Guide to the May Room and Wilson Commons Building

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Campus Information Center (CIC)

Phone: (585) 275-5911

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The Campus Information Center (CIC), located on the second floor of Wilson Commons and offers a wide variety of services to the University of Rochester campus.

The CIC has microphones that can be checked-out and used for "self-service" events in spaces around Wilco: May Room (2), Gowen (2), Havens (1), Hirst (1), Porch (1). For information on how to use the technology in each space, please refer to the "Step-by-Step Guide" for each space.

Hirst

Room Capacity (Flexible Seating): 248

Room 212

Hirst is located on the 2nd floor of Wilson Commons.

Anytime there is an event that is messy by nature, e.g., Painting, Pie Throwing, etc., these events will be in Hirst. For these events we will roll out plastic to protect the floors, and it can be found in May Room Furniture Storage. Additional Plastic is sometimes stored in the May Room Booth.

Storage for Hirst

If groups would like a setup that is different from the Standard setup, we will need move the existing furniture to the corner – where the wooden Yellowjacket statue is located – as neatly as possible. **Note, we do NOT move the blue soft furniture located on the same wall as the Gowen entrance.**

Once the furniture is moved out of the way, we pull furniture from May Room Furniture Storage and set it up according to the diagram.

Technology Installed in Hirst

It has walkup service with Bluetooth for music playback as well as a Microphone in the space. The microphone can be picked up from the Campus Information Center (CIC). If anyone would like to access Bluetooth, they will need to go to the CIC to connect.

The Porch

The Front Porch faces the Wilson Quad and Dandelion Plaza. There are front steps up to the porch and an accessible ramp.

We do not normally setup furniture on the porch, but we can deliver some 6' tables and chairs for events as needed. The tables and chairs can be picked up from May Room Furniture Storage.

Technology Installed for the Porch

The porch is considered a Self-Service space. (1) Wireless Microphone can be picked up from the Campus Information Center (CIC) to use on the porch. The porch also has Bluetooth capability.

Bridge Lounge

Capacity (Flexible Seating): 64

Located on the 4th Floor) it is the area just past the elevator from the May Room entrance and overlooks Wilson Commons.

The Bridge Lounge can be used as a standalone space for receptions or other social types of events.

We typically do small furniture setups in the Bridge Lounge. The Bridge Lounge sometimes functions as a catering area for events occurring in the May Room.

Furniture used in the Bridge Lounge is typically pulled from May Room Furniture Storage.

Storage for the Bridge Lounge

Furniture for Bridge Lounge setups should be pulled from May Room Furniture Storage.

May Room

Capacity (Flexible Seating): 224 – 260

Notable Locations in the May Room

Located on the 4th floor of the Wilson Commons building. It is a triangular room that serves as an event space.

There are two entrances to the May Room**:** one located just off the Bridge Lounge (near the elevator), and the other entrance is located near the 4th floor external doors that flow into the Eastman Quad.

The Bridge Lounge Entrance acts as the Main Entrance to the May room for events.

Terms used to describe areas of the May Room include the Apex, Brick Wall, and The Booth. Learn the names of each location to easily communicate with fellow technicians when working in the May Room.

a. The Apex

> The furthest point of the May Room from either entrance. Often, we will set our tech stations in the Apex.
>
> There, we have audio, video, and lighting interconnection that easily enables us to connect to the installed equipment in the May Room.

b. The Brick Wall

> The broad side of the room – along the entrance wall - and appears just as it sounds.
>
> There, we have audio and video interconnection that easily enables us to connect to the installed equipment in the May Room.

c. The Booth

> Located on the 5th floor. You can access the booth via the elevator, or the stairs located next to the elevator.

d. The Bridge Lounge

Events occurring in the May Room will sometimes require furniture to be set in the Bridge Lounge. When furniture is needed in the Bridge Lounge a diagram should be provided. Furniture for Bridge Lounge Setups can be pulled from May Room Furniture Storage.

There is no technology installed in the Bridge Lounge.

Storage for the May Room

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

The May Room has furniture – lecterns, tables, chairs, stage decks - that is exclusively used in the May Room. Unless told otherwise, you should never need to pull furniture from other venues to use in the May Room. A Diagram should be provided for setups in the May Room.

Some of the tech in the May Room is often pulled for other venues for larger events. The Job Sheet should indicate whether gear is needed from the May Room. If you pull tech from the May Room, please be sure to return it where you found it.

e.   Furniture Storage

Located inside the **May Room**. It is closest to the Bridge Lounge entrance of the May Room.

As you enter the May Room from the Bridge Lounge you will see a set of double doors to the LEFT. Go through the double doors and locate another set of double doors along the hallway.

1. **60" Round Tables**
2. **6' Tables (long tables)**
3. **30" Round Tables**
4. **Chairs**
5. **Wooden Stools**
6. **Plastic Tarps for messy events**
7. **8' Ladder**

f.   Music Stand Closet

On your way to Furniture Storage, you probably noticed a single door on the right-hand side of the hallway.

