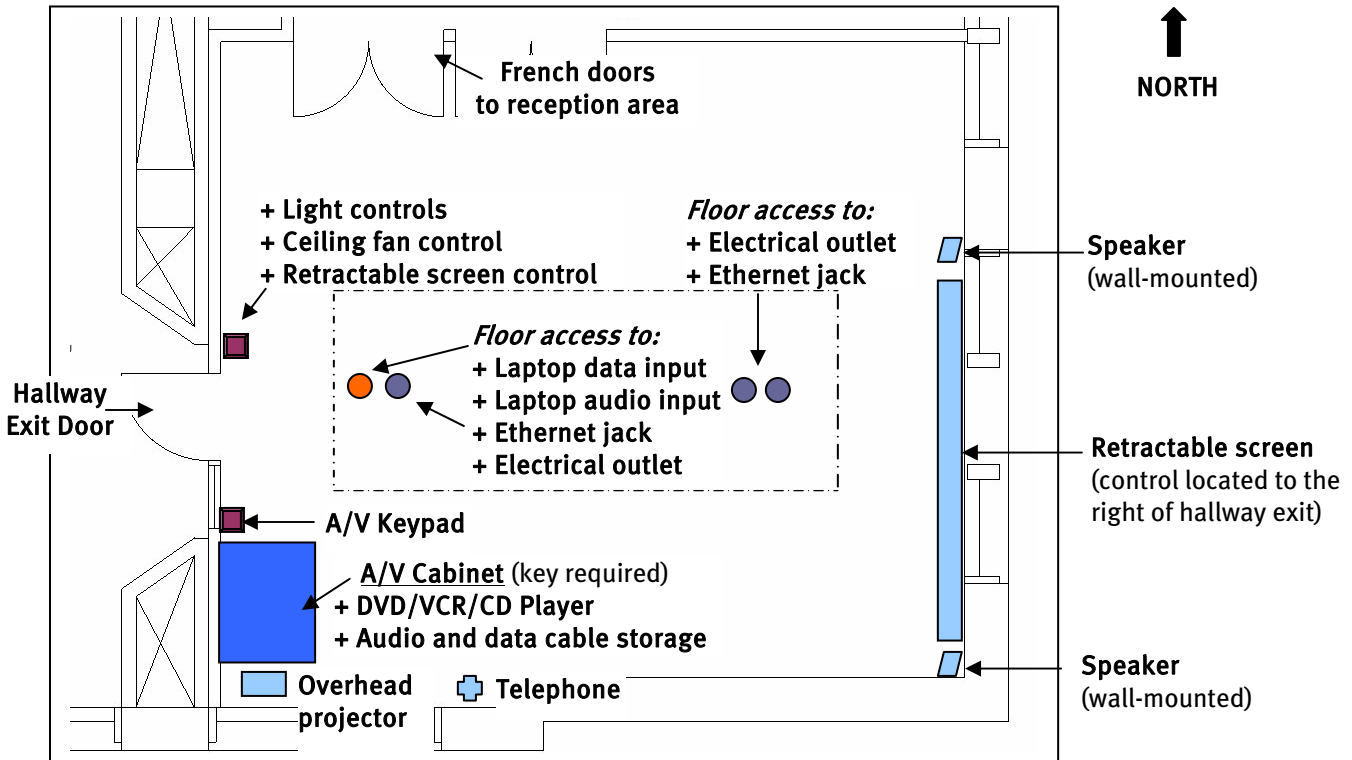


## Simpson Center for the Humanities Seminar Room 202 A/V Guide

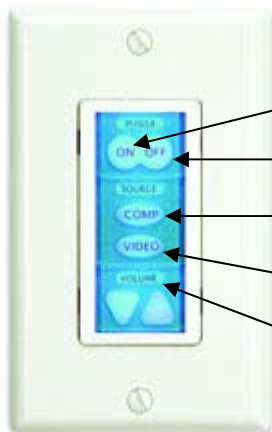
### Equipment Available

- |                        |                      |                        |              |
|------------------------|----------------------|------------------------|--------------|
| - Data projector       | - Overhead projector | - Telephone            | - Chalkboard |
| - DVD/VCR/CD player    | - Slide projector    | - Ethernet connections |              |
| - Dell laptop computer | - Retractable screen | - Speakers             |              |

