

# Community Classrooms Manual

## Welcome to Pier 57's Community Classrooms!

Pier 57 consists of free community spaces with flexible layouts that are available to reserve by local nonprofits, community organizations, cultural groups and more. These bookable classrooms are equipped with technology and furniture to adapt to all events.

### Entering & Exiting the Spaces

- Please note the doors automatically lock behind you. Please use the door stopper provided if you wish to have the door open.
- The Pier 57 Cleaning Team will lock your space at your allotted end time. Please ensure you leave the space in the clean condition that you found it in. If there is an issue with your reservation please contact one of the below for assistance: Who to contact if you have issues
  - Property Management (MON - FRI, 9am - 5pm)
    - Natalie Mendell
    - 646.440.4820
    - [pier57events@jamestownlp.com](mailto:pier57events@jamestownlp.com)
  - Security
    - Main Phone: 917-514-6805
    - Alternate Phone: 917-371-7342

### Inside the Spaces

#### Technology & Equipment

- Tech is designed to be operated by the event host , please see information below about how to begin use
- The large presenter screen can be utilized to display information and images

#### Signs & Posters

- Hanging posters & signs is only allowed on designated areas within the Classrooms
- Do not hang signs on the Classroom door or glass frontage, our directories will inform your guests of where your event is located.

#### Wifi Access

- Complimentary WiFi access is available by selecting the "P57\_wifi\_public" wireless network. No password is required.

#### Cleaning & Garbage

- All trash must be disposed of into the bins found in your classroom. If needed, trash can be disposed of in trash bins along the property. Please help us keep Pier 57 clean :-)

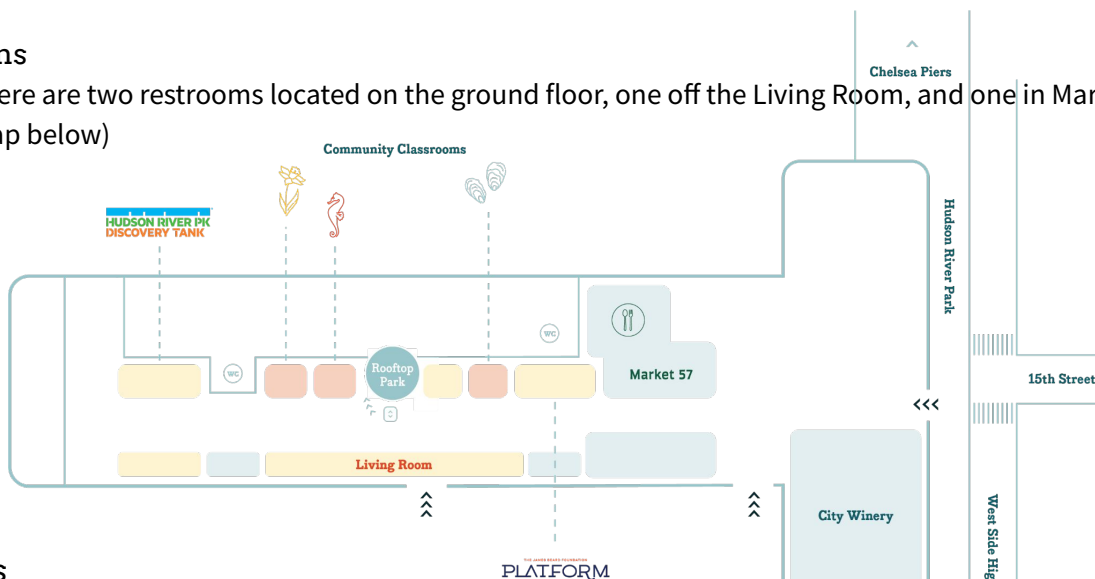
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## Space Rules:

- Classrooms must be reserved in advance. It is prohibited to use an open classroom without permission
- No alcohol allowed in the classroom. Food is allowed
- No smoking
- No fundraising efforts
- No pyrotechnics, candles, or flames
- No cooking
- No illegal, recreational, or non-prescription drugs
- No weapons or other sharp objects
- No animals of any kind other than service animals and/or service dogs
- No canvassing, soliciting, peddling

## Bathrooms

- There are two restrooms located on the ground floor, one off the Living Room, and one in Market 57 (Put map below)



## Contacts

- Property Management (Weekdays 9-5)
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## Tech Equipment

