KEYS TO THE WILLIAM DOO AUDITORIUM

Sign out/in the key set from the Front Desk at 40 Willcocks Street. **Please provide your TCard or acceptable form of ID.**

The **white key card** ("NORTH or "SOUTH") is used to **open and lock** the William Doo doors for your event.

Note: * If you are using **Room A only**, you will sign out white key card labelled "NORTH".

* If you are using **Room A and B**, you will sign out white key card labelled "NORTH" (used to open Room A) **AND** white key card labelled "SOUTH" (used to open Room B).

* If you are using **Room B only**, you will sign out white key card labelled "SOUTH."

The small **metal** key is used to open and lock the top and bottom cabinets of the Podiums where a few wireless devices are kept. The fob is used for maintenance staff.

Tap key card "NORTH" to **open Room A** or Tap key card "South" to **open Room B**. Light will turn from blue (locked) to green (unlocked).

Tap the same key card ("NORTH" for Room A and "SOUTH"for Room B to **lock**. Light will turn from green (unlocked) to blue (locked).

Please remember to always tap the key card when finished in order to lock the door (light should be blue!) AND return the keys to the Front Desk.

Note: If you would like to leave the William Doo doors ajar, please ensure the door is completely shut before tapping the card reader to "green" mode (unlocked). If the door has been left open (even slightly), it will trigger an alarm and will start beeping.

LIGHTS

There are two light panels on the northwest wall as you enter – the main light panel and a podium and stage light panel.
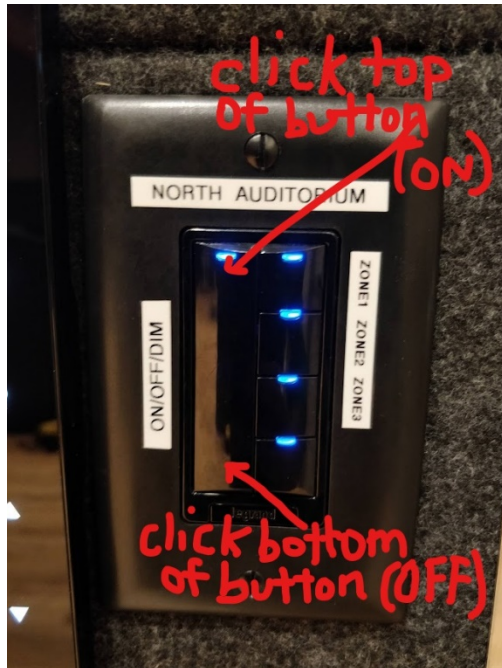
Main Light Panel in Room A (there is also the same light switch in Room B for the other 3 light zones and step lights on the stairs in Room B).

The **main lights** for each room are set up in Zones (Zones 1, 2 and 3). You can press each Zone switch individually on or off:

OR if you just want **all** the lights on and off (all zones):

Press the ON/OFF/DIM button **at the top** to **turn ON** ALL the lights

Press the ON/OFF/DIM button **at the bottom** to **turn OFF** ALL the lights

Hold down the ON/OFF/DIM button to dim the lights.

Podium and Stage Light Panel in Room A (same on Control Touch Screen Panel)

Podium/Stage lights: They can all be turned on by pressing the **ON** button or all turned off by pressing the **OFF** button. You can also press each button on the panel to adjust the podium OR stage lighting:

> (left to right) Button 1: **Podium 50%**; Button 2: **Podium 75%;** Button 3: **Podium 100%;** Button 4: **Stage 50%;** Button 5: **Stage 75%;** Button 6: **Stage 100%**.

Note: The main lights are on sensors and will turn off if the Podium/Stage lights are OFF or there is little to no movement in the room for a period of time. You may have to turn them back on if this is case.

PODIUMS (A & B)

There are two podiums in the William Doo (one in Room A side and one in Room B side). There are two locked cabinets to each Podium (**TOP AND BOTTOM**) which have a number of wireless devices.

Please <u>ensure</u> that all the wireless devices are placed in the proper Podium and cabinet when finished and that each cabinet is LOCKED before leaving. Also turn off the projector and AV system on the podium.

