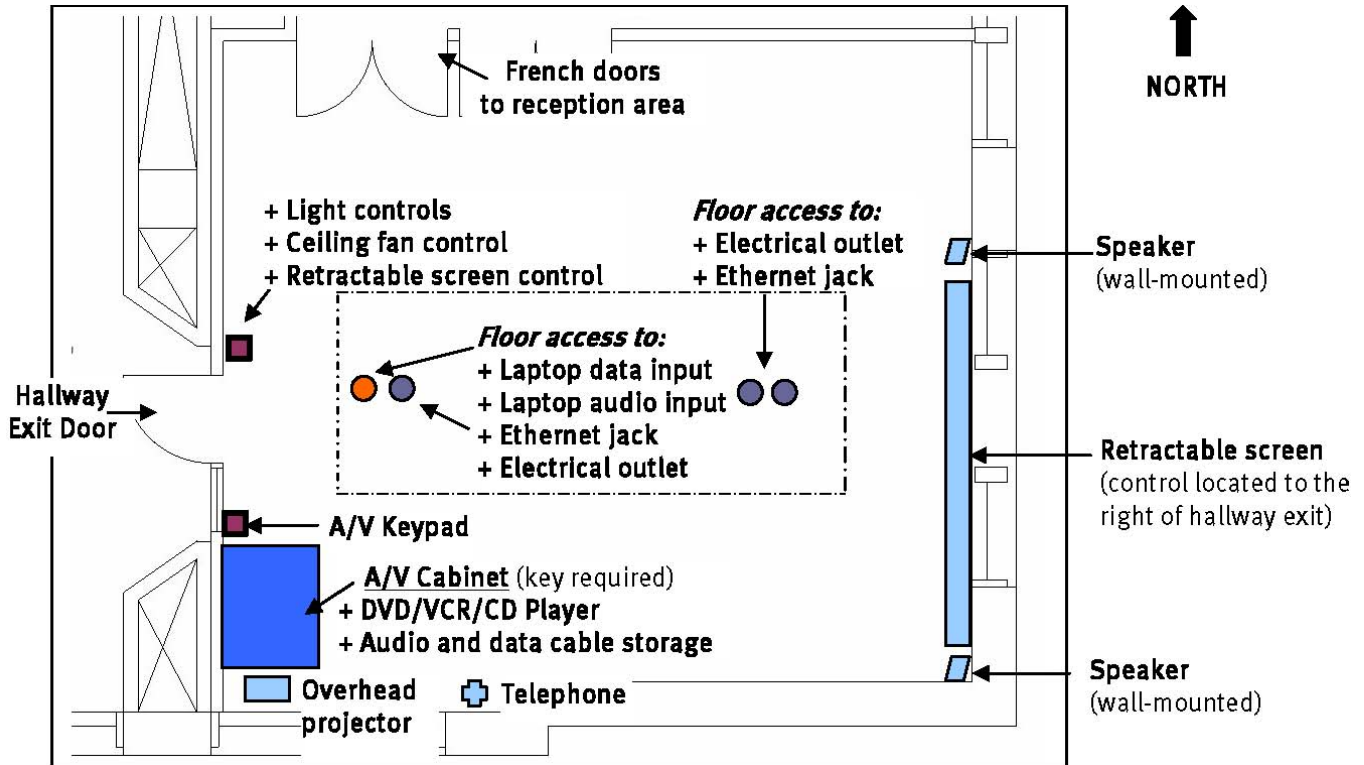# SIMPSON CENTER CONFERENCE ROOM A/V GUIDE

EQUIPMENT AVAILABLE: data projector (with audio), overhead projector, slide projector, DVD/VCR/CD player, laptop, chalkboard, telephone, wireless and Ethernet options for internet connection, wireless microphone

Use the A/V keypad located on the wall above the A/V cabinet to control the source input between the laptop or DVD/VCR/CD player. Expect to wait a moment after turning on the projector before an image appears. Do not leave the projector on for more than one hour if it is not being used actively. To turn it off, push the OFF button **twice** or the projector will not shut down. Please confirm that the projector is shut down before you vacate the space. For A/V presentations, control volume using the keypad, not the remotes.

SETTING UP:

❇ We strongly recommend that you schedule a time before your presentation to come in and test your equipment and/or media and to familiarize yourself with the Center's A/V equipment.

❇ The Simpson Center staff is not available to troubleshoot problems or provide technical support before or during your event. You must provide technical support or enlist a colleague's assistance. Classroom Support Services does not contract to provide support within Center space.

❇ A/V outlets are installed in the floor underneath the conference table on both ends.

❇ The retractable screen is controlled by a switch (labeled) located to the right of the hallway exit door.

❇ Check out a key to the A/V cabinet during business hours at the front desk.

❇ To configure lights for optimal viewing, use the dimmer switches and close all the blinds.

❇ Because the conference room faces a busy street. To control noise, close windows. Ceiling fans improve air circulation. Check out a wireless microphone from the front desk if the speaker requires amplification.

DATA PROJECTION:

✳ The data projector is mounted to the ceiling. No focusing is necessary. Please do not re-focus or move the projector in any way.

✳ The data projector is controlled by the A/V keypad. Turn the projector on with the ON button. The other A/V equipment will communicate with the projector automatically and does not need to be powered on. When the projector is on, a blue field will appear on the retractable screen.

✳ Turn the data projector off by pushing the OFF button on the A/V keypad **twice**. Do not leave the projector on for more than one hour if it is not being used actively. Please confirm that it is shut down before you leave.

DVD/VHS/CD PLAYER:

✳ The DVD/VHS/CD player is located in the A/V cabinet.

✳ Operate the DVD/VHS/CD player either with the controls on the player or with the remote. If using the remote, the DVD or VHS button in the upper part of the control must be selected (button will be lit if mode is selected).

✳ Control volume using the arrows on the A/V keypad only. Do not use the controls on the player or remote control.

✳ Both the DVD and VHS players are PAL compatible (for European movies).

LAPTOP PRESENTATIONS:

✳ The Simpson Center does have a laptop available for your use, but we strongly recommend that you bring your own computer for laptop presentations.

✳ VGA cables to connect your laptop to the data projector and audio feed are located in A/V cabinet. Connect your laptop to the floor outlets under the conference table.

✳ Macintosh users: We have some, but not all, video adaptors for Macs and urge you to bring your own.

✳ To use a laptop with the data projector, push the COMP button on the A/V keypad. You may also need to use the volume controls on the keypad.

✳ To configure PC laptops for projection to an external monitor, you may need to press the function button and the F8 button simultaneously and select your preferred projection configuration.

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 browse to a non-UW website, you will be prompted to enter your UW NetID and password.

✳ Temporary access for guests: UW faculty and staff can request temporary UW NetIDs for visitors such as speakers and conference participants via http://www.washington.edu/computing/wireless/ tempid. html.

✳ To connect without wireless, use an Ethernet cable to connect your laptop to the Ethernet jack located on the floor underneath the conference table. We provide a yellow Ethernet cable in the A/V cabinet.

CLOSING UP:

✳ Please return the A/V cabinet key to the front desk and confirm that the projector and lights are off, the screen is up, all debris is picked up, and the chairs are pushed in around the table and straightened around the perimeter of the room for the next group.