1. **Music Stands**
2. **Marley Dance Floor**
3. **Coat Rack for the May Room and Bridge Lounge**

g.   Riser Room

Located inside the **May Room**. It can be found on the opposite side of the room from **Furniture Storage**.   As you enter the May Room from the Eastman Quad side you will see a set of double doors to the RIGHT.

1. **Lectern (For May Room)**
2. **Stage Decks**
3. **Stage Deck Legs (16" and 24")**
4. **Stage Skirts**
5. **Rollie Walls**
6. **Mega Bars (Lighting fixtures)**
7. **Genie**

h. **The Booth**

Located on the 5th floor of Wilson Commons. You can access the booth via the elevator, or the stairs located next to the elevator.

1. **Ipad**
2. **Sound Table (with Mac Mini)**
3. **Lighting Table**
4. **Laptops #2 and #3**
5. **Microphones**
6. **Wireless Rack (4-Ch.)**
7. **DI boxes**
8. **DM Transmitter**
9. **DM Receiver**
10. **Passive Speakers**
11. **Powered Speakers**
12. **Amplifiers**
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. **Adapters**
24. **HDMI Cables (Video)**
25. **DMX Cable (Lighting)**
26. **Ethernet (Network Cable, Cat5, Cat6, etc)**
27. **PowerCon**
28. **Batteries for Wireless Mics**
29. **Mic Stands**

30. **SpeakOn Cables**
31. **All-in-one Rack**

i. **Left Wing**

Left-wing can be accessed from inside the Booth. As you enter the booth, it is a single door on the left-hand side – at the end of the booth. The door to the Left-Wing locks from outside of The Booth. Be sure to prop the door whenever accessing Left-Wing from The Booth.

1. **Presidential Lectern**
2. **Travelling Lectern**
3. **Standing Podiums**
4. **Gels for lighting (in file Cabinet)**
5. **Sandbags/Stage Weights**
6. **Tents**
7. **Cable Ramps**
8. **Travelling Projector**
9. **Standalone Projection Screens**
10. **Extra rolls of Plastic for messy events**

i. **Right Wing**

Right-wing can be accessed from inside the Booth. As you enter the booth, it is a single door on the right-hand side – at the end of the booth. The door to the Left-Wing locks from outside of The Booth. Be sure to prop the door whenever accessing Left-Wing from The Booth.

1. **Tools**
2. **TVs on Rolling Stands for events**
3. **Fix Me Bin for cables, mic stands, etc.**
4. **Electrical Tape (E. Tape)**
5. **Extra Gaff Tape**

Technology Installed in the May Room

Signal Flow: Routing Signal Throughout the Space

       a. **Patch Panel I (Apex)**

       b. **Patch Panel II (Apex)**

       c. **Patch Panel III (Brick Wall)**

Patch Panels I, II, and III can be found in the May Room. They are used to easily route signal throughout the May Room. An XLR or Network cable can be plugged into any of the patch panels on the May Room Floor and sent to another patch panel without having to run a cable across the entire room.

d. The Patch Bay (found in the May Room Booth)

is used to establish the connection from one patch panel to another. It can be used to connect any INPUT to any OUTPUT found on the patch panels. Always ask yourself, where is it coming from, and where is it going?

The Patch Bay is also used to connect to the installed speakers in the space.

Patch Cables are short cables found near the patch bay and are used to make the connection between patch panels.

The XLR patch points found on the Patch Panels and Patch Bay can be used to route audio.

The Network patch points found on the **Patch Panels** and **Patch Bay** can be used to route audio but can also be used for any equipment that requires a network cable. Similar connections – referred to as Point to Points (P2P) – can also be found in the Feldman Ballroom.

e. House Sound

is a term used to refer to installed Speakers that can easily be accessed via the Patch Bay. There are several different speaker configurations available:

    i.   Apex
    ii. Brick Wall
    iii. Subs
    iv. Ceiling Speakers

Refer to the documentation – posted on the side of the rack – to determine which patch points connect to which speakers.

The orientation of the audience will usually determine which **House Sound** speakers are used for an event. Ideally, you want the sound to originate from the front of the audience. For example, if the audience is seated facing the Apex, then you would most likely use the Apex speakers. Alternatively, you can use any combination of speakers available.

f. Projection

The May Room is equipped with two projectors: Apex and Brick Wall. Any time you use a projector you will need to select which Source it is using (like your TV at home). Once you have connected an HDMI cable to one of the available Patch Panels (I,III) you can select the corresponding source using the iPad (found in the booth), or using the Self-Service Panel located on the wall (in the Apex).

b. Lighting

The May Room is equipped with Conventional Lights and Movers. Like all other event spaces, the May Room uses an ION Lighting Controller. You can easily connect to the lighting grid via ETCnet. You can also control House Lights and the accent lighting on the walls using the ION.

