

## PAVILION AUDITORIUM—INFORMATION

### 109 STATE STREET, MONTPELIER

**Seating Capacity:** 190

**Access:** Access to the building is only through the Governor Davis Avenue entrance.

**Security:** There is no ID required to access the Pavilion Auditorium, and there is no sign-in required for that particular venue. However, any bags or backpacks will be subject to inspection by the Security personnel at the Lobby kiosk.

**ADA Compliant:** The Pavilion Auditorium is ADA compliant. The Auditorium is located in the basement of the building; there is an elevator from the first floor to the basement. BGS Security staff at the kiosk located in the first floor Lobby will be able to direct anyone to the elevator.

**State Facilities Rules:** This link will take you to the rules governing use of any state facility: [http://bgs.vermont.gov/facilities\\_rules](http://bgs.vermont.gov/facilities_rules).

**CONFERENCE CALL PHONE:** There is a conference call equipped VOIP telephone in the Auditorium.

**Phone number: 802-828-7131.** If you plan to use the phone for a conference call, make sure we are aware. We will then know to set up regular microphones that will amplify the incoming message, and to provide the two wireless microphones that will enable the audience to respond and be heard by those calling in. There is a signing-out process for the wireless microphones – see the attached “wireless microphone” document.

#### **Wireless Microphones — Process/Procedures**

There is a conference call equipped telephone in the Pavilion Auditorium (802-828-3171). If you plan to use the phone for a conference call, make sure we are aware. We will then arrange for BGS Maintenance to set up regular microphones that will amplify the incoming callers' conversation. The two wireless mics will enable the audience to respond and be heard by those calling in. The wireless microphones will retain a charge for only 8 hours. They need to be collected and charged after each use. *Please note, these wireless microphones are used only for conference calls.*

RUSF will ensure BGS Security is aware that the wireless mics will be needed and will notify BGS Maintenance to provide the regular microphones.

The two wireless microphones can be picked up at the Security kiosk in the lobby of the Pavilion Office Building. The user will be required to leave his/her driver's license. The driver's license will be returned when the wireless microphones are returned to the Security personnel at the kiosk.

State government agencies/departments will be required to provide their Customer Code for billing purposes on the chance the wireless microphones are not returned. Non-government will need to provide a billing address. The user will be billed \$230 for each missing microphone.

**WIFI:** WIFI is available in the Auditorium

#### **Guest Wifi Access**

You can use any of the following guest wifi networks at this location Connect using your wifi-enabled device.

1. **DIIGuest**
2. **SOV-auth-wifi**
3. **SOV-public-wifi**

The Agency of Digital Services (ADS) only provides support for State-owned devices. If you believe that the wifi is not working and you are a State employee, you can submit a footprints ticket to the DII Helpdesk at [DII-helpdesk@state.vt.us](mailto:DII-helpdesk@state.vt.us). If you are not a State employee, you can give the information to BGS Security or Maintenance staff.

**If you would like your State Department/Agency SSID available at this location, contact the ADS Helpdesk or submit a footprints ticket with the request at [ADS - helpdesk@state.vt.us](mailto:ADS-helpdesk@state.vt.us)**

*SSID is the name of the wireless network that your device can see.*

*Some Agencies/Depts. have hidden SSID's that cannot be seen unless you are authorized to use them.*

**Internet Connection:** There is an internet connection on the left side of the stage at the front as you face the stage. There is a live jack with a blue cable coming out of it. It is on the public side of the network, so users cannot get to any State-owned networks. User would plug in and boot up the laptop, and the magic would happen. The blue cable plugged into the jack is permanently attached so it cannot “walk away.”

**Test Equipment:** The person reserving the Auditorium is responsible to test the projector, sound system, wifi, etc., before they actually need it. Testing is to ensure the different types of laptops are communicating electronically with the projection equipment. BGS Maintenance (828-3312) can be contacted to enable that access and should be contacted if you encounter problems with the equipment. BGS Maintenance is available 7:30 AM to 4:30 PM, Monday through Friday.

