

Guide to the Feldman Ballroom and Douglas Commons Building

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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 – Just outside of **Ballroom D**. (Swipe Access)

g. Furniture Storage

Douglas Commons is located inconveniently on the 4th 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 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. Ballroom Control (Laptop #9 located under the rack)
2. Stream Deck for additional Control
3. Installed Wireless Mics (#1-8)
4. Ipads
5. NAV Boxes
6. AVIO Devices
7. Sound Table (with Mac Mini)

- 8. Lighting Table**
- 9. Laptops #4 and #5 (Used for events)**
- 10. Microphones**
- 11. Wireless Rack (8-Ch.)**
- 12. DI boxes**
- 13. Powered Speakers**
- 14. Roland Video Switch**
- 15. Allen and Heath Stagebox**
- 16. Audio Snakes**
- 17. Gaff Tape**
- 18. Spike Tape**
- 19. Edison Cables (Power Extension Cords)**
- 20. IEC (Power for speakers, stage boxes, lights, etc.)**
- 21. Power Strips**
- 22. XLR Cables (3-pin Audio Cables)**
- 23. ¼" Cable (TRS and TS)**
- 24. 1/8" to ¼" Cables**
- 25. HDMI Cables (Video)**
- 26. HDMI Splitters**
- 27. DMX Cable (Lighting)**
- 28. Ethernet (Network Cable, Cat5, Cat6, etc)**
- 29. Batteries for Wireless Mics**
- 30. Mic Stands**
- 31. Tie Line**

Overview of Technology Installed in the Feldman Ballroom

About the Installed Mics

The Ballroom can currently use up to (8) Installed Microphones with minimal setup. They can be found in [Tech Storage](#). As you enter storage they can be found on the wire rack – located on the right-hand side from the entrance.

The mics live on their battery charger. These mics will automatically be routed to any configuration of rooms containing their designated room as listed below. For instance, if a wall separates Ballrooms AB | CD, then Mics 1-4 could be used in Ballroom AB, and Mics 5-8 would be used in Ballrooms CD.

(8) Installed Handheld Microphones

- Wireless Mic 1 = Ballroom A
- Wireless Mic 2 = Ballroom A
- Wireless Mic 3 = Ballroom B
- Wireless Mic 4 = Ballroom B
- Wireless Mic 5 = Ballroom C
- Wireless Mic 6 = Ballroom C
- Wireless Mic 7 = Ballroom D
- Wireless Mic 8 = Ballroom D

(8) Lavalier Microphones

- Lav Mic 1 = Ballroom A
- Lav Mic 2 = Ballroom A
- Lav Mic 3 = Ballroom B
- Lav Mic 4 = Ballroom B
- Lav Mic 5 = Ballroom C
- Lav Mic 6 = Ballroom C
- Lav Mic 7 = Ballroom D
- Lav Mic 8 = Ballroom D

Although there is a total of (16) microphones/Belt packs, only one microphone per number can be used at any given time. For instance, **do NOT try to use Handheld 3 and Lavalier 3 at the same time.** If more than one microphone is needed, then be sure to use two different numbered microphones. **The type of microphone does not matter, but the number on the label does.**

The lav mics live in the drawer of the AV Rack that is mounted on the wall in Douglas Storage. These mics will automatically be routed to any configuration of rooms containing their designated room as listed below. For instance, if a wall separates Ballrooms AB | CD, then Mics 1-4 could be used in Ballroom AB, and Mics 5-8 would be used in Ballrooms CD.

Step-by-step Instructions for Installed Wireless Mics

- 1) Grab Mic #1, #3, #3, #4, #5, #6, #7, or #8. They can be found in [Tech Storage](#). As you enter storage they can be found on the wire rack – located on the right-hand side from the entrance. The mics live on their battery charger. Which number you grab will depend on which ballrooms are being used
- 2) These mics will automatically be routed to any configuration of rooms containing their designated room as listed below For instance, if a wall separates Ballrooms AB | CD, then Mics 1-4 could be used in Ballroom AB, and Mics 5-8 would be used in Ballrooms CD.