The <u>**TOP**</u> locked cabinet contains: 2 Clickshare Dongles with USB-C Connect

The **BOTTOM Podium A** locked cabinet contains: 2 podium microphones, 2 handheld microphones, 2 lapel mics, 4 assistve listening devices and 1 retractable extension chord.

 The **BOTTOM Podium B** locked cabinet contains: 4 Assisted listening devices

HDMI chord and USB Chord: On the right side of the Podium, there is an HDMI chord for a wired connection to connect to the projector. Please ensure your laptop has an HDMI port on it if you plan to use this wired connection. The HDMI chord is used to output audio and video (See Step 3: Wired Connection below).

There is also an adapter for MacBooks connected to the HDMI Chord.

CONTROL TOUCH SCREEN PANEL

The control touch screen panel (connected to Podium A) is **used to connect devices such as your laptop to the projector using wired or wireless connection**, controlling the audio such as the Volume to the speakers and from the wireless microphones, as well as the lighting on the podium or stage.

Note: the control touch screen panel for Podium B is on the wall in Room B beside the light switch

Step 1   Touch the screen panel. The first step is to **Select the Room Mode**:

Partition Open – select this is if the partition is open. (Partition wall extended).

Partition Closed – select this if the partition is closed. (Partition wall stacked).

Once selected, the **main screen** will then appear:
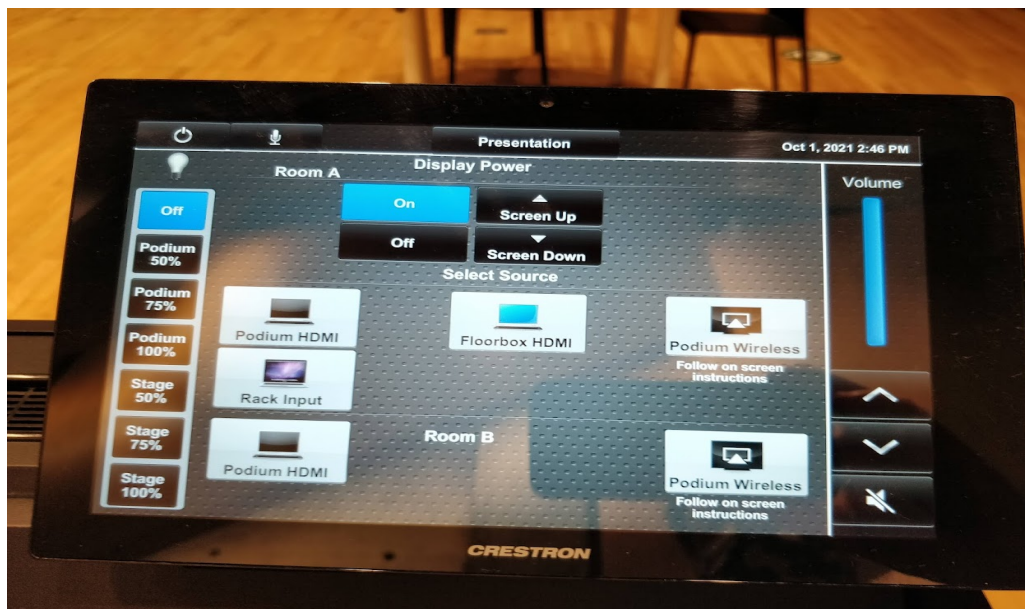
Control Touch Main Screen Panel

Step 2   Select **On** (under **Room A and Display Power**) on the main screen panel. This will bring the screen down in the room and start the projector. You will see the following message: "William Doo Projector warming up. please wait." It will then return to main screen on the panel.

Step 3 Decide whether to use the **wired** connection - using the HDMI chord (with MAC adapter) on the right side of the Podium) OR the **wireless** connection (Clickshare Dongle with USB-C Connect in the **TOP** cabinet of the Podium).

Connect the HDMI (and connected MAC adapter if needed) on the right side of the Podium to your laptop.

