

Use of University Room for Special Events

Below are guidelines for use of the room.

If you will need access to either the AV closet or the storage closet please let Conferences know PRIOR to your event. The kitchen in the back of the room is always open and has a running sink.

Lights:

- There is row of lighting switches near the stage. They are all labeled.

Storage Closet items:

- Extra chairs and tables
- 4 easels with flip chart paper is available. Please bring needed markers.

Shades:

- There are automatic shades for the windows. There are 2 different sets – one set darks out the room, and the other blocks the sun. The controls are between the AV closet and the storage closet on the front wall. Simply use the up and down arrows.

Kitchen and Staging Area:

- The door to the kitchen is in the back of the room. There is running water and a warmer in the kitchen. Through the kitchen is the freight elevator and a large hallway that can be used for staging and storage. There is also a campus phone in the kitchen.

I. AV System

The system is controlled by either control panel in the front (side of stage by doors) or back of the room. Touch the panel for the menu to light up. There are instructions by the control panel for turning the system on and off.

A. Use of Microphones

- The podium microphone will be on at all times; there is no on/off or volume on the microphone. Simply talk into the microphone to make it work.
- In the AV Closet:
- A lapel microphone is available. Slide the door open and press the red button to turn on. The white button is mute.
- The handheld, wireless microphone has an on/off button.
- There are 3 microphones for use if there is a panel. They also have on/off switches.
- Microphone volume can be adjusted, but it not recommended. The volumes are all set, and adjusting the MIC VOL will change all the microphones. To adjust volume on the microphones use the **MIC VOL** arrows on the control panel. This will adjust ALL the microphone volumes so please use carefully. All the microphones are calibrated to a reasonable volume and there are speakers throughout the room so test carefully.

B. Use of LCD Projector and Screen

- To turn on system hit Power On located on the control panel. The screen will go down and the projector will turn on.
- Touch the touch screen of the control panel to see words. Press the Menu button for choices.
- There are 4 inputs – Laptop (laptop plugged into the podium), DVD, and VCR (both of these are in the closet). Choose your input.
- Always shut sit system down hit Power Off once. It will ask if you want to shut down. Touch Yes.

C. Computer Presentations

- Turn on laptop. Click Workstation Only (this will give you access to the internet and all programs). Username eventsroom, Password eventsroom.
- Choose laptop from menu.
- Function F7 will switch the laptop screen over to the screen on the wall.
- There is a wireless mouse and keyboard available for use with the library laptop. Ask a staff member for tips on using these – they can work as a laser pointer from almost anywhere in the room.
- There is a yellow plug for internet use. Simply plug into laptop and into the live data jack marked with a red dot.
- The sound on the laptop should be working and is already calibrated. To change the volume use the **VOLUME** on the touch screen.
- Turn on your application as you normally would.
- You will need an output to use a Mac laptop. Otherwise, save your application on a CD using a PC and it will work on the library laptop.

D. DVD/VCR

- Put your DVD or VCR in the appropriate machine in the closet.
- Hit stop so your tape will not begin to play.
- Turn they system on and choose the appropriate input from the menu.
- You can run the movie/music from the screen choices or a remote.
- Volume is controlled using the **VOLUME** on the touch screen.

F. Other Features

- There is a press box in the back of the room (next to the back control panel) for audio input for recording of events.
- Audio Impaired system available – ask staff member for assistance.

Always shut the system down at the end of a presentation – instructions by the panels.

*Note the Mute button on the screen is for all volumes BUT the microphones.

PROBLEMS? QUESTIONS? CALL MEDIA SERVICES (phone in kitchen):

8:00am-4:00pm 780-4280

All other times: 780-5883