(8) Installed Handheld Microphones

Wireless Mic 1 = Ballroom A
Wireless Mic 2 = Ballroom A
Wireless Mic 3 = Ballroom B
Wireless Mic 4 = Ballroom B
Wireless Mic 5 = Ballroom C
Wireless Mic 6 = Ballroom C
Wireless Mic 7 = Ballroom D
Wireless Mic 8 = Ballroom D

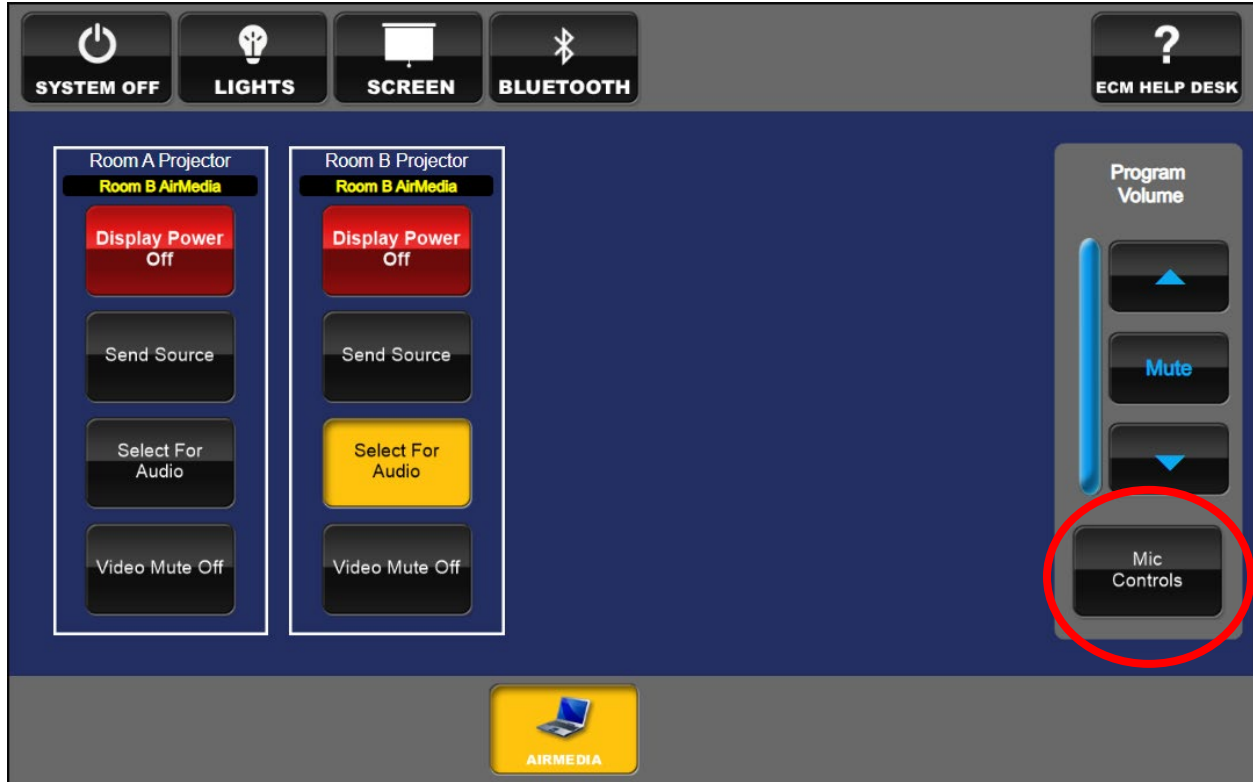


2) Sometimes you will need to grab Mic Clips or Mic Stands for the wireless mics. The mic stands can be found in the black storage box located near the entrance to Tech Storage. The Clips can be found in the blue bins located in Tech Storage.

