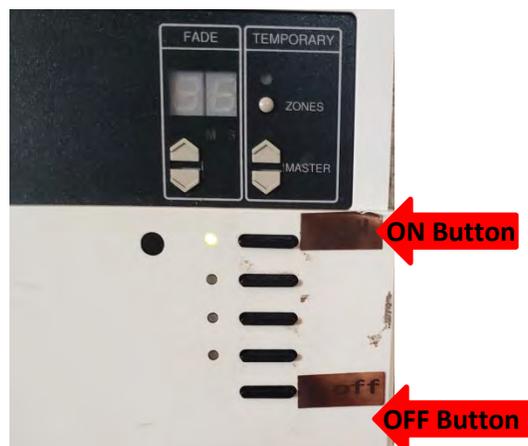


Welcome to the Humanities Conference Room.

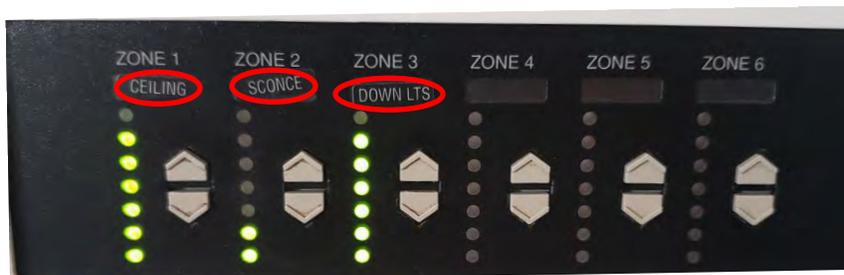
**1. CONTROLLING THE ROOM LIGHTS**



When you first enter the room from the hallway, the light controls are immediately on your right. From this panel, turn on and off the different types of room lights and control some of them with a dimmer.



On the bottom right, the top button turns the lights on and the bottom button turns them off.



Additional control switches are the three at the top left of the panel:

**Zone 1** – Ceiling Lights are fluorescent fixtures that do not dim. Click up all the way (and maybe beyond) to turn them on; clicking down a bit will turn them off.

**Zone 2** – Sconce Lights (wall lamps) are on a dimmer. Keep them on a medium to low setting to prevent glare.

**Zone 3** – Down Lights (the spotlights in the center of the Ceiling Lights) are also on a dimmer. These lights provide the only direct light on a speaker at the podium.

**2. DEFAULT ROOM ARRANGEMENT**

The room is usually set up in the default arrangement of 80 chairs, divided into 8 rows with a center aisle; each row has 5 chairs on either side of the aisle. Use the sides of the stage as the guideline and align the chairs within that area; on the right side by the piano, use the edge of the steps.

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**3. MAIN AUDIO PANEL**



Locate the Main Audio Panel on the right side of the stage. **You will only need to use the controls in the lower cabinet, as pictured.** Press the System Power and the PA System buttons to turn them on. These are the two square buttons located on the top left of the panel. **Please note that the light for the PA button (the lower one) is burned out.**



There are two volume controls:  
Speech Level – controls the podium mic and the wireless handheld mic  
Program Level – controls audio playing through your device (i.e. mp3, video file, etc.)  
The blue tab indicates optimal volume.

Below the power and volume controls is a section with knobs for controlling the microphones. See Section 6 for further information on when and how to adjust these knobs.

**4. PODIUM**



At the podium desktop's center is the microphone for the speaker/lecturer and a small lamp.

To the right is the monitor for the Windows podium computer, and to the left is the podium display panel with the projector controls. The drawer to the keyboard and the mouse is below the desktop. There is a storage drawer located on the right side of the podium.

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**a. Windows Computer, Blu-ray Player**



The Windows computer is in the right side of the cabinet below the mouse drawer. Press the the power button is on the top right side, circled in red on the picture to the right. There is a DVD player, USB ports, and an SD card slot in the front of the box.



In the cabinet to the left is a Blu-ray player. It can be controlled manually from the device or with a remote in the storage drawer on the right side of the podium.



**b. Projector Controls**



To turn on the projector, locate the controls on the podium. Press the On button at the top left of the desktop panel. It may take several minutes to fully warm up.

