MACKEY AUDITORIUM AUDIO VISUAL PROCEDURES

If the auditorium is dark when you enter, turn on the light by pushing one of the top four buttons on one of the light switches located on the outside wall near both rear entrances.

Program Coordinator Early Preparations

1. Call the presenter a week or so before the scheduled program to determine what their Audio-Visual (A/V) equipment need is. If your speaker is bringing visual presentation material, encourage them to arrive 15 to 20 minutes early – especially if they bring their own Laptop Computer.

2. Visual presentation material may be brought in one or more of the following sources:

> (1) the speaker's laptop computer,
>
> (2) on various computer media such as CDs or various computer disk types,
>
> (3) a VHS video tape,
>
> (4) a video CD or DVD,
>
> (5) printed media (which requires the Document Reader)
>
> (6) Thumb drive (need OLLI's laptop)
>
> (7) 35-mm slides. For your reference, use a copy of the included form to record the type of visual program material that will be brought in.

3. If you need technical assistance with the equipment on the day of your program, arrange for Help. *Check the OLLI office for the names of people with technical expertise. (Be sure to contact someone as early as possible.)* Nothing is more frustrating than problems that delay a speaker's presentation due to technical difficulties!

Auditorium Audio-Visual User Guide

Come 15 to 20 minutes early to prepare for class. While waiting for your speaker to arrive, you should:

•   Go to the (OLLI) office and get the lapel microphone (having a spare 9V battery is prudent. These items should be in a small zippered black bag found on the top shelf of the "key" cupboard. The hand mike is located there as well). There is also a wireless mouse for advancing slides in a PowerPoint presentation.

•   If you need the Document Reader, additional wireless and/or hand microphones, hearing assistance devices, or other items stored in the Control Room, get the key for the Control Room door from Celia or Patsy**. Keep the Control Room locked at all times. Be certain to keep any keys on your person until you return them to the OLLI office. Also, be certain to relock the Control Room after you put things away at the conclusion of the program**. The wireless hand microphones also use a 9V battery and spares for these should also be on hand.

> (a) When the speaker arrives with a CD, thumb drive, etc, their presentation should be copied from their provided CD or USB drive onto the computer's desktop to improve performance and eliminate response time lags caused by slow access times.
>
> (b) If your speaker is going to use the OLLI laptop computer, have your tech helper sign

it out and connect it into the auditorium's presentation system. Note that the two new laptops must use an external mouse when the laptop is connected to the podium VGA connector, the touchpad won't work.

(c) If your speaker is bringing their own laptop computer, then when they arrive, show them where and how to connect the laptop into the auditorium's presentation system

Diagram of the screens and controls available on the Mackey auditorium AV system

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1. Help button                                    5. Program Volume
2. Room Controls                                       Up
                          Touch Screen to             Mute
                          activate it if it is in     Down
3. Set up Wizard          sleep mode or to
4. System Off             access additional      6. Enable send to campus
                          functions
                                                  7. Lectern Mic Vol      8. Wireless Mic Vol
                                                     Vol Up                  Vol Up
                                                     Mute                    Mute
                                                     Vol. Down               Vol. Down
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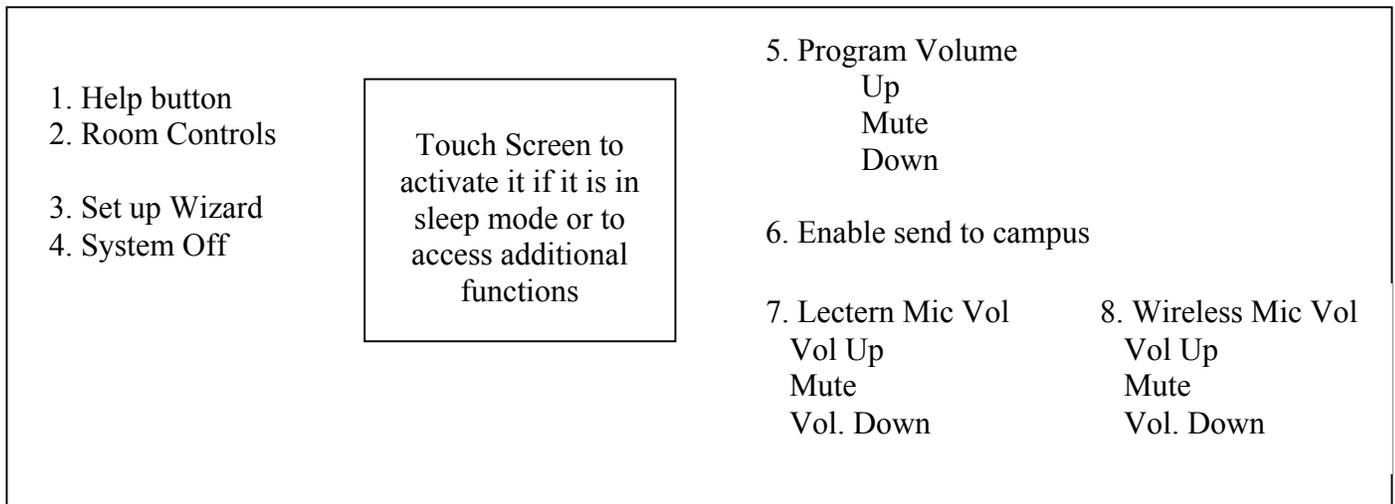
Room Controls button – pressing this will:

• Activate a screen that allows you to control the lighting in the room.
   o The pre-set lighting choices are: All On, Presentation, Movie, Meeting, All Off
   o For a PowerPoint presentation you can use either the Presentation mode or the Movie mode.
   o **Note**: If the room lights begin to flicker, turn the lights **All Off** and then turn them to the setting you want for your presentation.
• The screen also shows other functions
   o Projector Controls: On and Off
   o Screen Controls: Up and Down (Use this only if you need the extra big screen for special conditions such as multiple slide presentations)
   o Change Clock [don't bother with this]

Preparing For The Program

Set Up Wizard – pressing this will ask you "What would you like to do?"

