

CD 150 User Guide

If you have a problem or questions, contact Craig Douglas
 Craig Douglas: craigld@uw.edu, 543-2834, CD 397

Prior to your event

[Reserve the auditorium](http://depts.washington.edu/chdd/MRBS/web/week.php?&area=1&room=1) by visiting

<http://depts.washington.edu/chdd/MRBS/web/week.php?&area=1&room=1>

Sign out and pick up the keys from CD 399

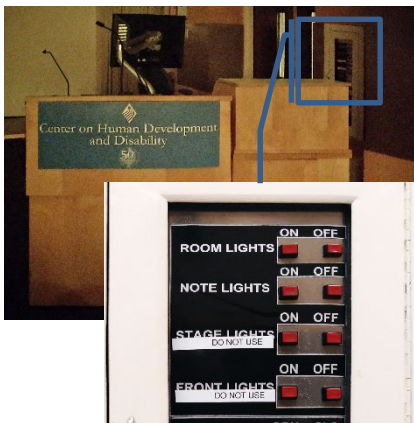
- Keys can be picked up the business day before your event and returned the business day following your event if needed

Go to CD 150

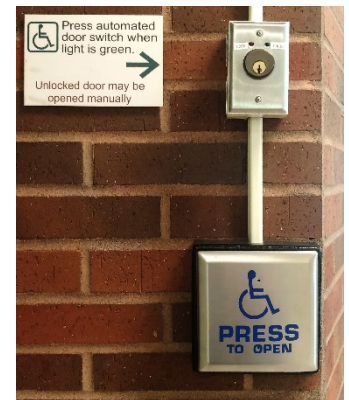
- CD 150 is located in the Haring Center school building to the East of the CHDD Clinic building (where CD 399, CD 397 and most rooms with a CD prefix are located)

Entering CD 150

- Unlock the doors
 - For the accessibility door, unlock the switch (green light is unlocked; red is locked).
- There is a light switch for the back row of lights just inside the door that will give you some help in making your way to the podium where the auditorium's light controls are located.



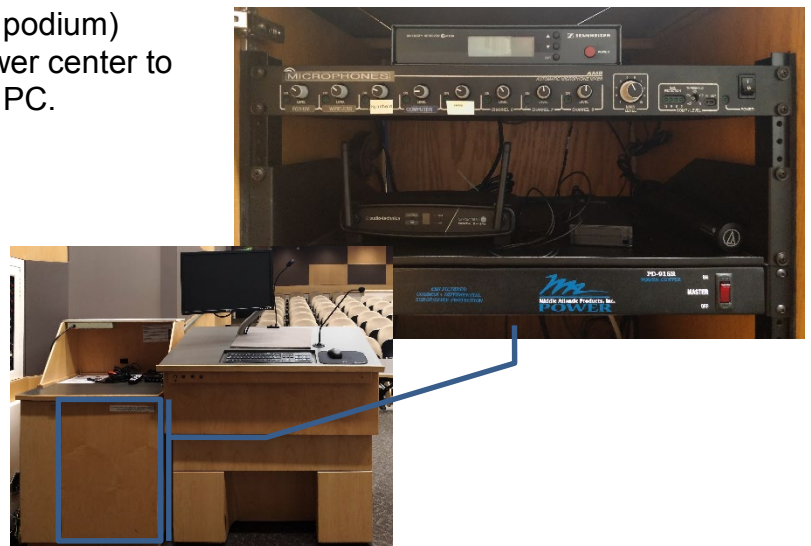
- The podium and main light controls are on the South side (side opposite the accessibility door) of the auditorium.
- Turn on desired lighting using the **ON/OFF** buttons for **ROOM LIGHTS** and **NOTE LIGHTS** only (top two rows of buttons)



Powering up equipment

1. Open equipment cabinet door (unit left of podium)
2. Turn on the **MASTER** red switch on the power center to power the podium, audio equipment, and PC.

Never turn on or off individual pieces of equipment.



3. Turn on LCD Projector using the remote control
 - Push the **ON** button, then wait: it will take a minute for the lamp to warm up and display on the front wall.
 - The remote control is connected via cable there is no need to point the remote.

DO NOT remove the cable.



Using equipment

Audio

- The audio mixer is located above the power center.
- There are eight input control knobs. From left to right: **PODIUM**, **WIRELESS**, **Handheld**, **COMPUTER**, **Laptop** and 3 unused **CHANNELS**.
- The **MAIN LEVEL** knob controls the volume of the speakers and should only be adjusted slightly. The labeled knobs control the sensitivity of the indicated inputs. In the case of microphone inputs, if the combined microphone knob and **MAIN LEVEL** knob are too high, feedback will result. Only inputs that are being used should be turned up, all other knobs should be turned all the way down.



Wireless Microphone

- Before using the wireless microphone turn down the podium microphone
- Put in the 9volt battery before you start and remove it when you're finished. This extends the life of the battery in case the pack is not turned off.
 - Open the sliding panel, turn on the microphone and close the panel.



*Remember to **MUTE** or turn off the wireless during private conversations.*

Handheld Microphone

- There is a handheld microphone that is useful for audience questions. Press and hold the bottom of this microphone's handle to power it on or off.

PC

- Use the USB hub to move files to the desktop.
- Multiple presenters should copy their presentations to the podium PC before the meeting begins.
- To display files to the audience
 - Powerpoint: the **Slide Show** view will display Thumbnails, Notes and Current Slide on the PC monitor, but Current Slide only on the projector
 - Other programs: drag the desired window off the right side of the PC monitor and it will appear from the left on the projector

Laptop

- There is a laptop HDMI cable and a power strip located on the equipment cabinet to the left of the podium.

- When the HDMI cable is plugged into a laptop computer it's screen is automatically projected on the wall. When the cable is unplugged the projector automatically returns to the podium PC display.
- The HDMI cable carries audio to the room speakers over the **LAPTOP CHANNEL**. If the **MAIN LEVEL** and **LAPTOP CHANNEL** are both turned up on the audio mixer, but laptop sound is not playing over room speakers make sure that your laptop output device is set to HDMI or DisplayPort

Shutting down equipment

1. Turn off LCD Projector
 - Press the remote **STANDBY** button TWICE with a 1 second delay between the two presses

*You must verify LCD projector has been turned **OFF** before you leave the room!*

2. Shut down the PC
 - Remove any personal USB drives
3. Only AFTER the PC has completely shut down turn off the power center **MASTER** switch

*Turn off **ONLY** the **MASTER** power switch.*

All sound system equipment will be turned off automatically. This will prepare the room for the next group of CD150 users

Exiting CD 150

- Double check for speakers notes, handouts, USB drives, personal items, etc.
- Return tables & chairs against the wall.
- Clean up all trash & recycling to proper bins
- Turn off room lights
- Close and lock doors
 - At the accessible door both the handle and the button need to be locked to secure the door
- Return and sign in keys to CD 399

Troubleshooting

- Problems occur when the system has been shut down improperly or individual pieces of equipment have been changed
 - The power center turns on: the PC, monitor and audio equipment unless it has been turned off individually. When the power center is on check to make sure all individual pieces of equipment are powered on.
- Follow directions to turn the LCD projector off and on again.
- If you need assistance contact: Craig Douglas at craigld@uw.edu, 543-2834, or CD 397