BGS ran a new audio cable and tested the sound system with a laptop. This new cable eliminates the wireless system for the sound piece. The system now has a hard wire connection for both audio and video for laptops to plug into.

**Overhead Projector Guide:** SEE ATTACHED INSTRUCTIONS (pages 4 and 5)

**Projector User Manual:** 1080p resolution Projector (pages 6 and 7)

**Screen:** There is a screen in the Pavilion Auditorium; see photographs.

### **Equipment**

#### **Can Provide:**

**Microphone – 4 – somewhat mobile, with cords; see note re wireless microphones above**

**Podium**

**Tables**

**Chairs**

**Overhead projector**

#### **Do Not Provide**

**White board**

**Extension cords (always lose them when we provide them so we do not offer this any longer)**

**Multi strips (always lose them when we provide them so we do not offer this any longer)**

**Cable Television:** There is no cable television connection in the Auditorium.

### **Food/Drink: Guidelines for Serving Food in State Meeting Space**

#### **Expectations of Meeting Organizer**

At the end of the meeting/day:

Return room to original configuration

Wipe down tables tops to remove any food/drink residue.

Close trash bags to contain any food odors

If a spill occurs -- that may cause immediate staining or damage to tables, computers, carpet

Immediately clean up the spill or stain

Contact BGS Maintenance

Montpelier – 828-3312

Waterbury – 241-6547

NW Vermont – 802-922-3508 or 802-881-6949

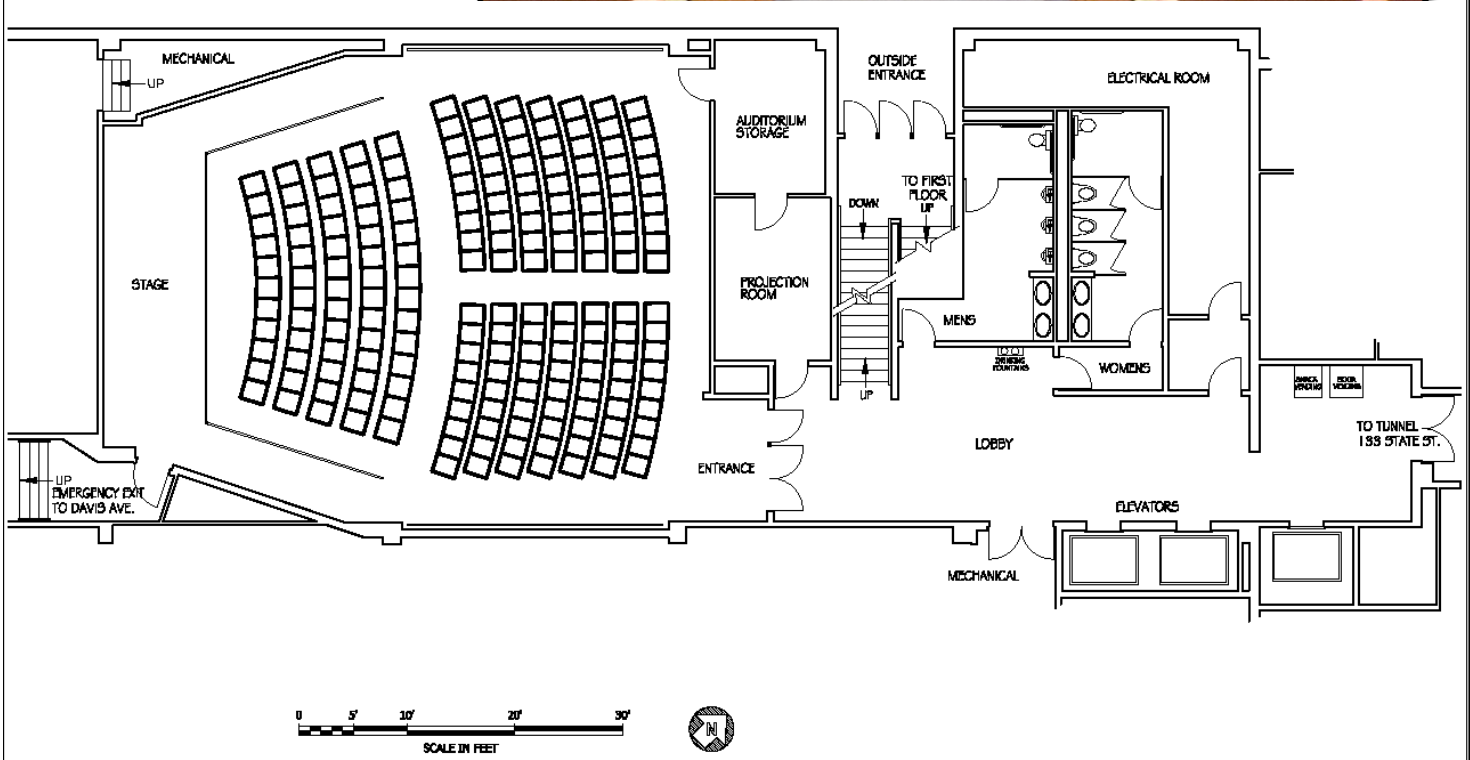
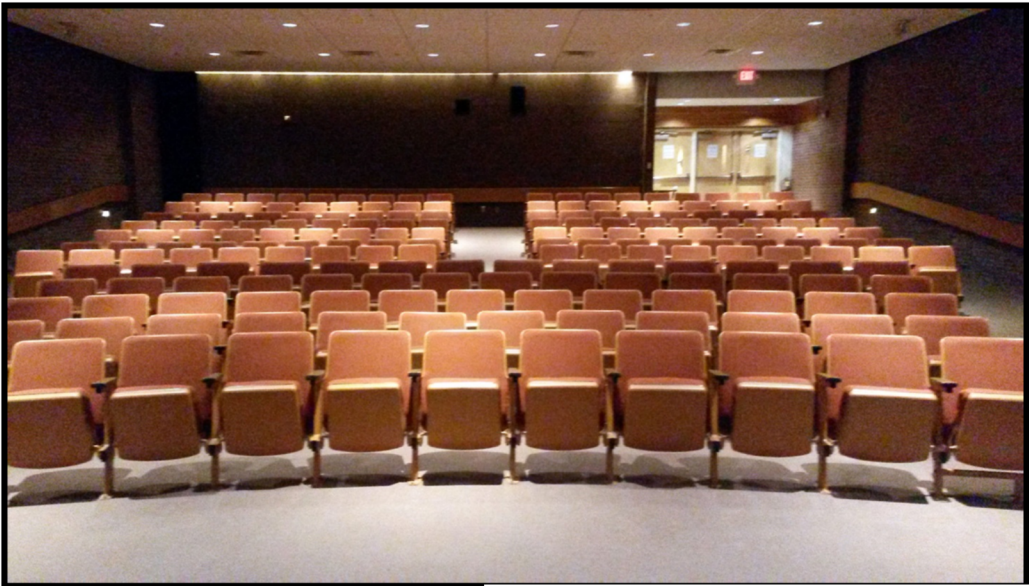
Eastern Vermont - 334-4377

SW Vermont - 483-2730

If you enter the room and find it is not clean, please contact Maintenance

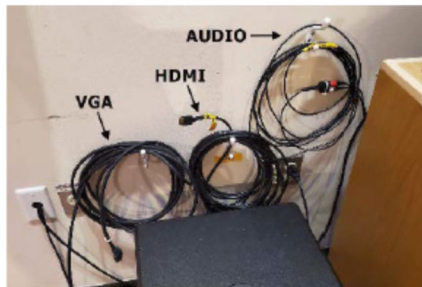
If the room is left un-kept, the requesting department/agency will be billed at \$20.00 per hour for cleanup

Meeting organizer to provide Customer Code or billing address





## Video Projector Instructions



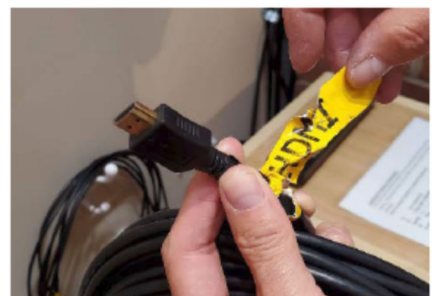
Computers and other video-capable devices can be connected via either your VGA or HDMI output port and the headphone jack as you would in any conference room. If using a tablet or mobile phone, you will need to provide an adaptor to VGA or HDMI.