• **Have a Meeting** – the touch screen will be blank in the center and controls for various microphone volumes will be displayed (see above)—select this if there will be visuals used in the presentation.
• **Make a Presentation** – "What Would You Like to See?"
   o **Left Lectern Computer**
      ▪ Turn on the Projector,

- Connect your laptop with the VGA connector. You will see your monitor screen in the center of the touch screen. If you plan to play the sounds from your computer, you should also connect the sound jack to the laptop sound output (headphone icon). The sounds from the computer are controlled by the Program Volume buttons (see #5 in the diagram above). Be sure that the presenter's file is downloaded onto the laptop, otherwise the slideshow may move slowly.
- You may need to change the resolution of your computer monitor in order for the entire monitor screen to be visible on the large screen.
  - For the PC laptop, the Display functions are accessed in the Control Panel. Use a display such as 1280 x 768 with a KHz less than 95, a resolution of 800 x 600, less than 95 KHz will also work. Higher KHz will prevent the laptop and projector from communicating.
    - You may also need to simultaneously hold down the Fn key and one of the function keys at the top row of the keyboard in order to have your laptop screen display on both the projection screen and the control screen of the podium's monitor. Typically the F4 key (on the presenter's computer will allow this to happen) is for mirroring the display on both screens.
    - If the presenter is using Presenter's Mode in PowerPoint, the display should be set up for EXTENDED mode in the Control Panel.
    - *If using the OLLI laptop, please be sure to return the Control Panel Display mode to MIRROR before taking it back to the office.*
  - **For the Mac laptop**, the Display functions are accessed in the System Preferences (display this by clicking on the apple logo on the upper left corner of the screen). Use a display such as 1280 x 768 with a KHz less than 95, a resolution of 800 x 600, less than 95 KHz will also work. Higher KHz will prevent the laptop and projector from communicating.
    - In the Display window, select "Detect displays" and if a screen shows two screens next to each other, click on one and drag it onto the other so they are superimposed. This will allow both the computer monitor and the LCD projector to view the same thing simultaneously.
    - If the presenter is using Presenter's View in PowerPoint, the laptop monitor display (in System Preferences/Displays), click on one of the 2 screens and designate it as #1 for the laptop monitor and the other will be #2, the LCD projector.
- **Document Camera (projector found in control room)**—select this if your presenter would like to project a picture (or text) from a printed page or newspaper. Audio volume controls and zoom controls with auto focus is accessible on the front of the Document camera. Hook up the VGA cable in the right cubby hole in the podium to the VGA-out connector on the document camera.
- **Campus Computer**—select this if your presenter would like to use the campus computer located in a rack behind the podium. The wireless keyboard for this computer is located in the locked podium. **YOU WILL NEED A CAMPUS LOGIN AND PASSWORD TO USE THIS COMPUTER**. BE SURE TO HAVE SOMEONE FROM

THE OLLI TECHNICAL SUPPORT TEAM AVAILABLE IF YOU DO NOT HAVE ACCESS TO THE CAMPUS LOGIN. If the presenter is a CSUF faculty member, they can use their campus login and password to access the campus desktop computer.

- o **Quad View and Dual View**—ignore the use of these functions for the majority of presenters.

- **Watch a Movie—**controls for a DVD, VCR, Cable TV, and Campus Head End appear when this choice is selected.
  - o **DVD controls** – the lights will go into Movie mode and dim if this is selected. Stop, Play, Pause, Previous Rewind, Fast Forward (FFwd), and Next are part of this screen. Menu has a means to move the cursor to select items on a DVD menu. Up, Down, Left, Right cursor controls and Enter are available to move around the menus found on DVDs.
  - o **VCR controls**—the lights will also go into Movie mode with this selection. Typical controls for a VCR are available if this player is selected: Stop, Play, Pause, Rewind, FFwd.
  - o **Laser Disc, Cable TV , and Campus Head End—**These functions are rarely used, but are available. Time Warner is currently the server for the TV.
  - o **[35 mm slides] –** This is not a choice in the "Watch a Movie" controls but the lighting under this selection would be appropriate for a 35 mm slide presentation. A remote for controlling the slides (forward, backward, on, and off) is available in the locked podium cabinet.

- **SHUT DOWN PROCEDURES –(move to last thing to do)** Select "System Off" from the first functional screen. (Since all the lights go off, you may want to open a door and exit by that door)
  - o Be sure 1) to lock the podium, 2) return equipment to the OLLI Office or to the storage area in Mackey and 3) lock the doors to the Mackey storage area.