### Seminar Room Floor Plan



**A/V Keypad** (located to your left as you face the hallway exit door)



- ON:** turns on the ceiling-mounted data projector and DVD/VCR/CD player
- OFF:** turns off all data projector inputs and begins the cool down process
- COMP:** enables laptop computer input
- VIDEO:** enables DVD/VCR/CD input
- VOLUME:** raises or lowers audio levels

## Set up

- ✦ We strongly recommend that you schedule a time before your presentation to familiarize yourself with the equipment. The Simpson Center staff is unable to troubleshoot problems.
- ✦ Check out a key to the A/V cabinet from Renée DeLong, Administrative Coordinator.
- ✦ Arrange the chairs for optimal viewing. The speaker can move around the room, the screen cannot.
- ✦ Configure lights to ensure optimal viewing. Track lighting around the table may be dimmed.
- ✦ Close all blinds, including those behind the screen, and as the Seminar Room windows face a busy street, we recommend you close all windows to control noise. Ceiling fans are available for air circulation.
- ✦ The retractable screen is controlled by a switch (labeled) located to the right of the hallway exit door.
- ✦ Floor outlets are located underneath the table on both ends.

## Data Projector Operations

- ✦ The data projector is mounted to the ceiling and thus no focusing is necessary.
- ✦ The data projector is controlled by the A/V Keypad located to the left of the hallway exit door.
- ✦ Turn the data projector on by selecting the ON button on the A/V Keypad (see diagram). Allow a few seconds for it to warm up. A blue field will be projected onto the retractable screen and a green light on the data projector will appear.
- ✦ Turn the data projector off by pushing the OFF button on the A/V Keypad twice (see diagram). Cool down will begin.



## DVD/VCR/CD Presentations

- ✦ The DVD/VHS/CD player is located in the locked cabinet to the left of hallway exit door.
- ✦ You may operate the DVD/VHS/CD player by the controls on the player or with the remote control. If using the remote control, the DVD or VHS button in the upper part of the control must be selected (button will be lit if mode is selected). Both the DVD and VHS players play PAL (European movies).
- ✦ **Important:** Volume is controlled by the arrows located on the A/V Keypad (see diagram), not by controls on the player or remote control.



## Laptop Presentations

- ✦ For laptop presentations, we strongly recommend that you bring your own computer.
- ✦ Cables to connect your laptop to the data projector and the audio feed are located in A/V cabinet. Plug the cables into your laptop and into the Laptop Input box located on the floor under the conference table (see floor plan). The cables provided are VGA connectors.
- ✦ To use a laptop with the data projector, push the COMP button on the A/V Keypad (see diagram).
- ✦ To enable the laptop to recognize that data will be projected to an external monitor (the screen), on most laptops you may press the function button and the F8 button simultaneously and select your preferred projection configuration (data viewable on laptop monitor only; data viewable on external screen only; data viewable on laptop and screen).
- ✦ Volume controls are located on the A/V Keypad (see diagram).

Data input cable



Audio input cable



## Internet Access

- ✦ The Communications Building has wireless service. You may connect to the Internet on your laptop by choosing "University of Washington" from your laptop's wireless network access list.
- ✦ If you use a browser to connect to a non-UW website, you will be prompted to enter your UW NetID and password.
- ✦ If you are a UW faculty or staff member, you can assign temporary UW NetIDs to visitors such as speakers and conference participants for the purpose of accessing UW's wireless networks. See <http://www.washington.edu/computing/wireless/tempid.html> for details.
- ✦ If wireless access is not functioning, you may use a yellow Ethernet cable to connect your laptop to the Ethernet jack located on the floor underneath the conference table (see floor plan).

Ethernet cable



## Clean up

- ✦ Turn the data projector off by pushing the OFF button on the A/V Keypad twice (see diagram). Cool down will begin.
- ✦ Detach all laptop cables and return them to the A/V cabinet.
- ✦ Lock the A/V cabinet and return the key to Renée DeLong, Administrative Coordinator.