Step by Step Instructions

How to Setup Installed Microphones (QLX)

The May Room can currently use up to (2) Microphones

Note that there are actually (4) Microphones that include:

(2) Handheld microphones - Labeled (Wireless 1 and 2) (***Wilson Commons only has HH Mics)
(2) Lavalier microphones - Labeled (Wireless 1 and 2)

Although there is a total of (4) microphones, only one microphone per label can be used at any given time. Do NOT try to use Wireless 1 HANDHELD and Wireless 1 LAVALIER at the same time. If more than one microphone is needed, then be sure to use ONE of the Wireless 1 Microphones, and ONE of the Wireless 2 Microphones. The type of microphone does not matter, but the label does.

> To get started you will need:
>
> **(1) ipad**
> **(1) Installed wireless mic**
> **(1) Battery for the wireless mic**
> **(1) Mic clip (found in the mic locker in the booth)**
> **(1) Goose neck (should already be on the lectern. If not, they are in the booth**)

To setup a microphone:

1. Locate a Shure QLX Microphone(s)
   a. ECM microphones can be found in the rack drawer of the May Room Booth

2. Select (1) microphone PER LABEL as needed. Up to (2) can be used. Do not duplicate any of the labels 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 charger across from the location of the rack drawer.

   b. You will need the ipad to route the microphone(s) to the May Room speakers, or you can use the panel inside the Booth.
i. Open the Crestron App (found on the Home Screen of the ipad)

   1.

ii. Select "May Room" from the list.

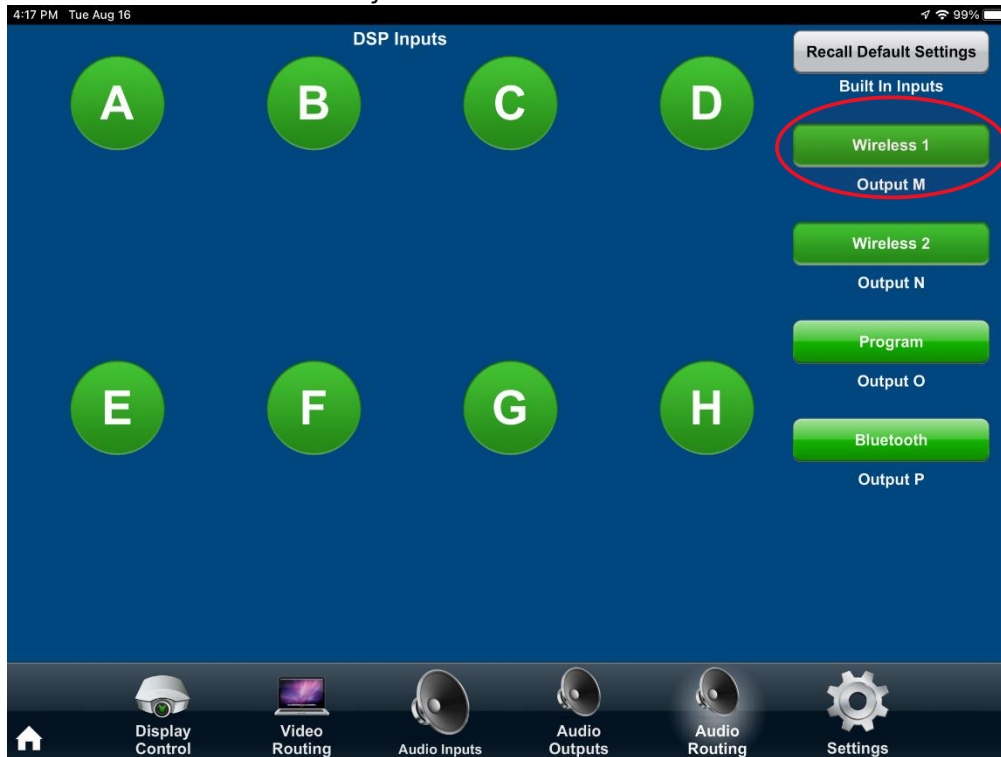iii. Once the ipad connects, navigate to the "Audio Routing" page

1.

iv. Then Select the microphone you are using:

