

# Town of Raymond Policy

## RAYMOND IPTV CONTENT DISPLAY POLICY

Adopted January 10, 2023

This policy addresses the display of computer-based multimedia content by authorized IPTV meeting presenters at live broadcast events. Displaying of this content will be allowed using Supported Content Types on the IPTV dedicated laptop or a presenter laptop that conforms to the approved hardware specifications.

Presenters must be authorized by one of the following:

- Official Raymond Board Chair
- Raymond Town Manager
- Raymond Town Department Manager

### Responsibilities

- General public presenting content
  - Correctly formatted and supported content type
  - Manipulation of content before or during the meeting
  - List of website URL's that might be used in the presentation
  - Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation.
  - Arriving at least 30 minutes before the meeting to test the presentation
  - Display of content during the presentation
- Municipal employee with Windows domain account presenting content
  - Signon to raymondmaine.int with their Windows domain account
  - Correctly formatted and supported content type
  - Manipulation of content before or during the meeting
  - List of website URL's that might be used in the presentation
  - Notifying the Communications Director of the presentation and the content type to be displayed. This notification should be at least 4 business days before the presentation
  - Arriving at least 30 minutes before the meeting to test the presentation

- Display of content during the presentation
- IPTV Videographer
  - Signing on the iptv.guest account for general public presenters
  - Setting the IPTV displays so the content may be tested before the meeting
  - Supply the password for the IPTV public WiFi when the presenter uses their own laptop
- Communications Director
  - Notifying the IPTV Videographer and Tech support of any presentations and content to be displayed at least 2 business days before the presentation
  - Test access to the websites that the presenter may try to access
- IPTV Tech Support
  - Answer questions about supported Content Types and Content Access

## Supported Content Types

The IPTV laptop is Windows 10 based with the listed software installed for display of content. All software and the Windows OS are kept current with service. Content types are supported if they can be displayed by the following software:

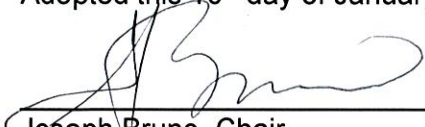
- Microsoft Office 365 Pro including Word, Excel, PowerPoint
- LibreOffice including Draw, Writer, Calc and Impress
- Internet Browsers including Chrome, Firefox, Edge, Internet Explorer
- Multimedia Audio/Video support with VLC media player (check [www.videolan.org](http://www.videolan.org) for supported file types)
- Google Earth Pro Desktop
- Adobe Acrobat Reader

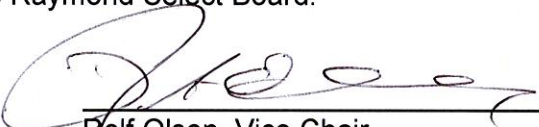
## Supported Content Access Methods

- IPTV Laptop
  - The IPTV laptop is connected to the Internet and the Intranet. It has USB, USB-C ports allowing for USB attachable media storage devices and an SD card reader. Devices that are natively supported by Windows 10 are supported. No devices that require non-native Windows 10 drivers will be supported.
  - The laptop is equipped with Webroot Endpoint and DNS Protection. This may block some websites so a list of websites to be used in a presentation should be forwarded to the Communications Director with the presentation notification.

- Presenter Supplied Laptop
  - The laptop can access the public WiFi at the IPTV station to display content. The Videographer will supply the password.
  - The laptop must have an external video display port with one of the following interface types and resolutions:
    - USB-C -1080p
    - VGA - 720p
    - HDMI – 1080p
    - mini HDMI – 1080p
    - Display Port – 1080p
    - mini Display Port – 1080p
  - Audio is only supported through the HDMI interface

Adopted this 10<sup>th</sup> day of January 2023, by the Raymond Select Board:

  
\_\_\_\_\_  
Joseph Bruno, Chair

  
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Rolf Olsen, Vice Chair

  
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Teresa Sadak

  
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Samuel Gifford

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Lawrence Taylor