

# Guide to the Feldman Ballroom and Douglas Commons Building

For quick and easy navigation click anywhere on the table of contents.

To return to the top, click on “Return to Top” at the bottom of each page.

## Table of Contents

Notable Locations and How to Navigate to Them.....	2
a. Ballroom Lobby .....	2
b. Ballroom A (201).....	2
c. Ballroom B (202).....	3
d. Ballroom C (203).....	3
e. Ballroom D (204).....	3
f. Tech Storage.....	3
g. Furniture Storage.....	3
h. Ballroom D Closet (204).....	3
i. Building Manager Desk (Storage) (Lobby).....	3
j. Loading Dock .....	4
Storage Spaces in and around the Feldman Ballroom and Their Contents .....	5
a. Furniture Storage:.....	5
b. Ballroom D Closet: .....	5
c. Building Manager Desk: .....	5
d. Douglas Tech Storage .....	5
Technology Installed in the Feldman Ballroom.....	7
<b>Step by Step Instructions</b> .....	<b>7</b>
How to Setup Installed Microphones (QLX) .....	7
<b>Step by Step Instructions</b> .....	<b>12</b>
How to Setup Projection for Self-Service Events .....	12

## Notable Locations and How to Navigate to Them

The ballroom is an event space that can be sub-divided to fit the needs of for various sizes of events. It can be used in its entirety, or it can be separated into a maximum of 3 rooms using the Air Walls. If the air walls are not in place, you can easily identify individual ballrooms by looking up at the ceiling. As you look up, you will see aluminum tracks that would divide the rooms if the walls were in place.

The Ballroom has several entrances. Each ballroom partition has its own set of entrance doors.

### a. Ballroom Lobby

The area as you enter the building from the Wilson Commons skywalk, or the Grab n Go patio. The coat racks are typically stored in the lobby during winter months.



### b. Ballroom A (201)

Douglas Commons 201. It is the ballroom closest to the Wilson Commons building. Ballroom A has one entrance. If you enter from the Grab n Go patio, the same set of doors would be straight ahead.

**c. Ballroom B (202)**

Douglas Commons 202. Ballroom B has two entrances – one immediately adjacent to the Ballroom A entrance, and one situated between the stairwells in the ballroom lobby.

**d. Ballroom C (203)**

Douglas Commons 203. Ballroom C has two entrances – one is situated immediately adjacent to the Ballroom B entrance that is between the stairwells in the ballroom lobby. The other is located nearest to **Tech Storage**.

**e. Ballroom D (204)**

Douglas Commons 204. Ballroom D has one entrance. It is the last set of doors along the face of the ballroom – right next to the family restroom.

**f. Tech Storage**

Located down the small hallway that connects the lobby and the area where the restrooms are located.

**g. Furniture Storage**

Douglas Commons is located inconveniently on the 4<sup>th</sup> floor, right near the elevator. Ballroom furniture and stages are stored here.

**h. Ballroom D Closet (204)**

Located in ballroom D, in the corner of the room along the entrance wall. This closet is where we store Lecterns, Ladders, Air Wall Tool, and often times serves as storage for clients during events.

**i. Building Manager Desk (Storage) (Lobby)**

Located in the Lobby of the ballroom. Behind the desk is a closet where we sometimes keep equipment for outdoor movies. Most of the items – not related to outdoor movies – belong to WCSA.



#### **j. Loading Dock**

Exterior door to the loading dock is located just outside of Ballroom D. Vendors typically use this entrance when loading and unloading equipment, product, etc.

## Storage Spaces in and around the Feldman Ballroom and Their Contents

We have several storage spaces in and around the May Room.

The Ballroom has furniture – lecterns, tables, chairs, stage decks - that is exclusively used in the Ballroom. Unless told otherwise, you should never need to pull furniture from other venues to use in the Ballroom.