Select **Podium HDMI** on the touch screen panel (once you have connected your laptop to this wired connection)

Note: The HDMI chord is used to output both audio and video.

Wired Connection: Audio to Speakers

If you are using the HDMI connection (wired), you will need to ensure to change your Sound Output by opening your Sound Settings on your laptop and change to **Speakers.**

Be sure the volume is up on your laptop to max.

On the Podium touch screen panel main screen, you can also adjust the volume coming out of the speakers by clicking the up or down arrow on the right hand side of the screen under Volume.
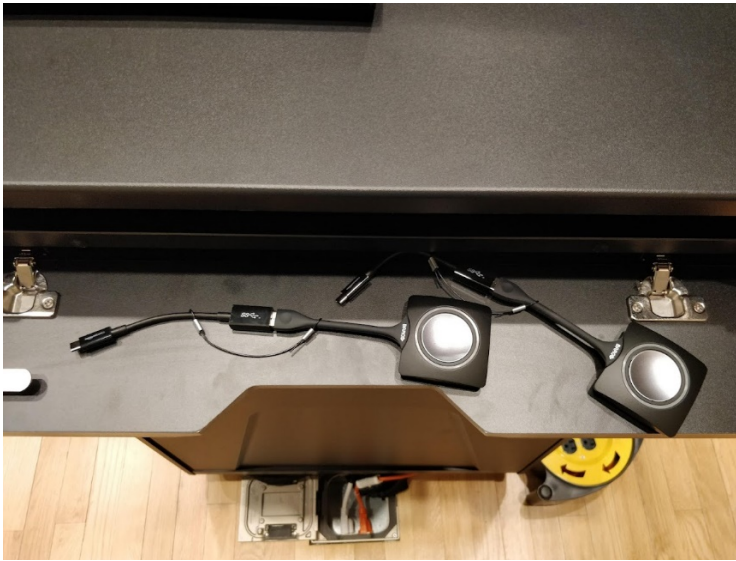
Note: When you plug in the ClickShare dongle on your laptop, either the ClickShare App will be started automatically or a ClickShare Drive will appear on your computer with removable storage (i.e. D: drive) or a Clickshare icon will appear on your home screen.

On the ClickShare Drive, an executable program is available for Windows and for Mac.

Double-clicking this executable file will start the ClickShare application.

Connect one Clickshare Dongle with USB-C Connect to your laptop. If your laptop does not have the USB-C port, unhook this part of the dongle and just connect the USB-A part of the clickshare dongle to your laptop.

The white circle on the dongle will be **flashing white**.

When you plug in the ClickShare dongle on your laptop, either the ClickShare App will be started automatically (Clickshare App icon will appear on your home screen) or a ClickShare Drive will appear on your computer with removable storage (i.e. D: drive).

