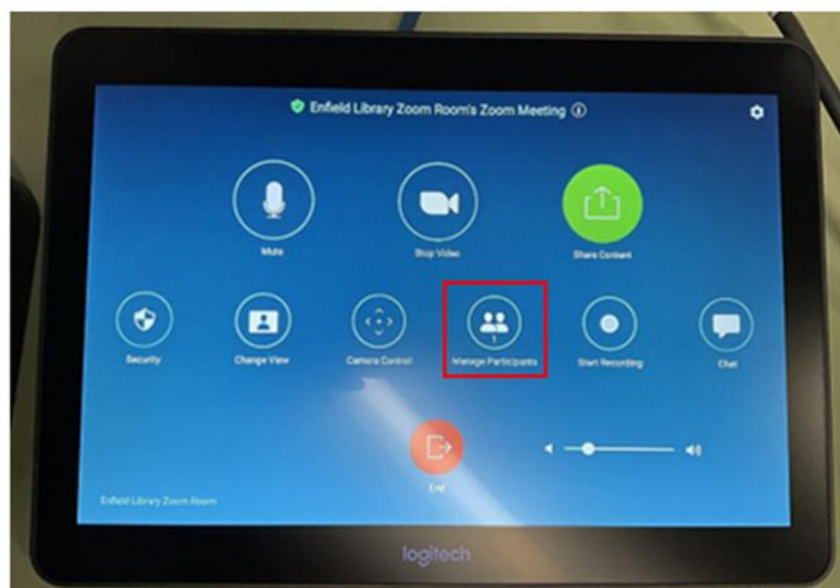
You will now be able to see all participants currently in the meeting
Tap 'Invite' to continue

You will now be able to enter an email address of the person you would like to invite.
Once you have entered their email, tap 'Send Invitation'

If you don't have their email address, you can always send them a photo of the 'Meeting ID' on this screen

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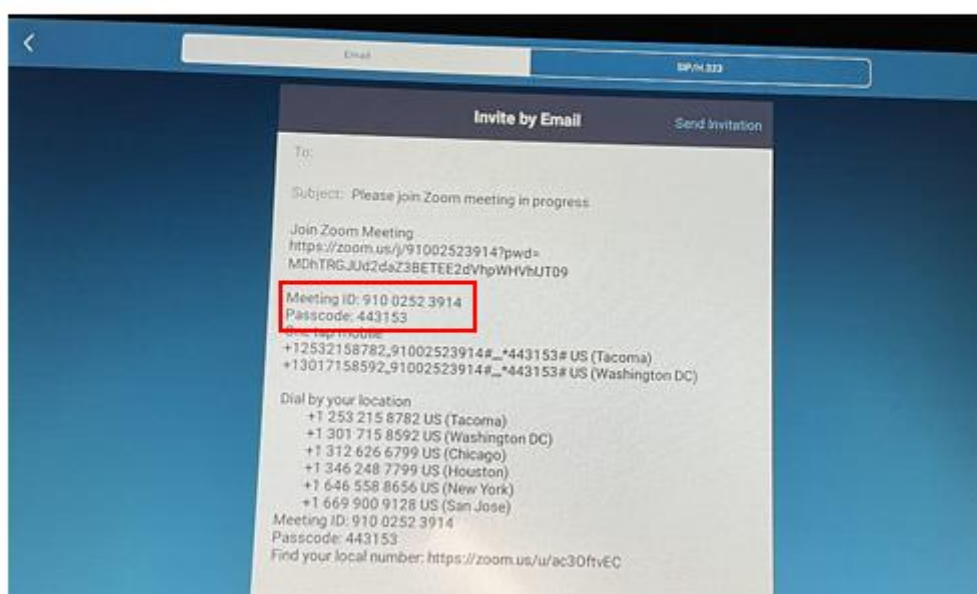
Connecting your own laptop

To connect your own laptop you will need to download DisplayLink drivers for your device. They are found here - https://www.synaptics.com/products/displaylink-graphics/downloads

Supported Operating Systems

Not every device is supported. Windows, Mac, Android and ChromeOS are available.

INDIVIDUAL INSTALLERS

| Windows | macOS | Android | Chrome OS | Ubuntu |

Depending on the operating system you selected you will be directed to a webpage to install the drivers required. Click download to start.

Latest Official Drivers —

DisplayLink USB Graphics Software for Windows

Download

Release Notes

Windows 11, Windows 10, Windows 7, Windows 8.1

Release: 10.2 M1 | Mar 16, 2022

You will need to Accept to the terms and conditions to proceed.