### a. Furniture Storage:

1. 60” Round Tables
2. 6’ Tables (long tables)
3. 30” Round Tables
4. Chairs
5. Stage Decks
6. Stage Deck Legs (16” and 24”)
7. Stage Skirts

### b. Ballroom D Closet:

1. Lecterns (For Ballroom)
2. Ladders
3. Air Wall Tool
4. Furniture Dolly
5. Clients can use this storage for events in the Ballroom

### c. Building Manager Desk:

1. Outdoor Movie Equipment
2. Coat Rack for the Ballroom
3. Clients can use this storage for events in the Ballroom

### d. Douglas Tech Storage

1. Ipad
2. Sound Table (with Mac Mini)
3. Lighting Table
4. Empty Tech Table
5. Laptops #4 and #5
6. Microphones
7. Wireless Rack (8-Ch.)

8. DI boxes
9. DM Transmitter
10. DM Receiver
11. Powered Speakers
12. Roland Video Switch
13. Digital Snake SD16
14. Audio Snakes
15. Gaff Tape
16. Spike Tape
17. Edison Cables (Power Extension Cords)
18. IEC (Power for speakers, stage boxes, lights, etc.)
19. Power Strips
20. XLR Cables (3-pin Audio Cables)
21. ¼" Cable (TRS and TS)
22. 1/8" to ¼" Cables
23. HDMI Cables (Video)
24. HDMI Splitters
25. DMX Cable (Lighting)
26. Ethernet (Network Cable, Cat5, Cat6, etc)
27. Batteries for Wireless Mics
28. Mic Stands
29. Tie Line

# Technology Installed in the Feldman Ballroom

## Step by Step Instructions

### How to Setup Installed Microphones (QLX)

The Ballroom can currently use up to (4) Installed Microphones with minimal setup. They can be found in [Tech Storage](#). As you enter storage they can be found in black mic bags on the wire rack – located on the right-hand side from the entrance.

#### (4) Handheld microphones - Labeled (A,B,C,D)

1. A = Wireless Mic 1
2. B = Wireless Mic 2
3. C = Wireless Mic 3
4. D = Wireless Mic 4

#### (4) Lavalier microphones - Labeled (A,B,C,D)

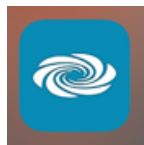
1. A = Wireless Mic 1
2. B = Wireless Mic 2
3. C = Wireless Mic 3
4. D = Wireless Mic 4

Although there is a total of (8) microphones, only one microphone per letter can be used at any given time. **Do NOT try to use Handheld A and Lavalier A at the same time.** If more than one microphone is needed, then be sure to use two different lettered microphones. **The type of microphone does not matter, but the letter does.**

To setup a microphone:

1. Locate a Shure QLX Microphone(s)
  - a. They can be found inside the ballroom tech storage in a bin labeled "Handheld" or "Lavalier"
2. Select (1) microphone PER LETTER as needed. Up to (4) can be used. Do not duplicate any of the letters at any time.
3. When setting up a microphone for an event, be sure to use a fresh battery for each microphone.
  - a. They can be found on the wire storage shelf, on a charger, near the entrance to storage.
  - b. You will need the ipad to route the microphone(s) to the Ballroom speakers. Choose one of the ipads located in the ballroom storage.
- i. Open the Crestron App (found on the Home Screen of the ipad)

1.



- ii. Select "Ballroom" from the list.
- iii. Once the ipad connects, Navigate to the "Audio Page"

- 1.