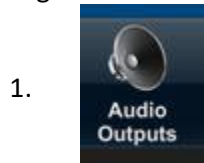 OR

**We'll use Wireless 1 for this instructional

v. Select which speakers you would like to send the microphone:
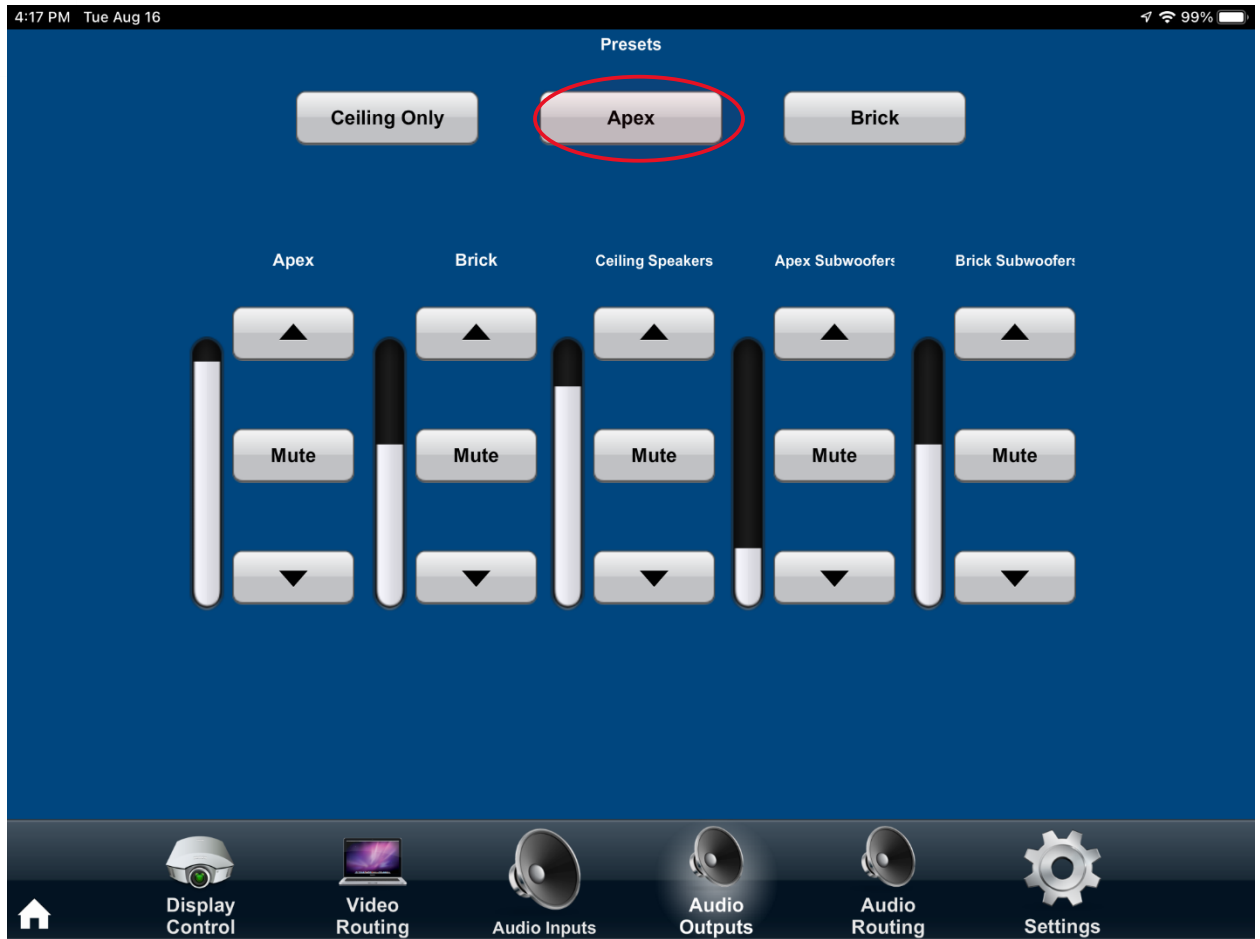   1. Blue means ON
   2. Gray means OFF

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vi. Navigate to the Audio Outputs Page.

1.

vii. You can also choose from the presets at the top of the page for a quicker selection. Make sure that the speakers in use are un-muted and the volume is up. Y.

1. Blue means ON
2. Gray means OFF

vii.   Once you have made your selection(s), you can navigate to the Audio Inputs Page to adjust microphone volume. Before Un-muting anything, always start with the volume at about half and increase it as needed.
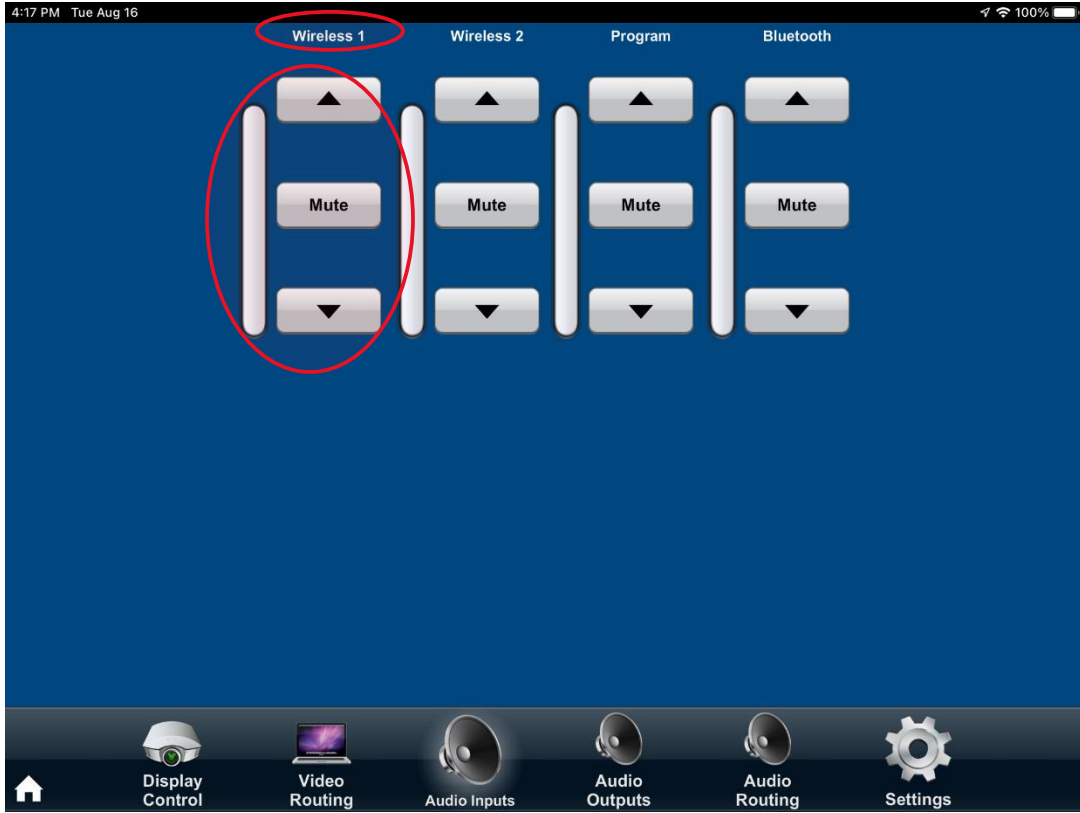
Step by Step Instructions