DisplayLink USB Graphics Software for Windows (10.2 M1)

The terms of the software license agreement included with any software you download will control your use of the software.
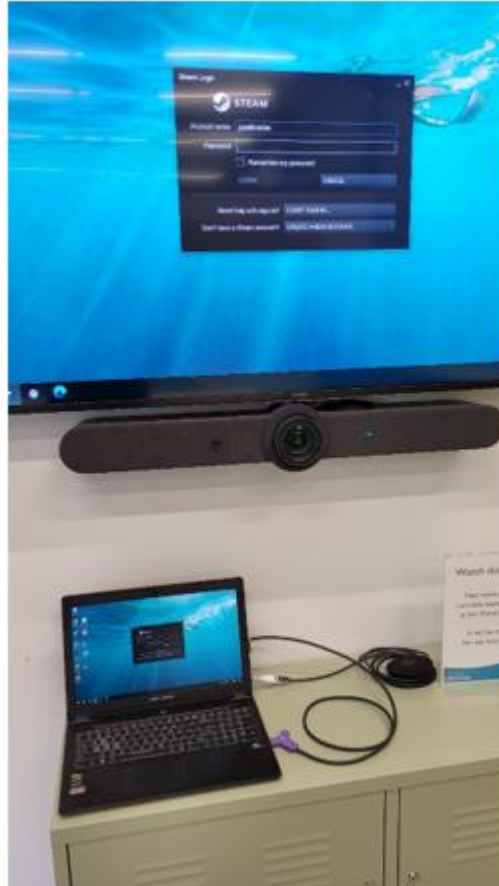
Please read and accept the following Software License Agreement:

DISPLAYLINK SOFTWARE – END USER LICENSE AGREEMENT

IMPORTANT - READ BEFORE DOWNLOADING, INSTALLING OR USING

BY DOWNLOADING, INSTALLING OR USING THIS SOFTWARE AND ANY ASSOCIATED MATERIALS (COLLECTIVELY, "THE SOFTWARE"), YOU AGREE TO BE BOUND BY THE TERMS OF THIS END USER LICENCE AGREEMENT ("EULA"). IF YOU DO NOT AGREE TO THE TERMS OF THIS EULA, YOU MAY NOT INSTALL OR USE THE SOFTWARE.

1. LICENSE:

1.1 This Software is licensed by DisplayLink Corp. ("DisplayLink") on a non-exclusive, non-transferable basis for use only in conjunction with products which incorporate DisplayLink

Accept   Decline

Once the download is complete, follow the prompts in the DisplayLink Graphics installer.
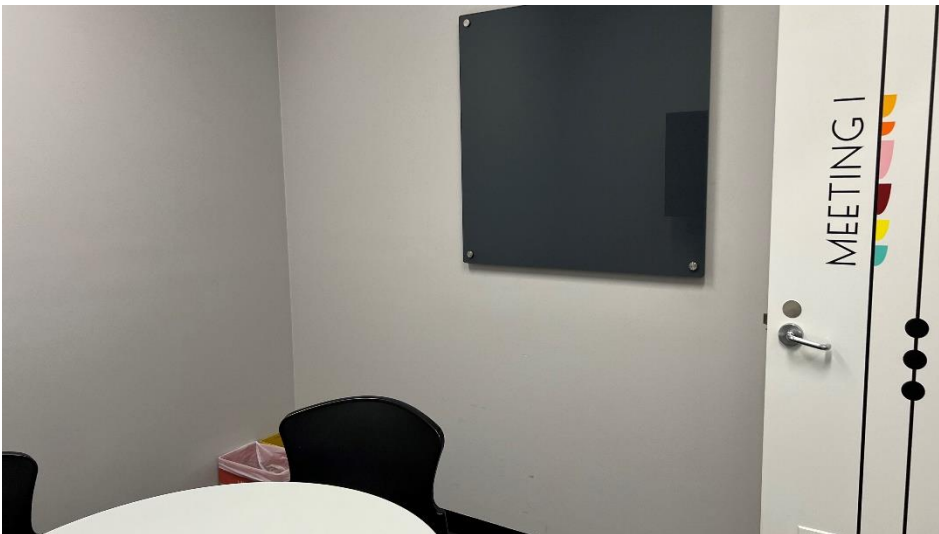Once installed, connect the Screen Share cable to your laptop to start sharing!