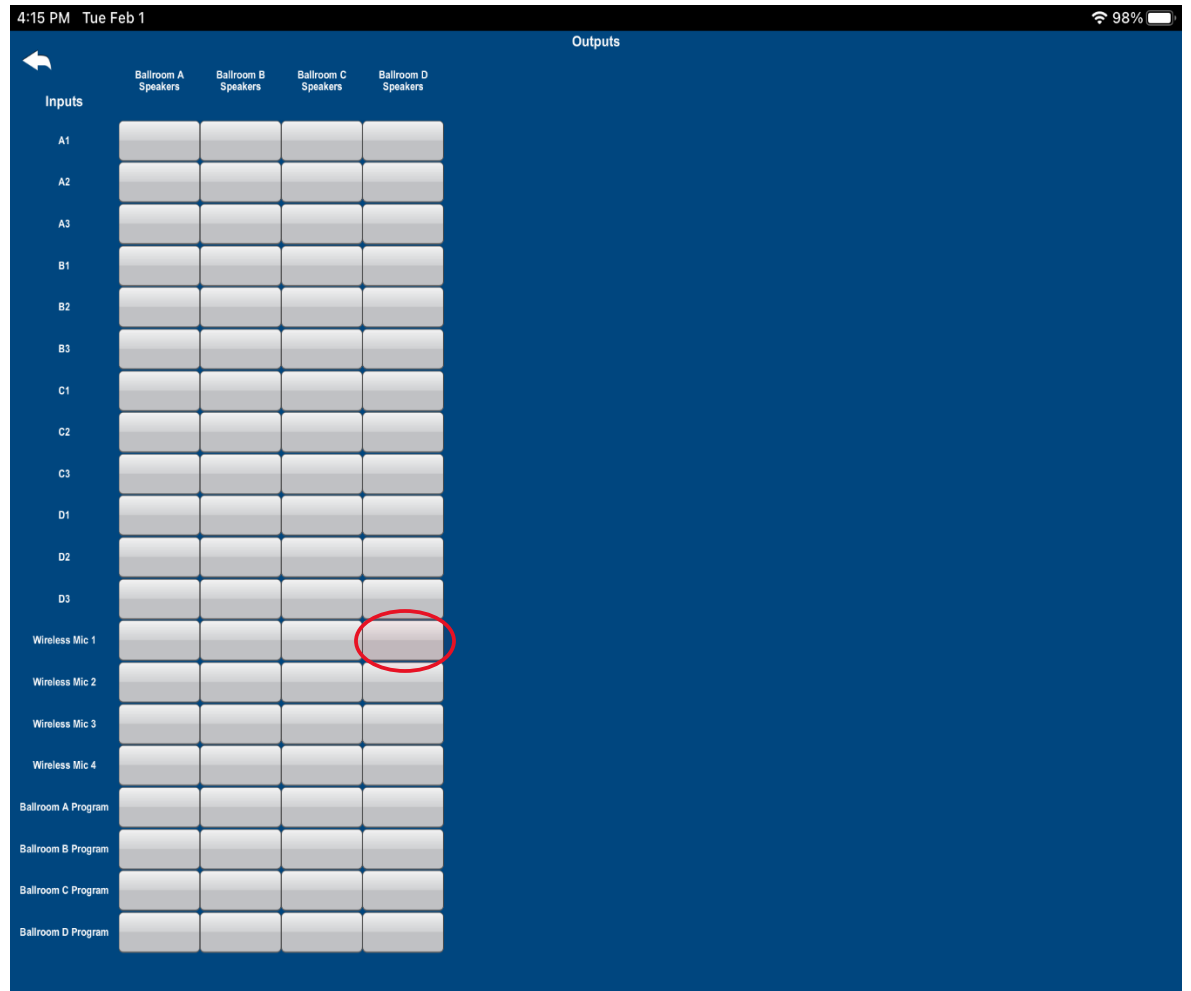
- iv. Then Select "Speaker Matrix"

- 1.



- v. Once in the Speaker Matrix, locate the Microphone(s) that you plan on using in the list:
  5. A = Wireless Mic 1
  6. B = Wireless Mic 2
  7. C = Wireless Mic 3
  8. D = Wireless Mic 4
- vi. Then locate the room(s) that you want the microphone(s) to be heard.
  1. For example, if you wanted Microphone A to be heard in Ballroom D, you would select the following:





2.

