A Guide to the Collaboration Studio – Room 218D

I.   TABLES AND CHAIRS

All of the tables in the Collaboration Studio can be moved around, folded up, and reconfigured for optimal use of the space.

Folding the Tables

To fold up the tables, locate the lever on the underside of each table and pull it towards the edge of the table.   The table will then lift up vertically and can be moved against a wall out of the way.


To order to fold the tables down, push down on the high edge until the table is flat again. You should hear a distinct "click" when the table is secured.

Once you have folded the tables, you're welcome to reconfigure them however you like. **If you plan to reconfigure the tables, please allow at least 15 minutes of set up time before your event. We suggest you arrive early in order to make sure the space is configured to your liking.**

The following pages provide a few sample configurations for your consideration.

Home Base: This configuration would be ideal for conferences or discussions. **At the conclusion of your event, we request that you return the tables and chairs to this configuration.**
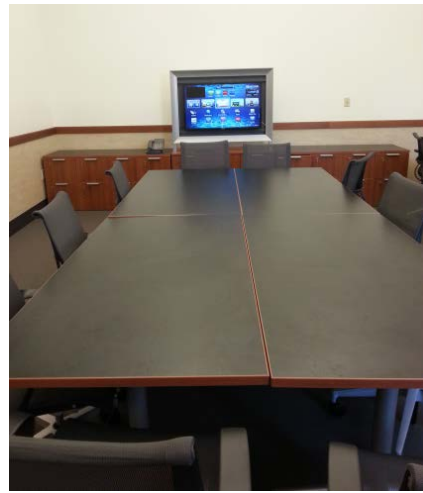

Panel: This configuration could be used in a panel discussion or information session. Only two tables are in use, and the other two tucked safely back in the corner by the window. For optimal use of space, chairs can be placed in front of the folded up table.

Roundtable: For smaller groups, this configuration would be ideal for discussions or presentations. Note that fewer people are able to sit around the table this way, but this configuration allows for better person-to-person interaction than Home Base does.

Open: This configuration would be ideal a larger group that wants room for team building activities, or space to come into small discussion groups and then back into a larger group to discuss. All of the tables are folded away, 2 in the corner by the window, and 2 in the corner next to the TV. Chairs can easily be placed in front of them.
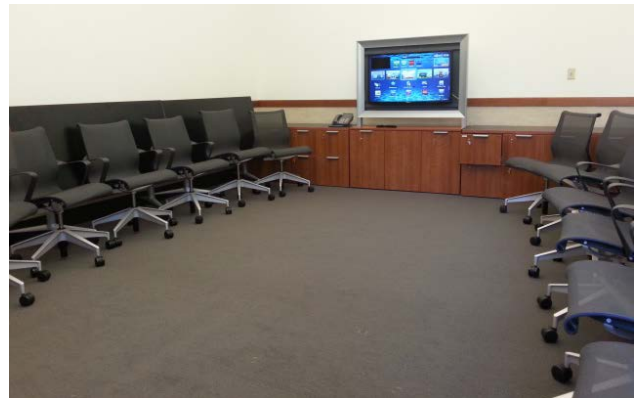
A Note on Safety

The sample configurations are arranged to be safe in the event of an emergency requiring evacuation. If you choose not to use one of these configurations, please keep safety in mind when setting up the room
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- Under **no** circumstances should tables or chairs be moved into the hallway.
- Under **no** circumstances should furniture be moved in front of the door of 218D.

If you have any questions about reconfiguring the space before your event, contact the Simpson Center Administrative Coordinator (schadmin@uw.edu) for more information. Please let us know ahead of time if you would like any assistance in setting up the space.

II.   Technology

- **Wifi Access**
  The Collaboration Studio is wifi-capable. To login to UW wifi, enter your netid and password, or the provided event username and password.

- **Computer Access**
  There are two computers in the Collaboration Studio for your convenience, a Mac and a PC. These computers can be used print documents, retrieve documents from the internet, or as workstations during downtime. To login to the computers, use your netid and password:

  Username: netid\your netid
  Password: whatever your password is

  Each computer has several USB ports for easy access. Both have sound and do not require additional speakers or headphones. A list of a few of the basic programs on each is below:

Mac	PC
- Operating system: OS X - Microsoft Office 2011 (including Word, PowerPoint, Excel, and Outlook) - Chrome and Safari web browser - iCal and other Apple applications - Facetime (built-in Webcam available for use) - Skype - QuickTime media player	- Operating system: Windows 7 - Microsoft Office Suite 2010 (including Access, Excel, InfoPath, OneNote, Outlook, PowerPoint, Publisher, SharePoint, Word and others) - Roxio CD burning program - Chrome, Internet Explorer, and Mozilla web browsers - Skype - Windows Media Player

- **To Print**
  The printer in the Collaboration Studio is a Dell B2360dn. It prints double-sided and only in black-and-white. When sending your document to the printer, the name you're looking for is "Dell B2360dn (218D)". If you need more paper, ask the Simpson Center front desk.