Select the proper input:

- Laptop VGA (video signal only)
- Laptop HDMI (video & audio signals)
- PC (Podium Computer)
- Blu-ray
- Auto Image



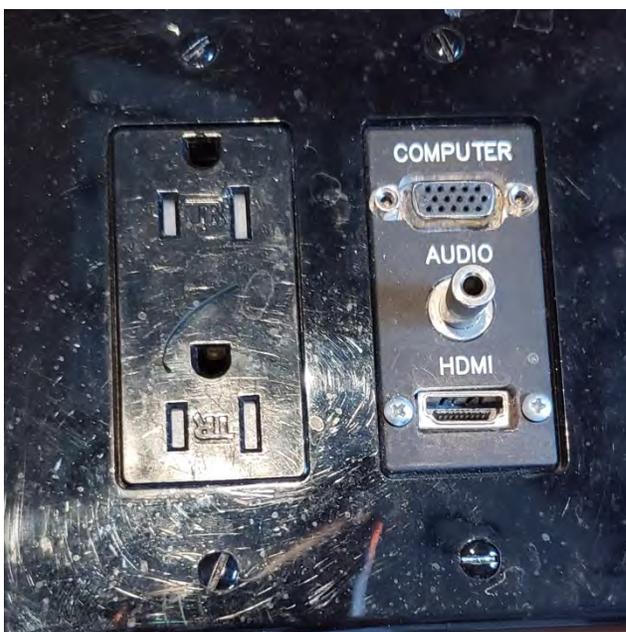
Welcome to the Humanities Conference Room.

In addition to the Program volume control on the main audio panel, you also need to turn up the volume at the podium. Turn the volume all the way up to the top of the green zone and into the red zone.



To blackout the screen, press the 'Video Mute' button. To mute the audio, press the 'Mute' button. In between these buttons is the 'Full' button which shifts the projected image on the screen up and down. This is sometimes an issue if using your own laptop.

**NOTE: Often the lights on the desktop panel do not correspond to your selection. If your display is on and working but the lights on the buttons do not correspond, do not worry about it.**



If you are using your own computer:

The connection options are on the far left of the projector input buttons. The button labeled Computer is the VGA input (corresponding to the Laptop VGA button). In the center is an audio jack, and at the bottom is an HDMI port.

VGA carries only the video signal, whereas HDMI carries video and audio. If you have audio and are using VGA, you will also need to plug in the audio jack. There is one of those in the drawer if you do not have your own.

The projector must be turned on to play audio through the system whether you project an image or not

**c. The Screen**

To lower the screen, press the buttons on the wall behind the podium (Up and Down). Typically, it is best to simply project onto the wall. This often looks cleaner than using the screen, especially for PowerPoints that are mostly text. However, you may prefer to use the screen with high-definition media such as a Blu-ray video.



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**d. Storage Drawer**



The storage drawer is on the right side of the podium. Inside are connection cables (VGA, HDMI, audio, etc). The remote control for the Blu-ray player is here as are spare batteries for the wireless microphone

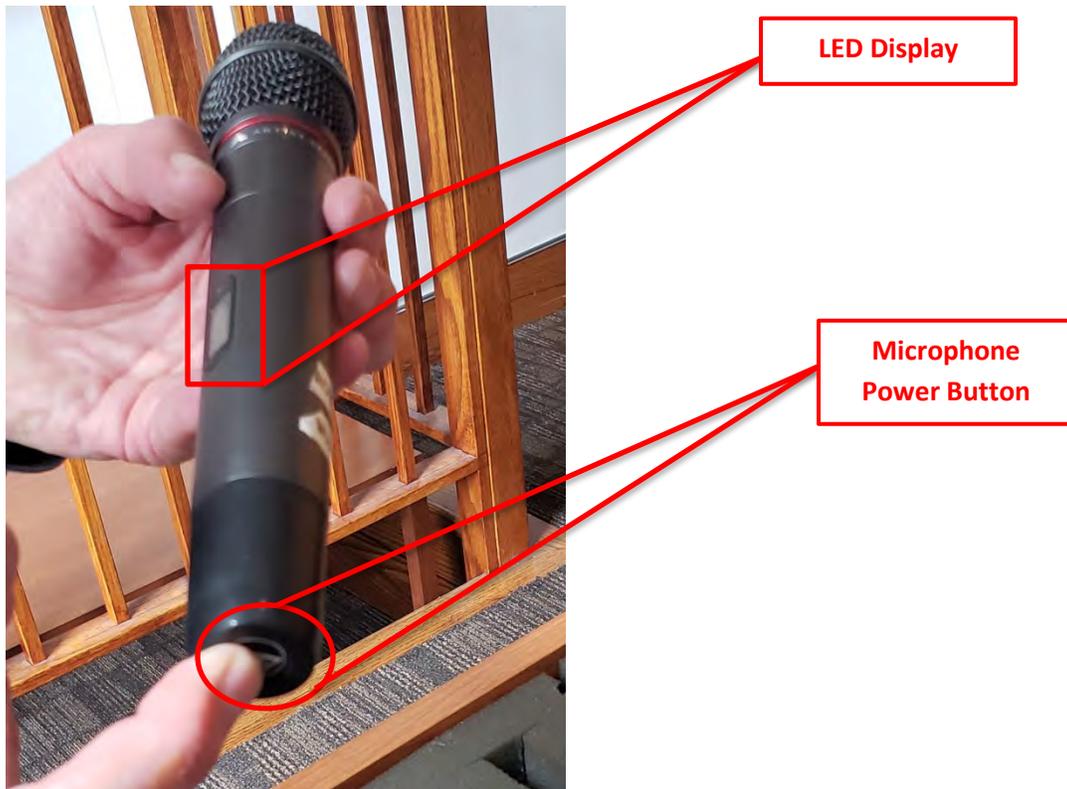
There is also a wireless microphone and stand. To turn on the wireless mic, find the button on the flat part of the bottom of the mic. Press and hold; the power comes on and the LED control shows you are ready. To turn off, press and hold again; the LED light goes off.