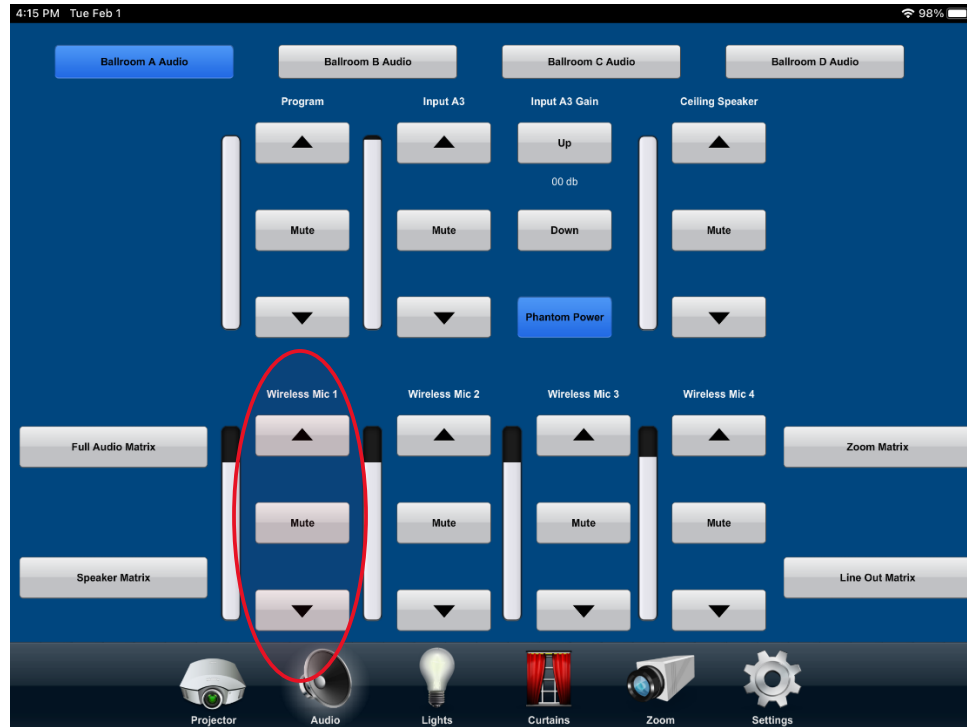
vii. Once you have made your selection(s), return to the main audio page using the:

1.



- viii. Check that the microphone(s) you have chosen are not currently muted (it should be grey, not blue) and the volume is up (it should be grey, not black):

1.



