AV Support

Presentation Guide for the Mark and Lisa Schwartz Auditorium

1. **LIGHTING PRESETS:**
   a. Guest with AV: Dimmed audience lighting and no direct lighting above the screen
   b. Guest no AV: Bright front-of-auditorium lighting, including directly above the screen
   c. Notes: Brighter audience lighting without direct lights above the screen
   d. Videoconference: Muted lighting for audience and no direct lighting above the screen.
   e. On/Off: Wall-mounted switch on street-side of AV ladder, rear of auditorium near exits

2. **SCREEN (AV presentation screen):**
   a. Will automatically descend upon choosing a presentation option or videoconference call.
   b. Can ascend/descend via touch panels under "screen/shades" page
   c. Can be switched to blank screen via touch panel "main page"

3. **PRESENTATION SOURCE:**
   a. Laptops (switch between 3 laptop options controlled via touch screen panels only). A VGA cable (and if necessary, mac adapter or VGA to micro HDMI adapter) are required to connect to system
   b. Personal laptop can be connected via
       i. Podium – preferred option
       ii. Floor – inaccessible without screwdriver
       iii. Rear of auditorium –inaccessible behind a bolted chair, requires Allen wrench to remove chair
   c. Windows PC (Channel 1)
   d. Mac PC (Channel 2)
   e. Media Site (Channel 3)

4. **CHANNELS:**
   The monitor in the AV ladder is connected to 3 CPU sources. To switch between these sources, please use the "Computer" KVM switch.
   a. Windows PC (Channel 1)
   b. Mac PC (Channel 2)
   c. Media Site (Channel 3)

5. **AUDIO:**
   a. Please ensure that the sound cord is connected to personal laptop and "audio in" port
   b. For integrated computers, sound should be connected.

c. To ensure volume is at full capacity, please make sure personal computer is not muted and computer volume on touch screen panel is on.

6. **MICROPHONES:**
   a. The volume for the podium microphone can be controlled through touch panels and via sound mixer on Dell laptop. There is also a mute option for podium microphone on the touch panel.
   b. Lavaliere (lapel) and handheld microphones are stored in black Shure pouches. Volume for each individually numbered microphone can be controlled control through Dell laptop.
      i. Please ensure that the battery life of microphone is sufficient before use.
      ii. If you find a microphone that has no battery power remaining, please make reception aware.
      iii. Please turn microphones off after use to conserve battery life.
   c. Tabletop microphones for panel presentations can be connected through floor plate. Please arrange in advance of event.

7. **WINDOW SHADES:**
   a. Controlled manually through labeled switch and on both touch panels

8. **SHEER DRAPES:**
   a. Controlled through labeled switch and on both touch panels; There are 3 presets + open/close

9. **MISCELLANEOUS:**
   a. Confidence Monitor can be connected to Monitor In on podium if presenter would like to have content on podium without personal laptop accessibility
   b. Slide Progressor/laser pointer can be connected via USB drive to computer source (laptop or integrated mac/pc) for advancing slides. These can be borrowed from reception desk.
      i. Please ensure that the pointer has established a connection via "connect" button on rear and that the progressor is turned on.
      ii. Please turn off and return to reception upon completion of event.
   c. Wireless keyboard can be used to advance presentation in lieu of slide progressor. Please ensure battery is full. (currently unavailable)
   d. Please ensure all peripheral equipment and cords and replaced in file cabinet or returned to reception at completion of event.
   e. Presentations can be recorded and video-conferenced to other locations, please see advanced user manual for instructions

Upon completion of your event, please shut down the system entirely.
Note: You will be prompted to confirm shut down or system will system will remain on.