Casuarina Aquatic and Leisure Centre Community Room
Audio-Visual Devices Usage Guide

BUMP IN AND SETUP

- Collect keys at reception to unlock cabinet, with AV devices

- Turn On screen using Samsung remote. Press red START button ⏻

- Connect laptop by plugging in the USB-C cable

- Connect laptop to Wi-Fi through Settings – 'City of Darwin free Wi-Fi' is available, or use a private one for a more secure connection, eg. your own mobile hotspot
  (For CoD staff: Open VPN Connect app on the laptop, enter your CoD network password, enter Authenticator Number)

- Connect Wireless Mouse and Keyboard – remove USB receiver (2) from battery compartment (1) on the back of the mouse and plug it into a USB port on your laptop.

- Turn Mouse ON (3)

BUMP OUT

- Turn OFF the mouse
- Remove USB receiver from the laptop port and place back into battery compartment on the back of the mouse (see previous page)
- Return Wireless Mouse and Keyboard to storage container; return container to the cabinet, bottom shelf left-hand side
- Unplug USB-C cable from laptop
- Turn OFF screen pressing POWER OFF button on Samsung remote

NOTES

Please turn OFF lights and aircon before leaving the Community Room

Report any malfunctioning equipment or any other issues in the room to City of Darwin at darwin@darwin.nt.gov.au