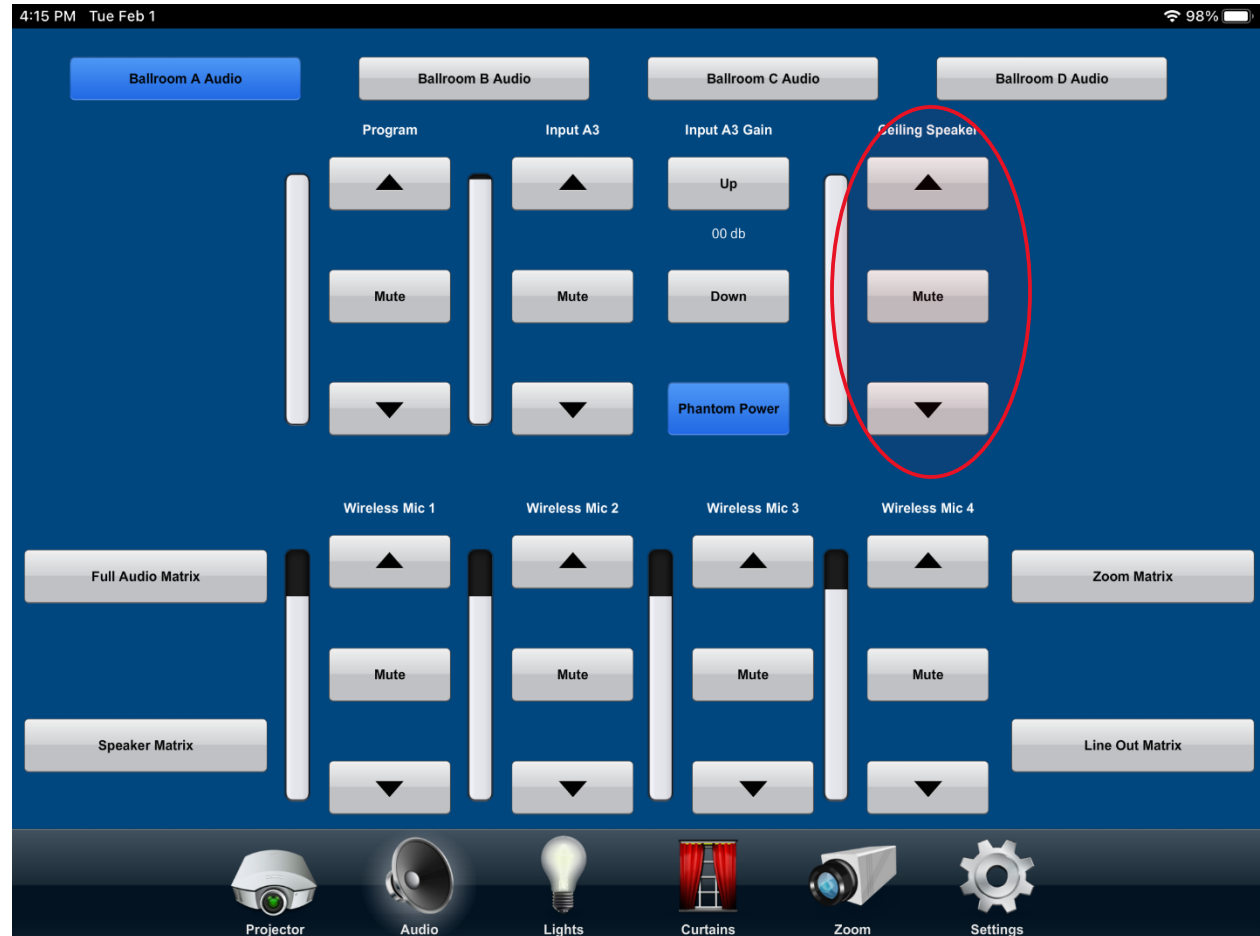
- ix. Select the ballroom that is being used, in this case Ballroom D:

1.



- Finally, make sure that the Ceiling Speaker volume is not muted (it should be grey, not blue) and the volume is up (it should be grey, not black). Speak into the microphone, and you should now hear Microphone A in Ballroom D.

1.



- xi. When you are done using the QLX wireless microphones, always be sure to return the mics to their bag and the batteries to the charger.

## Step by Step Instructions

### How to Setup Projection for Self-Service Events

#### Projector- Ballroom A and D- HDMI Setup

The Ballroom can currently display up to (4) different sources, or laptops, at any given time.

Note that for most events we typically have (1) Video Source. Anything more will require a bit more setup. For the purpose of this tutorial, we will only focus on (1) Video Source.

Each Ballroom (A,B,C,D) has its own projector and screen. There are a number of ways to connect a laptop to them. Each room has connections in the front of the room, and also connections in the back of the room. For this training, we will be connecting a Laptop in the front of the room (**Window Wall**).

**This setup can be applied to the Window Wall of Ballroom A, B, C, or D.**

*To get started you will need:*

- (1) ipad
  - (1) Laptop Bag (Should include a Laptop, Power Supply, and CD Drive)
  - (1) HDMI Cable
  - (1) Power Extension Cord (Often times this is required due to the location of the laptop)
1. Once in Ballroom A, locate the wall plate in the front of the room (near the windows), and plug-in the HDMI into the "HDMI IN"



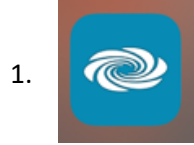
2. Plug-in the other end of the HDMI into the laptop
3. Make sure that the laptop is set to extended or duplicate (depending on preference):
  1. While holding the "Fn" key, press "F8" (**Some keyboards do not have this shortcut, in this case you will have to adjust it under "Display" settings**):



4. At this point, you can select "Duplicate" or "Extend"



5. You will need the ipad to route the Laptop Audio and Video to the correct Ballroom.
  1. Open the Crestron App (found on the Home Screen of the ipad)