1. Lectern (Crestron Touch Screen & cable cubby attached)
2. 98" Display Screen (Touch screen & acts as desktop screen)
3. 2x Wireless Handheld Microphones
4. Bluetooth Receiver
5. Wall HDMI Input
6. Wireless Presentation and Collaboration Mersive Solstice
7. Room Speakers
8. Ceiling Microphones

## Basics

1. Turning On the Display (TV Screen)
  - If the Display Screen is off, to turn on select "Classroom Name PC" on the iPad
2. Using the Display as a Computer
  - The display screen can be used as a desktop screen by using the keypad in the lectern
  - Turn on the screen & keypad and use as if you were using a regular computer. Please make sure you log out of any personal accounts as this is a public computer screen.
3. Bluetooth Audio
  - All Community Classrooms are equipped with Bluetooth technology
  - To connect to the speakers via Bluetooth, locate the outlet, hold down the "pair" button until the light turns blue, then connect your phone to the Bluetooth device.
  - Name of Bluetooth connection will differ depending on what classroom you are in.



*Please note that if you are using the combined classroom space and the flex wall is open, then sound will overflow into both rooms - The sound will only overflow if ALL flex walls are open.*

4. Microphones
  - There are two handheld mics located in the cabinet of the lectern.
  - To use: pick up the mic, turn on, and they will automatically connect to the speakers.

*Note: If using **Bluetooth Audio AND the Microphones** - The "Room Volume" will control both devices.*

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## How to screen share from personal laptop

1. Connect **blue USB cord** & black HDMI cord to laptop. If using laptop without a USB outlet, please use the adapter. Make sure the blue USB cord from the lectern plugs into the blue adapter outlet.
2. On the lectern iPad, select “(Classroom Name) - Lectern Input”

## How to video conference **without** a personal computer (using the room PC to video conference)

1. On the lectern iPad, select “(Classroom Name) - Room PC”
2. The room PC (large screen on the wall) will turn on. Once on, use the keyboard or touch screen to navigate the PC. Choose the video conference system you will be using. Zoom, WebEX, and Chrome applications are installed on the device.
  - Please note that Microsoft Teams is not available on the Room PCs and you will have to use a personal laptop and share screen in order to use this conferencing option
3. Please remember to log out of any applications you used.

## How to video conference **with** a personal computer

1. Connect the **blue USB cable** & black HDMI or USB-C cable to computer. If using laptop without a USB-A port, please use the USB-A to USB-C adapter. Make sure the blue USB cable from the lectern plugs into the blue adapter port.
2. On the lectern iPad, select “(Classroom Name) - Lectern Input”
3. Choose the video conference system you will be using (Zoom, Google Meet, etc.)
4. To use the room speakers and mics, select the following device in your audio and video settings in your video conferencing application on your computer. (Please note - selections will differ depending on the room you are in).
  - See next page for audio/ video settings

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## **Daffodil**

Windows:

Device – USB Name

Daffodil Audience Camera – Daff Audience Camera

Daffodil Presenter Camera – Daff Presenter Camera

Daffodil Conference Audio – Daff Audio

Daffodil Room PC Conference Cameras & Audio – Daff Cameras and Audio

Mac:

Device – USB Name

Daffodil Audience Camera – OneLINK Bridge

Daffodil Presenter Camera – OneLINK Bridge

Daffodil Conference Audio – Daff Audio

## **Seahorse**

Windows:

Device – USB Name

Seahorse Audience Camera – Sea Audience Camera

Seahorse Presenter Camera – Sea Presenter Camera

Seahorse Conference Audio – Sea Audio

Seahorse Room PC Conference Cameras & Audio – Sea Cameras and Audio

Mac:

Device – USB Name

Seahorse Audience Camera – OneLINK Bridge

Seahorse Presenter Camera – OneLINK Bridge

Seahorse Conference Audio – Sea Audio

## **Oyster**

Windows

Device – USB Name

Oyster Audience Camera – Oyster Audience Camera

Oyster Presenter Camera – Oyster Presenter Camera

Oyster Conference Audio – Oyster Audio

Oyster Room PC Conference Cameras & Audio – Oyster Cameras and Audio

Mac

Device – USB Name

Oyster Audience Camera – OneLINK Bridge

Oyster Presenter Camera – OneLINK Bridge

Oyster Conference Audio – Oyster Audio