Go to **File Explorer** and double click on drive **ClickShare (D:)** and then **Clickshare_for_Windows.**
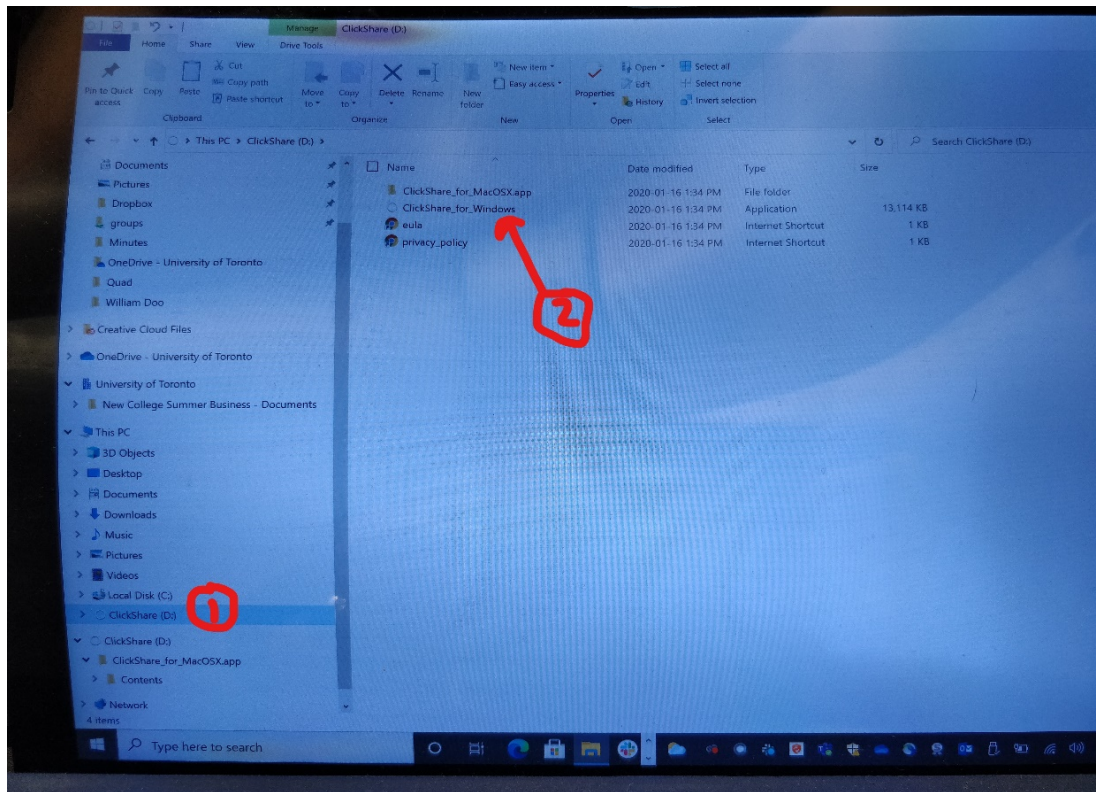
After the application finishes loading, you will now see a **Ready to share to Auditorium North/South** prompt and the **white circle will turn solid white on the dongle**.

You can now PRESS the button on dongle **ONCE** and the **circle on the dongle will turn solid red.**

Select **Podium Wireless** on the touch screen (once you have connected your laptop to the Clickshare dongle). You will see the message: "The William Doo Projector warming up, please wait."

You should now be connected and see your laptop screen on the projector screen.

Click the red circle if you want to stop sharing your screen.

When finished, you can simply remove the ClickShare dongle.

Connect one Clickshare Dongle with USB-C Connect to your laptop. If your laptop does not have the USB-C port, unhook this part of the dongle and just connect the **USB-A part** of the clickshare dongle to your laptop.

The white circle on the dongle will be **flashing white**.

When you plug in the ClickShare dongle on your laptop, either the ClickShare App will be started automatically (Clickshare App icon will appear on your home screen) or a ClickShare Drive will appear on your computer with removable storage (i.e. D: drive). (If it does now show up, unplug the ClickShare dongle and try again).

Double click **ClickShare** (App icon on your home screen) and then Clickshare_for_MacOSX.
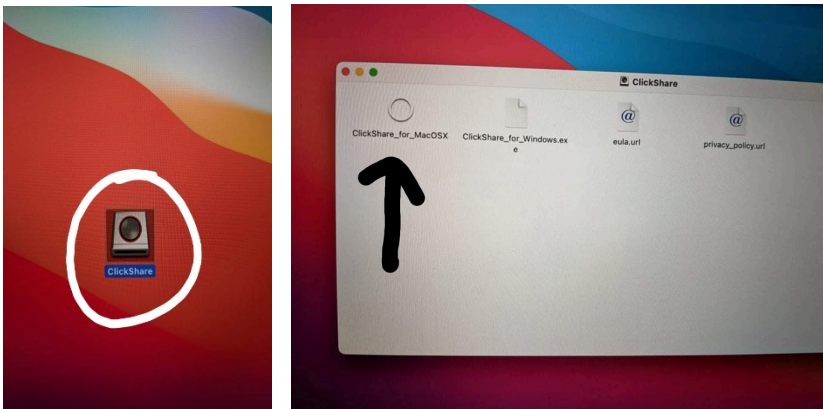
After the application finishes loading, you will now see a **Ready to share to Auditorium North/South** prompt and the white circle will turn solid white on the dongle.