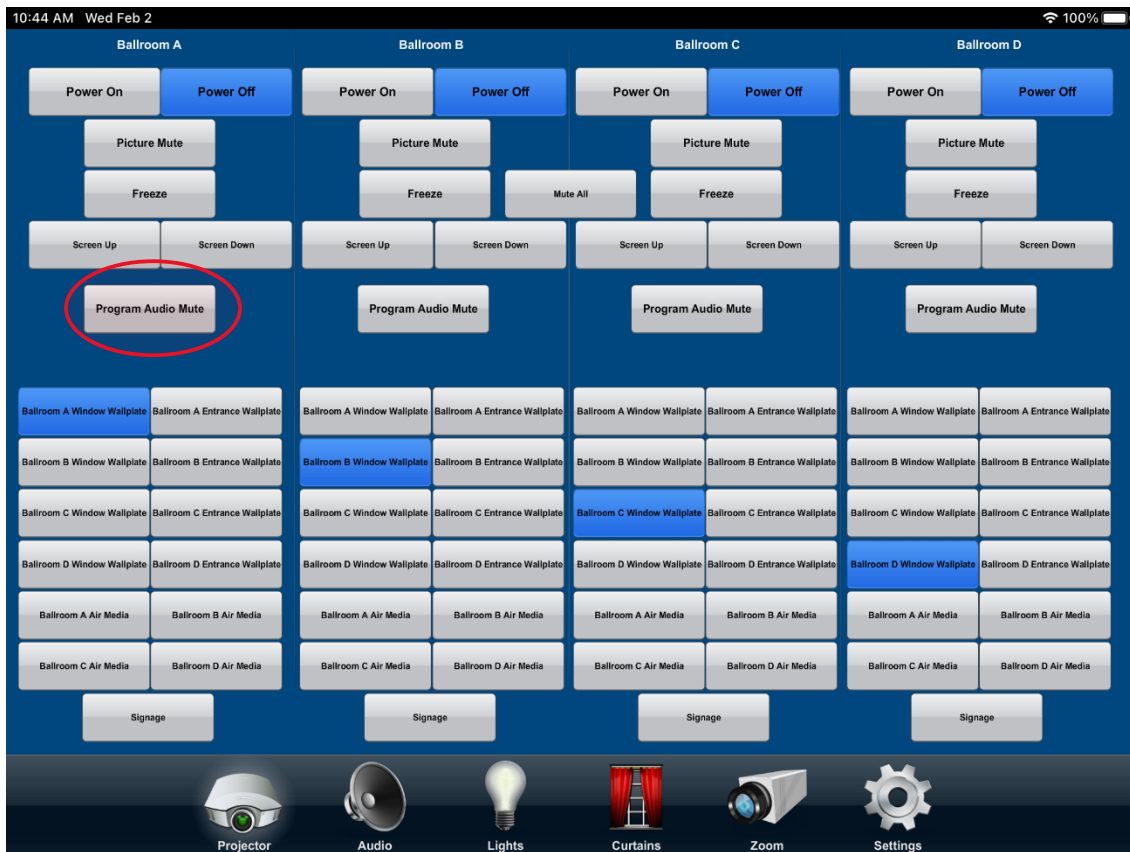
2. Select "Ballroom" from the list.
3. Once the Ipad connects, Navigate to the "Projector" page



4. Under "Ballroom A" select "Ballroom A Window Wallplate"
  1. Use the same procedure for any of the other wall plates, depending on the location of the one being used.