Samsung Smart TV

In the Collaboration Studio, you have access to a 55" Samsung Smart TV. If you intend to use the Smart TV as a part of your event, please note that you will be responsible for checking out a set of keys to TV supply drawer, as well as ensuring that all the contents of the drawer are accounted for at the conclusion of your event. You are also responsible for making sure that any computer you intend to use in conjunction with the TV has an HDMI port. **To ensure access to a compatible laptop on the day of your event, please request a laptop reservation**

Basic information regarding the TV hardware, provided supplies, and how to use the TV is outlined in the following pages.

TV Hardware
This 55" LED Smart TV has one HDMI port and one USB port accessible behind the right side of the screen. Two more HDMI ports, in addition to AV ports, are stationed on the back of the TV, which is generally inaccessible due to the TV's mount – should you need to use these additional ports, please inform the Simpson Center prior to your event so that they may be made available to you.

HDMI/USB ports are here

Supply Drawer
To use the TV you will need to check out the keys to the supply drawer, the top drawer immediately to the right of the TV. Inside the drawer you will find:

2 HDMI cables
1 TV remote
1 TV manual

At the conclusion of your event, you are responsible for making sure that all of these supplies are returned and stored neatly back in the drawer, and the drawer is locked before returning the key to the front desk.

TV Supply drawer is here

HDMI cables

TV Manual

TV remote

Setup – Powerpoint (Computer to TV)
If you intend to use the TV to show a presentation – PowerPoint or otherwise – you will need to make sure that you have (1) access to a laptop with an HDMI port, (2) the TV remote, and (3) an HDMI cable. Most modern laptops (both Mac and PC) have at least one HDMI port which can be located on the side of the laptop.
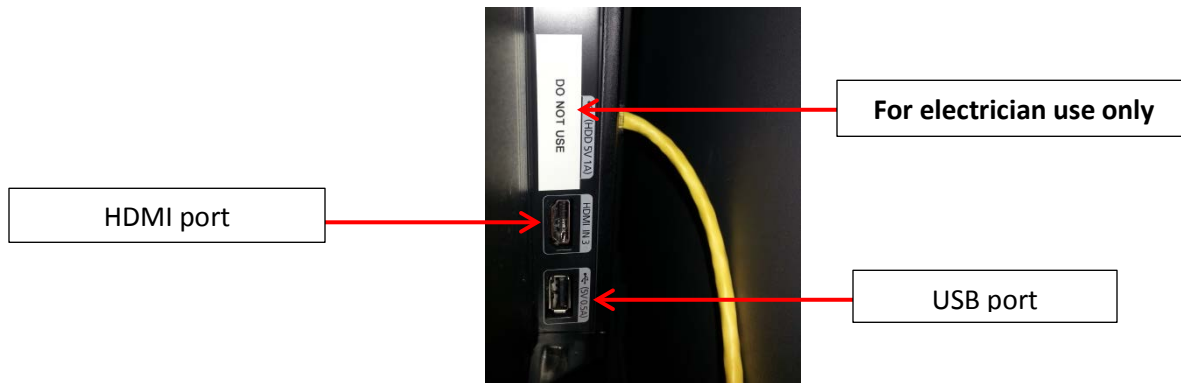
Mac:

SDXC card slot   HDMI   USB 3

PC:

There are 2 HDMI Cables in the supply drawer (you will only need one):