There are spare batteries that fit the wireless mic.

**Spare Batteries  
for Handheld Mic**

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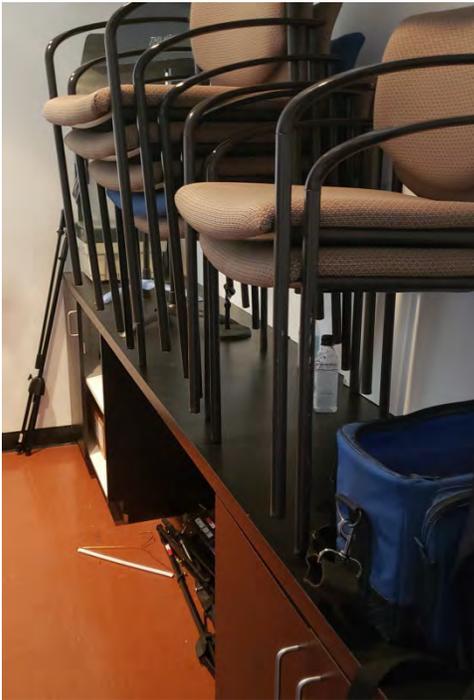


When replacing the microphone batteries, unscrew the collar at the bottom of the top third (pictured below).



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**5. Storage Room**



In the storage room between the conference room and the kitchen are additional chairs stacked for storage. This is where additional microphones are also stored. These cable mics are located in a case immediately on the right when you enter the room.

Within the case, you will find the mics and corresponding cables which plug into the floor boxes on the stage.



**Cable Mic Case**



There are also microphone stands for the table and floor.



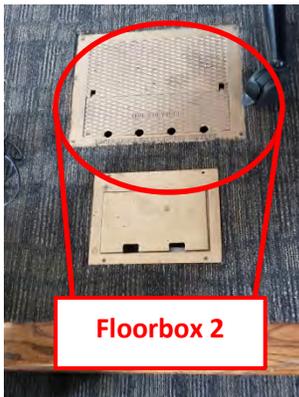
**Table Stands for Mics**



**Floor/Boom Stands for Mics**

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6. Floor Boxes



To use the cable mic, insert the proper end of the XLR cable into the microphone. Then, insert the other end of the XLR cable into the XLR jack in the floor on the stage. (pictured to the right).



Please note the number of the jack in the floor box because that corresponds to the control on the main audio panel on the side of the room.

In the example below, microphone 2 was chosen.



Knowing the number of the jack you have, go to the audio panel and find the corresponding number for the microphone(s). The Floorbox 1 controls are for the podium; Floorbox 2 is for cable mics 2-6.



Floor box 2  
Volume Controls

Floor box 2  
Volume Controls

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Adjust the corresponding numbered knob for each individually wired mic. The knob for Floorbox 1 controls the podium mic. The wireless mic is controlled by the last knob labeled Wireless Rcvr.

On the far right side of this panel are Auxiliary 1, 2 and Main controls:



You should not need to bother with Auxiliary 1 and 2 buttons. 'Main' on the far right controls all of the channels. Use this knob if you want to adjust everything at the same time in the same direction.

**When you are finished with the room, please leave it as you found it and return any mics, cables, stands, or other equipment. If you have questions, please ask the CMRS Staff. Our office is located in Room 302, just down the hall from 314.**