You can now PRESS the button on the dongle **ONCE** and the circle on the dongle will turn solid red.

Select **Podium Wireless** on the touch screen (once you have connected your laptop to the Clickshare dongle). You will see the message: "The William Doo Projector warming up, please wait."

You should now be connected and see your laptop screen on the projector screen.

Click the red circle if you want to stop sharing your screen.

When finished, you can simply remove the ClickShare dongle.

If you are using ClickShare, you will need to ensure to change your Sound Output by opening your Sound Settings on your laptop and change to **Speakers (ClickShare).** Be sure the volume is up on your laptop to max.

On the Podium touch screen panel main screen, you can also adjust the volume coming out of the speakers by clicking the up or down arrow on the right hand side of the screen under Volume.

Control Touch Screen Panel: Podium/Stage Lights

On the Podium touch screen panel main screen, you can adjust the Podium OR Stage lights. You can touch each button on the panel: Button 1: **Podium 50%;** Button 2: **Podium 75%;** Button 3: **Podium 100%** Button 4: **Stage 50%**; Button 5: **Stage 75%;** Button 6: **Stage 100%.** They can all be turned off pressing the **OFF** button.

Control Touch Screen Panel: Microphone Volume Control

On the Podium touch screen panel main screen, Press the **Mic icon** beside the Power button on the top left corner. Each wireless microphone device has a number as well as A or B (linked to Room A or Room B) that corresponds to one of the 12 mic controls on the screen. The top row of 6 mic controls are for Room A and the 6 mic controls on the bottom row are for Room B. Be sure to adjust only the one you are using.

WIRELESS DEVICES

All wireless devices are connected to Podium/Room A OR Podium/Room B and are labelled with the letter A (for Podium/Room A) or the letter B (for Podium/Room B) (i.e. **MIC 8 A**).

There are four different wireless device types (podium mic, handheld mic, lapel mic and assistive listening device) and there are four of each in total. Two of each types are connected to Podium/Room A and two are connected to Podium/Room B.

If the Partition is Open, you can use the devices labelled with A OR B.

If the Partition is Closed, you can only use the devices labelled with A in Room A only and devices labelled with B in Room B only**. Please ensure the devices are returned and locked in the proper Podium/Room cabinet when finished.**

Note: We are placing 2 of each of the 4 wireless devices in the BOTTOM locked cabinet on Podium A. **If you request more than what is available of each, arrangements must be made to place additional ones on the day of your event.**

1) **Podium Microphone**:

Press **and Hold** the **Power button down** for a few seconds (**colour ring will turn green when connected)**.

Press the **PUSH** button to mute the mic. **The colour ring will turn red**. Press the **PUSH** button to unmute/mute as needed.

When finished, Press <u>and Hold</u> the Power button. (turns off the mic).

Return to the BOTTOM cabinet of the Podium and Lock it.

2) **Handheld Microphone**:

Press the **PUSH** button (**green light when connected**).

Press the **PUSH** button to mute the mic (red light).

When finished, ensure the light is red.

Return to the BOTTOM cabinet of the Podium and Lock it.

3) Lapel Microphone:

Press the PUSH button (**green light when connected**).

Press the **PUSH** button to mute the mic (red light).

When finished, ensure the light is red. Please do not remove the clothes clip and mic covers.

Return to the BOTTOM cabinet of the Podium and Lock it.

4) Assistive Listening Device: (can be used for those with hearing loss)

Turn on device and select proper channel.

Return to the BOTTOM cabinet of the Podium and Lock it.

IMPORTANT: When Finished:

1) **Shutdown** the Control Panel (top left corner of touch screen)

2) Please ensure to leave the wireless devices charging after use. Ensure the green lights are on and the **equipment is locked in the podium**. Report any missing, broken, or damaged devices to the front desk. Failure to report missing, broken, or damaged devices will result in extra fees.

3) Turn **OFF** all lights

4) **Lock** William Doo door with white key card (light should be blue)

5) **Return keys** to Front Desk