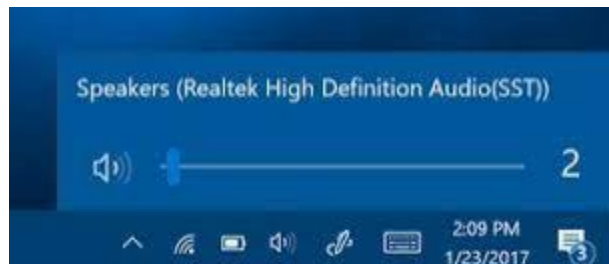


6. Lower the screen and Power on the projector. This process will take a minute, so be patient
  1. While you wait, make sure the "Program Audio Mute" button is Grey, not Blue:



7. At this point you should see the laptop being displayed on the screen and audio playback should be follow the room settings.
8. If Video is not being displayed:
  1. Make sure that the volume on the computer is turned up
  2. If at this point you do not see any video on the screens, check the "Picture Mute" under "Ballroom A" on the Projector page of the Crestron app.
  3. Repeating steps 3-4 might also solve your issue if the previous solution does not
9. If Audio is not coming through the speakers during playback:
  1. Check the audio settings for the laptop to make sure the correct output is being used:

1.



2. Navigate to the "Audio" page of the Crestron App

- 1.



3. Select the ballroom that is being used, in this case "Ballroom A Audio":
4. Check that the "Ceiling Speaker" is not currently muted (it should be grey, not blue) and the volume is up (it should be grey, not black)
5. Check that the Program under "Ballroom A Audio" is not currently muted (it should be grey, not blue) and the volume is up (it should be grey, not black):