Projector Setup: Apex and Brick Wall Connections

The May Room can currently display up to (2) different sources, or laptops, at any given time. Or it can display the same source across any number of existing screens.

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 Projector has its own screen. There are a number of ways to connect a laptop to them. There are (2) patch panels that will allow you to interface with the projectors: (1) in the Apex, and (1) along the Brick Wall. For this training, we will be connecting our Laptop in the Apex.

**This setup is for the Apex, but can also be applied to the Brick Wall.** 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) Gaff Tape

1. Once in the **Apex**, locate the wall plate and plug-in the HDMI cable into the "HDMI IN"

   a.

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:
   a. 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)**:
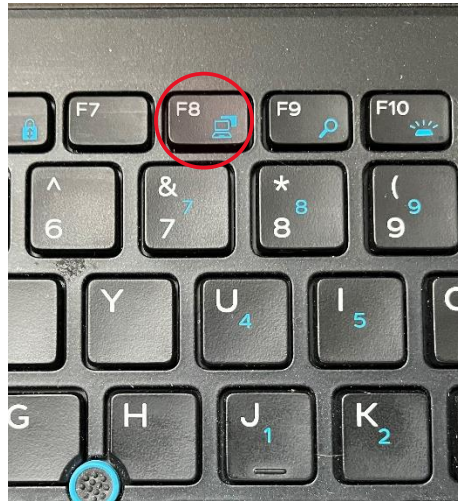
4. At this point, you can select "Duplicate" or "Extend"

5. It is always a good practice to have the laptop charging any time it is in use. Run the extension cord from the wall outlet to the lectern. Some lecterns have a cutouts for cables. This will allow you to cleanly run cables from the bottom to the top of the lectern. If a lectern does not have a cutout, then do your best to cleanly tape the cable to the lectern.

6. You will need the ipad to route the Laptop Audio and Video to the correct Projector.
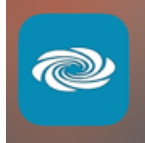
     b. Select "Ballroom" from the list.