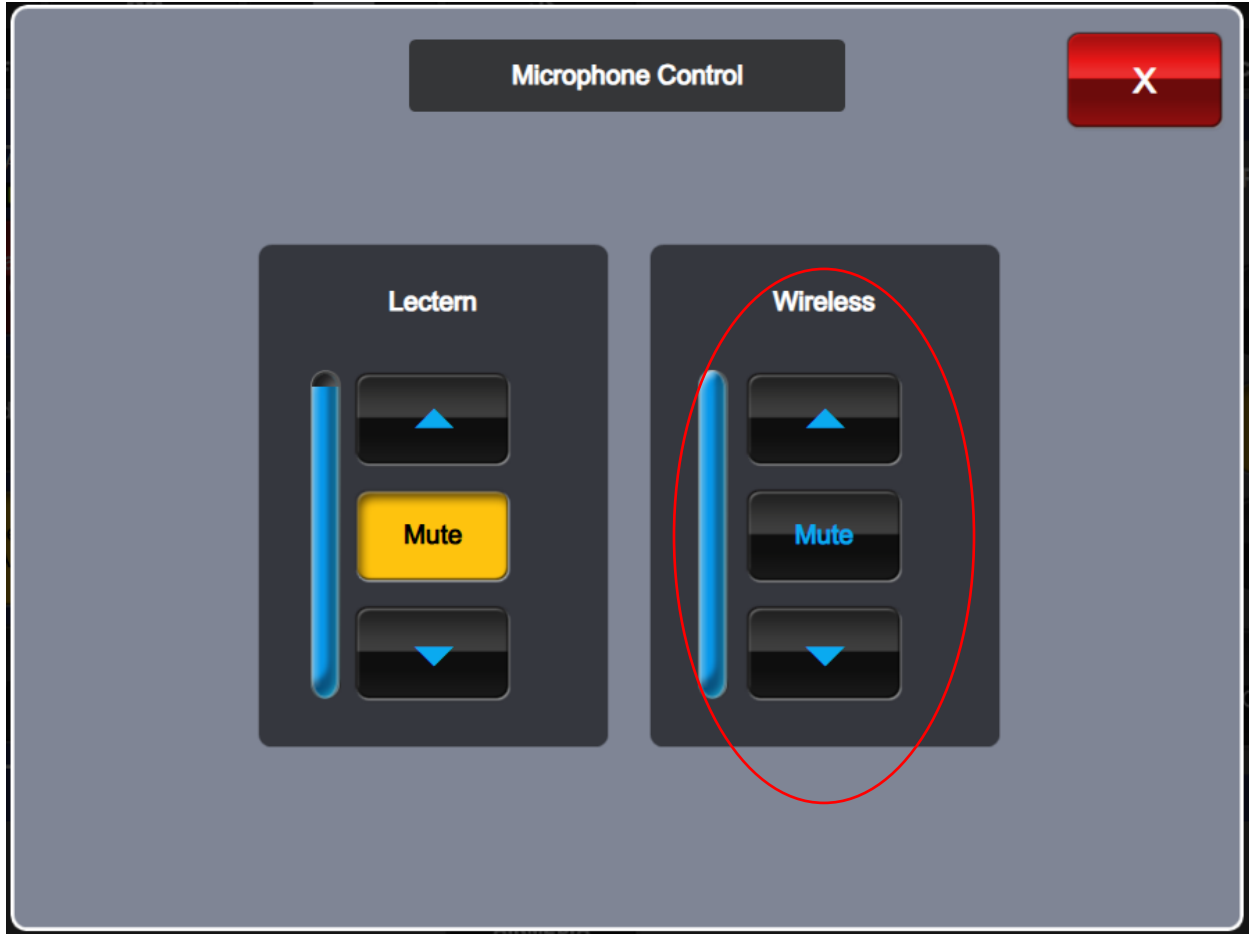


4) Once you have the mics you need, head to the ballroom. Turn on the mic(s) and test it to make sure they are working. You can adjust the mic level using the touch panel on the wall:

4a) Locate the "Program Volume" section of the touch panel. Select "Mic Controls" at the bottom of this section. Note: This volume control adjust ALL wireless mic levels that are currently being sent to a room. It acts as a "Master" fader for the wireless mics. If you need to adjust individual microphone levels, see "Step 5" of this section.



4b) Use the "Wireless" volume controls to adjust the level of the mic



5) If more adjustments to the mics need to be made, you will need to access Canvas.

You can easily login to Canvas by using the attached Stream Deck:

5a) You can navigate between the pages on the stream deck using the navigation arrows at the bottom of each page.



5b) Locate the Canvas section on the Stream Deck. Follow the instructions located on the buttons.