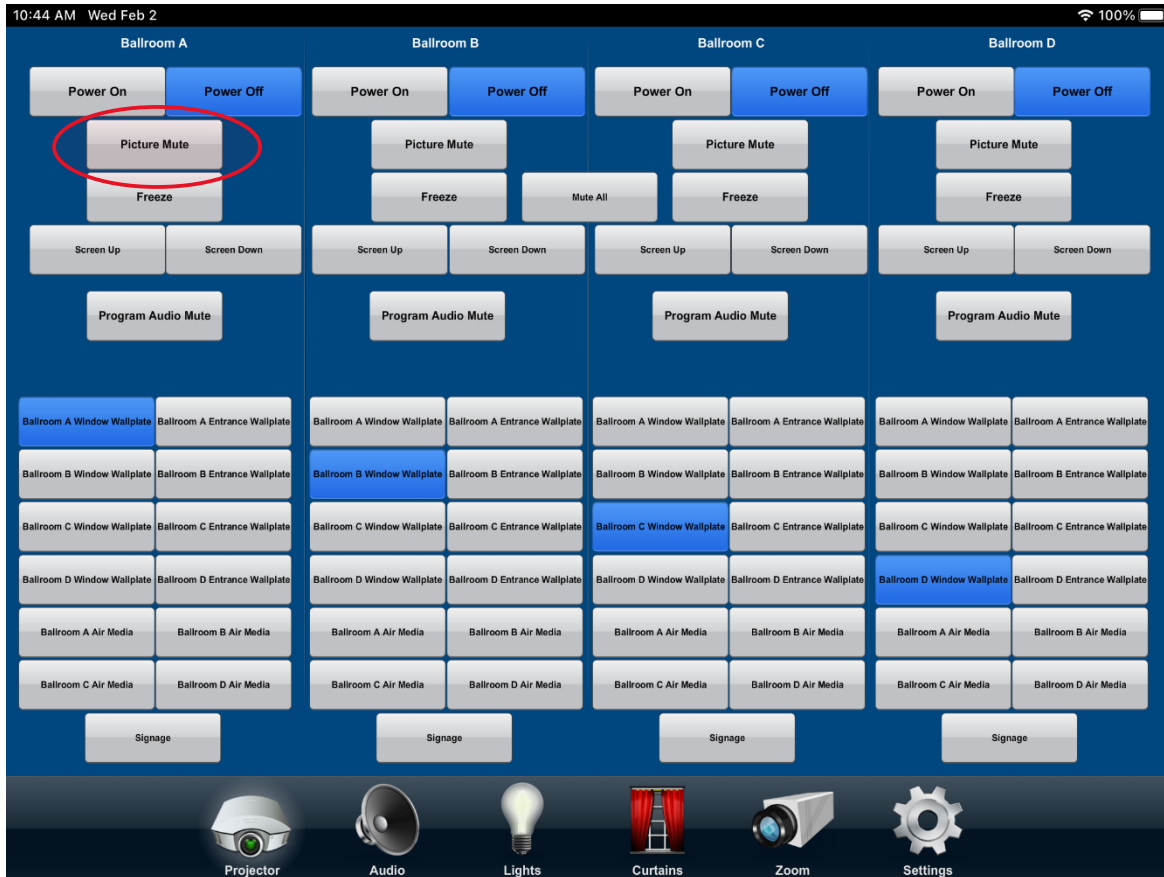


10. It may also be a good idea to close the curtains depending on the amount of light coming into the room.



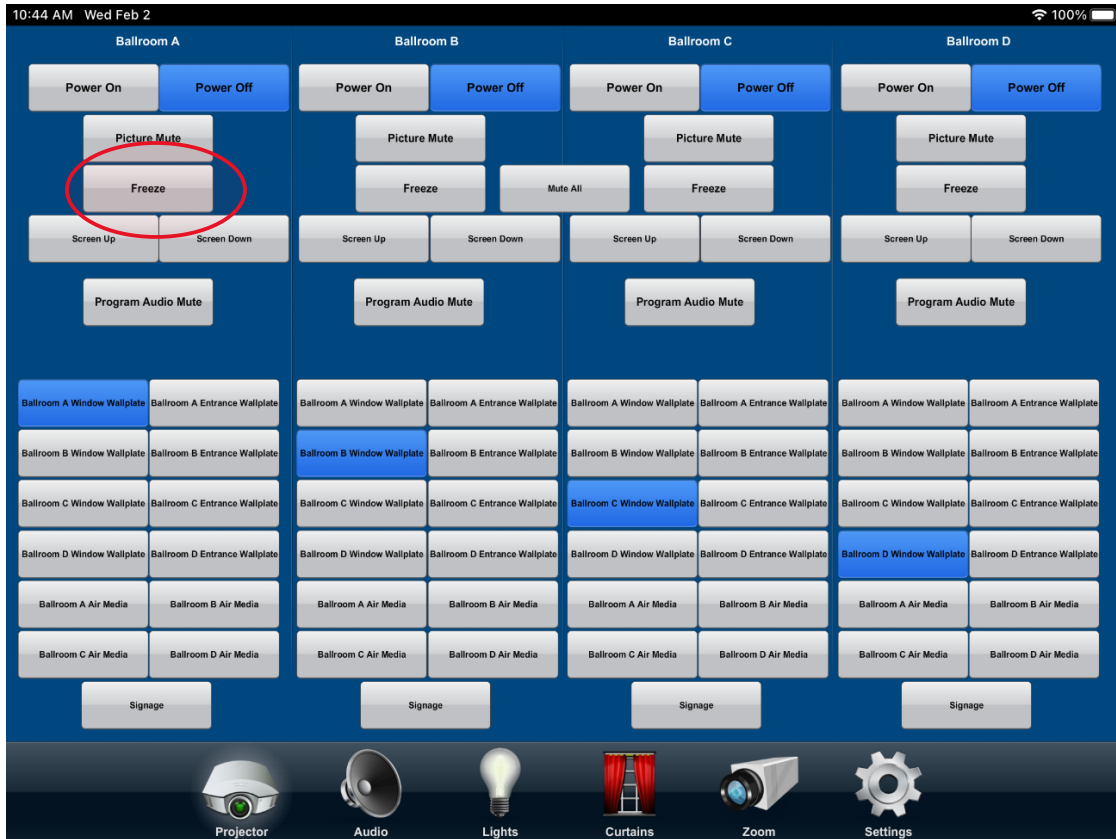
## 11. Picture Mute explained

1. This can be used to blackout the screen
2. It is useful when a presenter needs privacy while working on a laptop connected to the system



## 12. Freeze Explained

1. This is used to capture the image that is currently being displayed on the screen. As long as it is engaged, any activity on the laptop will not be displayed on the screen.



13. It is always a good practice to have the laptop charging any time it is in use.

14. Lastly, when you are done using the screen and projector, be sure to Power Off the Projector and Raise the screens