     c. Once the Ipad connects, Navigate to the "Projector" page

7. Under "Apex Projector" select "Apex HDMI/VGA"
     a. Use the same procedure for any of the other wall plates, depending on the location of the one being used.
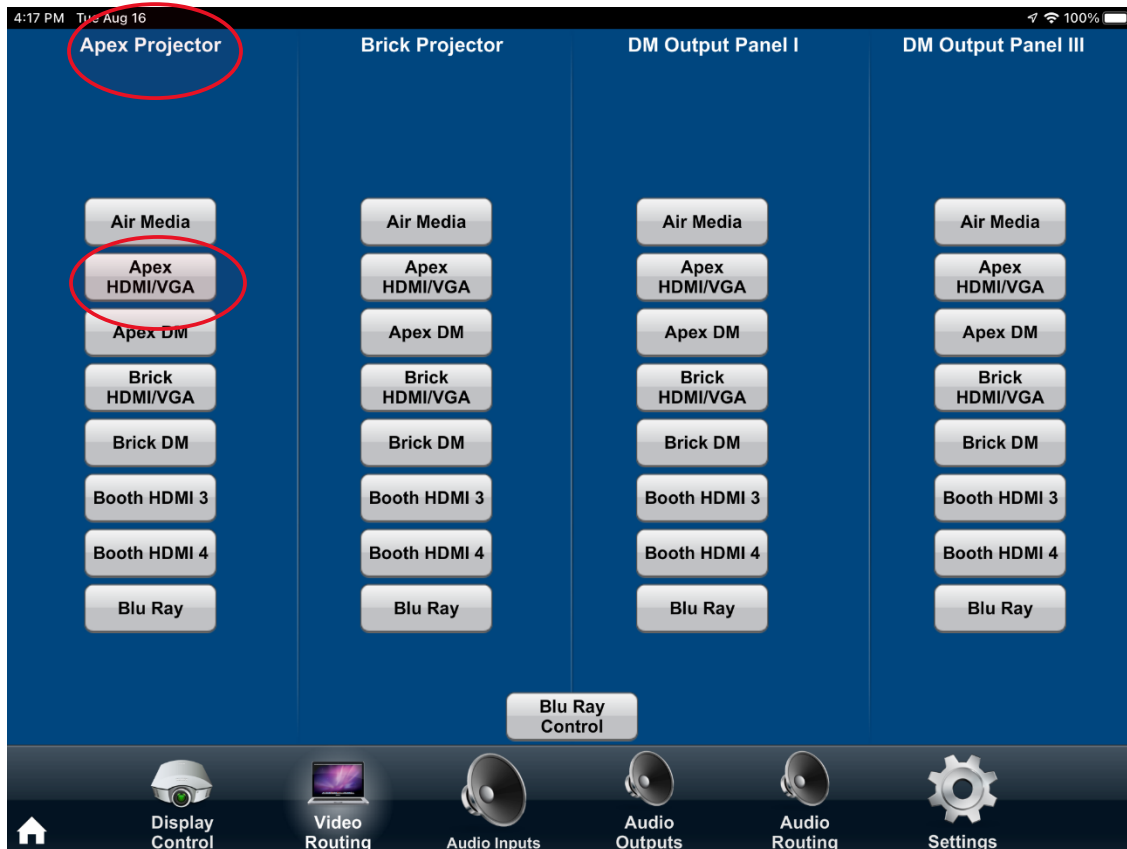
8. Under "Display Control"

   a. "Power On" the projector
    b. "Screen Down" to lower the screen

9. 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:
    a. If at this point you do not see any video on the screens, check the "Picture Mute" under "Apex Projector" on the "Display Control" page of the Crestron app.
   b. Repeating steps 3-4 might also solve your issue if the previous solution does not

11. Picture Mute explained:
    a. This can be used to blackout the screen.
    b. It is useful when a presenter needs privacy while working on a laptop connected to the system.
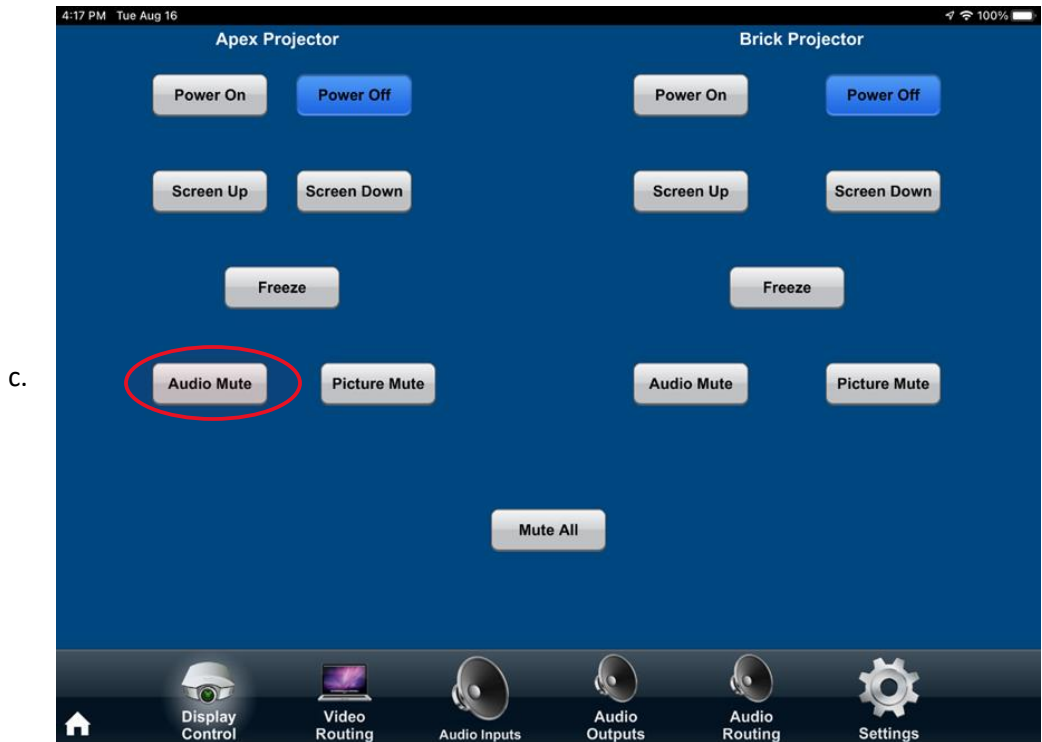
12. Freeze Explained
    a. This is used to capture the image that is currently being displayed on the screen.
        As long as it is engaged, any activity on the laptop will not be displayed on the
        screen – only whatever image was captured at the time "Freeze" was selected.
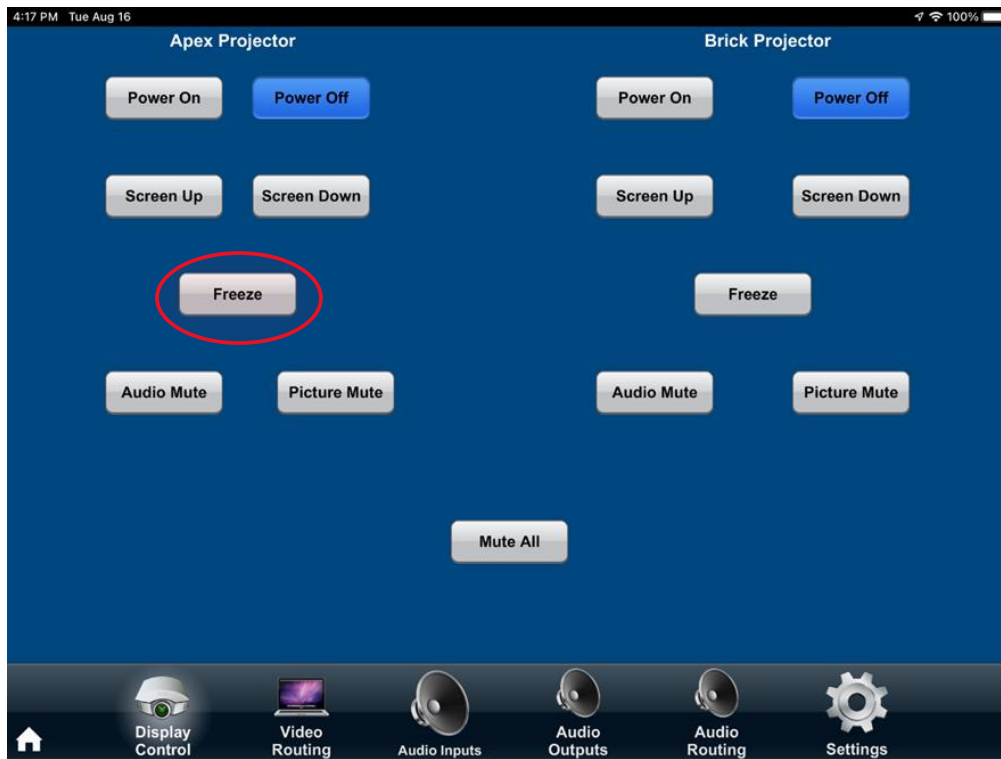
13. If Audio is not coming through the speakers during playback:

    a. Check the audio settings for the laptop to make sure the correct output is being used. It should say "Crestron" NOT:
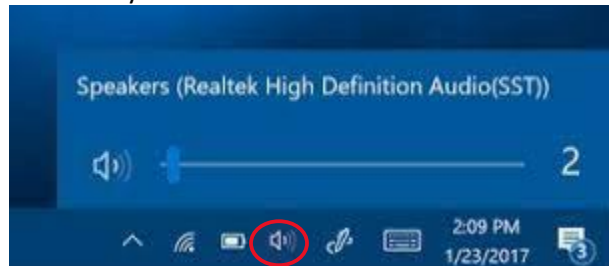
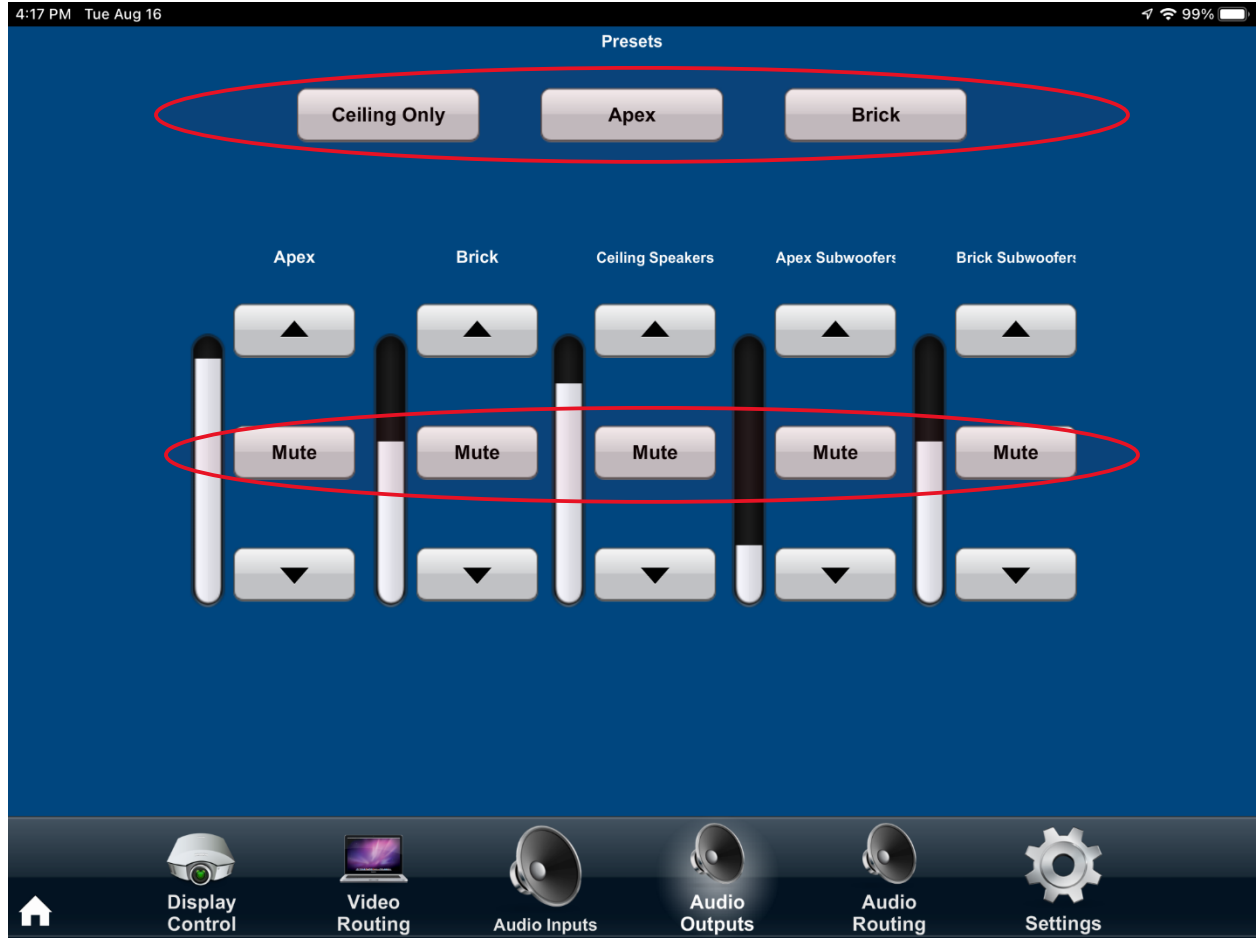14. Navigate to the "Audio" page of the Crestron App