**\*\*Be sure to turn your device on before connecting the cables\*\***



Choose either the VGA or HDMI cable from the hangers on the wall as shown and connect only one of them to your device.

← VGA  
HDMI →



Connect the audio cable to the headphone or speaker out on your device.

Turn projector on using the Remote control in the top drawer.



Select HDMI or Video, depending on which cable was used.

If using a Windows computer, you may need to switch video output to external sources (often Function+F4).

Room audio levels are pre-set. Adjust with the volume control on your device.

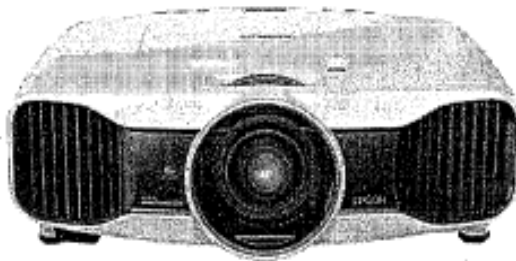
Assistance is available during regular State business hours, 7:45am – 4:30pm.  
Call the IT help desk at 802-828-6620 or BGS Maintenance at 802-828-3312.

**Notes Added in Response to Inquiry:**

There is an HDMI cable that is connected to the projector along with an VGA cable. The sound comes from the same speakers as the microphones, it is a headphone/AUX cable.

# PowerLite Home Cinema 5010 1080p 3LCD Projector

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(<https://mediaserver.goepson.com/ImConvServlet/imconv/a?use=productpictures>)

## **Ultra-Bright 2D & 3D Full HD 1080p Home Theater Projector**

The PowerLite Home Cinema 5010 brings the power of 3D right to your living room with Bright 3D Drive technology and full HD, 1080p performance. Immerse yourself in eye-popping cinematic adventures, with 2400 lumens of color brightness (color light output)<sup>1</sup>, 2400 lumens of white brightness (white light output)<sup>1</sup> and an astounding contrast ratio of up to 200,000:1. This state-of-the-art performer also features a built-in cinema filter and Fujinon® lens, for movie viewing the way filmmakers intended. Take advantage of the

<https://epson.com/For-Home/Projectors/Home-Cinema/PowerLite-Home-Cinema-5010-1...> 11/29/2016

split screen feature on large screens up to 300 inches. This high-value home theater projector also features great 2D performance as well as 2D-to-3D conversion. It's never been easier to entertain family and friends with a true-to-life cinematic experience. 3D glasses sold separately.

#### Up to 3x Brighter Colors with Epson\*

Brilliant image quality requires high color brightness. Epson 3LCD projectors have up to 3x Brighter Colors than leading competitive projectors.\* Delivering 2500 lumens of color brightness<sup>1</sup> and 2500 lumens of white brightness<sup>1</sup>, the PowerLite Home Cinema 5010 uses 3LCD, 3-chip technology for brilliant images with true-to-life color.

**Projection System:** Epson 3LCD, 3-chip optical engine

**Native Resolution:** 1080p (1920 x 1080)

**Color Brightness:** 2400 lumens<sup>1</sup>

**White Brightness:** 2400 lumens<sup>1</sup>

**Model:** V11H398020

**FIND ACCESSORIES** ▶

**SUPPORT** ▶

## Overview

### Bright and Colorful

Features 2400 lumens of color brightness (color light output)<sup>1</sup> and 2400 lumens of white brightness (white light output)<sup>1</sup>.

### 1080p Resolution

1080p Full HD widescreen resolution

### 3-Dimensional Picture

2D & 3D Full HD technology puts you right in the middle of exciting, lifelike adventures.

### Contrast Ratio

Up to 200,000:1 contrast ratio

### Lens Shift

Equipped with horizontal and vertical lens shift

### HDMI Connectivity

Includes all-digital, HDMI audio and video connection, for HD quality with just one cable