Greenacres Library
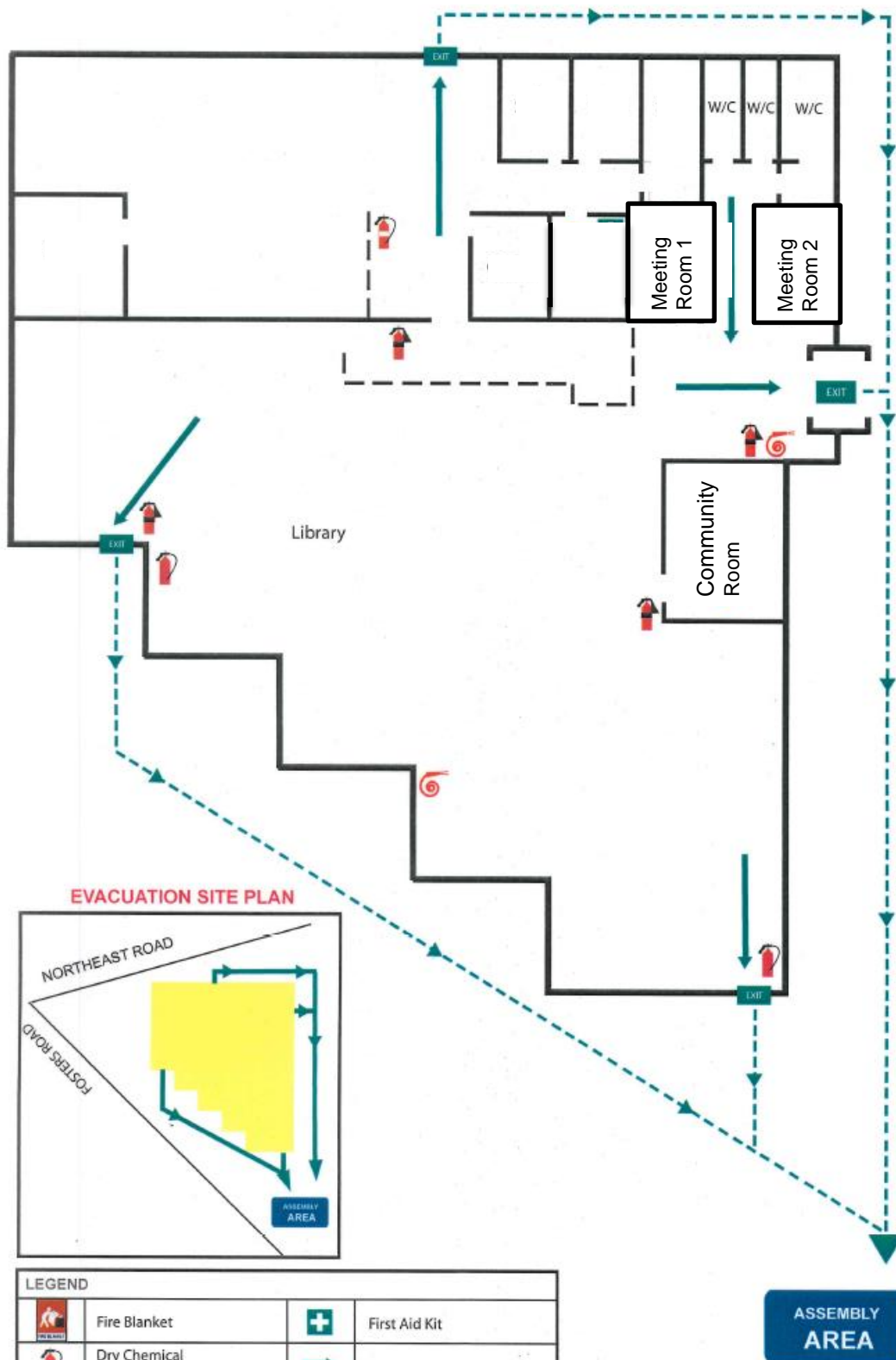
Floor Plan

City of Port Adelaide Enfield

EXIT

W/C W/C W/C

Meeting Room 1

Meeting Room 2

EXIT

EXIT

Community Room

Library

EXIT

EVACUATION SITE PLAN

NORTHEAST ROAD

FOSTERS ROAD

ASSEMBLY AREA

ASSEMBLY AREA

LEGEND			
	Fire Blanket		First Aid Kit
	Dry Chemical Fire Extinguisher		Main Exit Route
	Carbon Dioxide (CO2) Fire Extinguisher	YOU ARE HERE	You Are Here
	Water Fire Extinguisher	EXIT	Emergency Exit
	Fire Hose Reel	ASSEMBLY AREA	Assembly Area REMAIN AT ASSEMBLY AREA