15. Check that the "Audio Mute" under "Apex Projector" is not currently engaged (it should be grey, not blue):

16. If you still do not hear audio, navigate to "Audio Outputs" page:

17. Be sure that a "Preset" selection was made, it is not muted (should be grey, not blue), and the volume is up:

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

15. Under "Display Control"

.   "Power Off" the projector
a.   "Screen Up" to raise the screen

Havens

Capacity (Flexible Seating): 77

Room 409

Located on the fourth floor. It is another triangular room that is used for small events and luncheons. You can access by going up the stairs (from across Starbucks on the third floor), walking across the skywalk to the entrance.

One think to note about Havens is ADA accessibility. You need to take the elevator up to the fourth floor, walk across **Bridge Lounge**, go through the doors, and finally take the **ADA elevator** down to Havens. This will lead you to a side entrance of the room.

The standard layout of Havens is soft furniture and (2) 6' Tables that live along the inside window wall. There are also black armless chairs that live in the room along the walls.

If we set the room with furniture other than the soft furniture, the soft furniture needs to be stored outside of the room - just outside the doors near the closet. Be very careful not to stack furniture higher than any railings or barriers to prevent anything from falling over the side.

Storage for Havens

Other furniture options include: 60" Rounds, 30" Cocktail Tables, and additional 6' Tables and Black Armless Chairs. All furniture is stored in the closet that can be accessed from inside of Havens.

1. **60" Rounds**
2. **6' Tables**
3. **30" Cocktail Tables**
4. **Additional Black Armless Chairs**

Technology Installed in Havens

The room is considered a "Self-Service" room. Havens has a Crestron Panel to control the projector screen (which is in the Apex of the room), (1) Handheld Mic (which can be picked up from the CIC).

Gowen

Capacity (Fixed Seating): 99

Room 213

Located on the second floor of Wilson Commons and is used for larger meetings.

It can be accessed by walking across Hirst Lounge, and the entry door is next to the staircase leading down to The Pit.

The front row of chairs are the only chairs that can be removed/relocated, and the rest of the chairs are fixed.

There are (2) 6' Tables that live in the front of the room. A lectern is located on the far-left side of the room from the entrance.

Storage for Gowen

There is a closet with additional chairs and 6' Tables to the far left – from the entrance – passed the podium.

1. **Additional Chairs**
2. **Additional 6' Tables**

Technology Installed in the Gowen Room

Gowen has a Crestron Panel to control the projection which is located on the wall by the lectern. There is laptop that lives on the lectern that guests can use for their events. There are (2) Handheld Mic (which can be picked up from the CIC). The room is considered a "Self-Service" room.

There is a booth at the top of the stairs but should only accessed by professional staff. The booth should never be accessed by students or any groups who use the room.