One end of the HDMI cable will plug into your computer, the other into the TV in the middle port located on the right side of the TV just behind the screen.
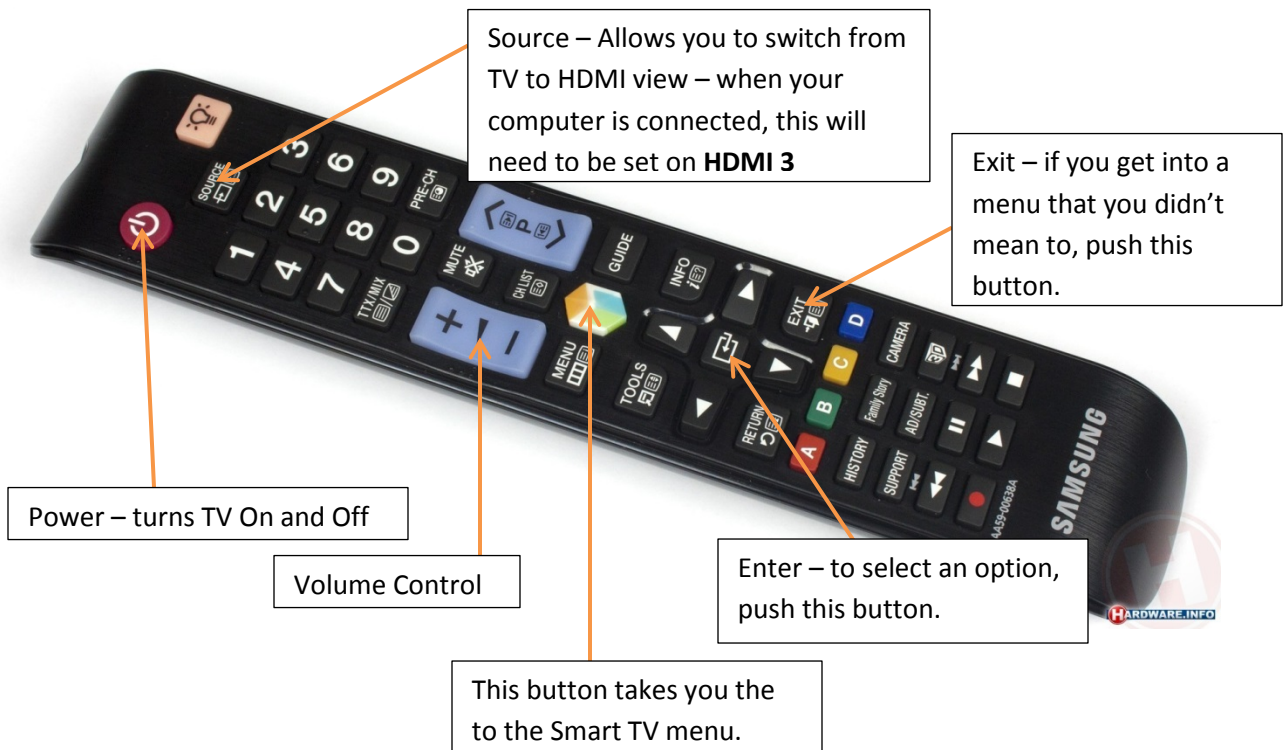

For electrician use only

HDMI port

USB port

HDMI provides both picture and sound from your computer – additional speakers are not necessary.

The next step is to turn on the TV.

TV Remote
The main basic functions of the TV remote are outlined below:

Source – Allows you to switch from TV to HDMI view – when your computer is connected, this will need to be set on **HDMI 3**

Exit – if you get into a menu that you didn't mean to, push this button.

Power – turns TV On and Off

Volume Control

Enter – to select an option, push this button.

This button takes you the to the Smart TV menu.

First, confirm you are on the right Source channel. Push the "Source button." A menu like this should pop up:

Source	
TV	
HDMI1/DVI	----
HDMI2	----
HDMI3	----
AV	----
Component	----

To view to your computer screen, use the arrow keys on the remote (surrounding the "Enter" button) to scroll down to **HDMI3,** and press "Enter" to select. It may take a second, but your computer screen should appear on the TV.

Source	
TV	
HDMI1/DVI	----
HDMI2	----
HDMI3	----
AV	----
Component	----
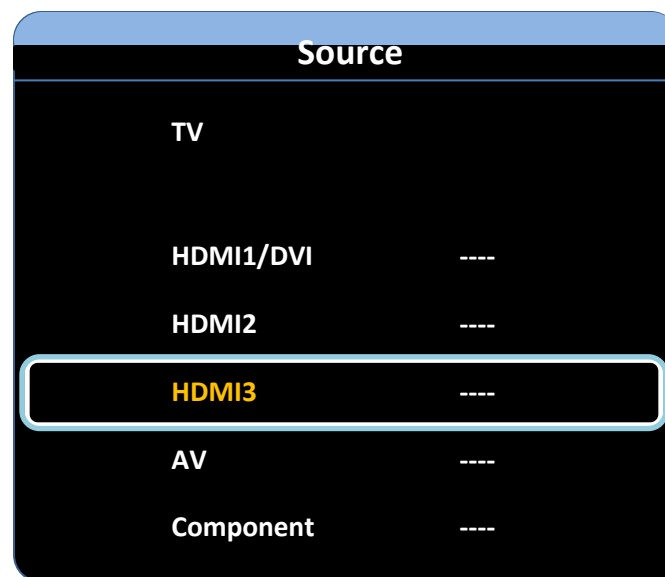
If the Source menu remains, push the "Exit" button to get rid of it.

Once your computer screen appears, you can use the TV as you would a projector. What you see on your computer should be what you see on the TV.