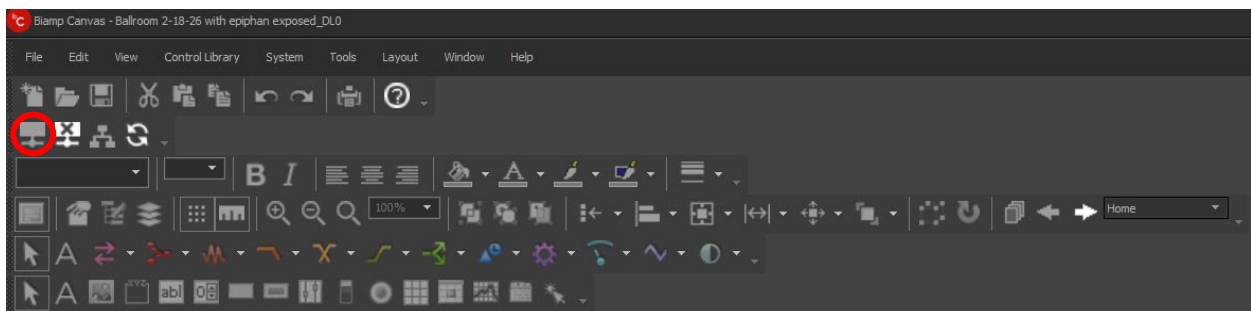
If you successfully logged in, skip to Step 5.

1. If for some reason the above method doesn't work, do the following:
 - 3a) Locate the Canvas App on the Desktop (it may already be loaded).



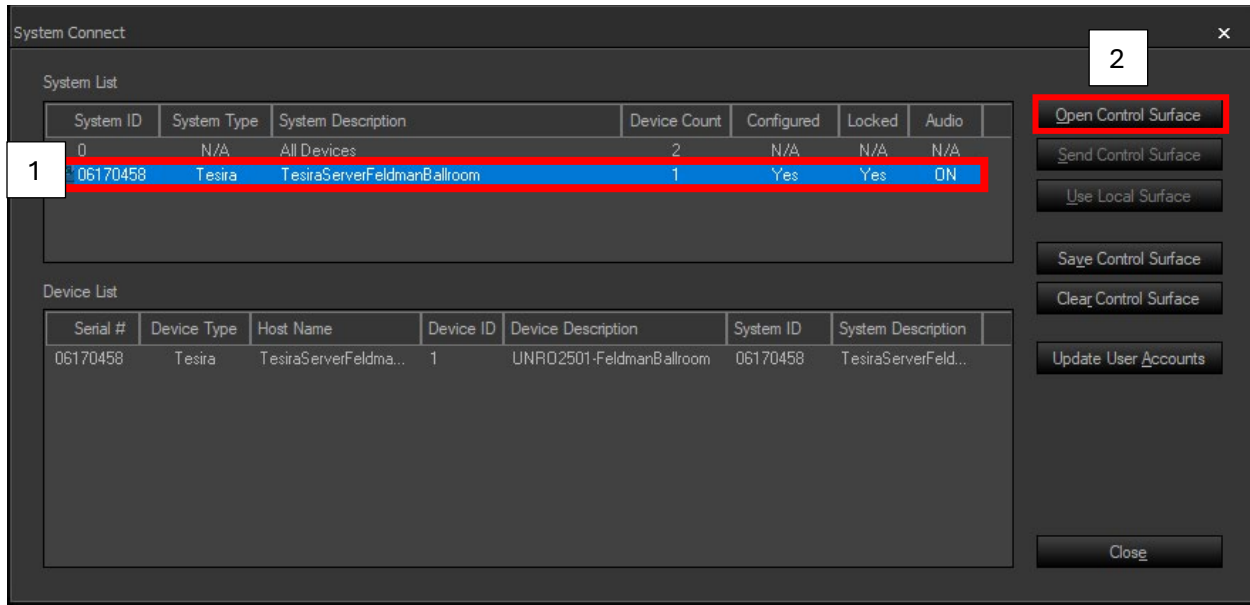
- 2) When you open the canvas file you will be prompted for a user name and password. The User Name is **Event** The Password is the event laptop password, which can be found posted on the wall of tech storage near the AV rack.

If it does NOT automatically connect, then locate "CONNECT" towards the top left of the interface.



After you click CONNECT, then it will ask you which system you would like to connect to:

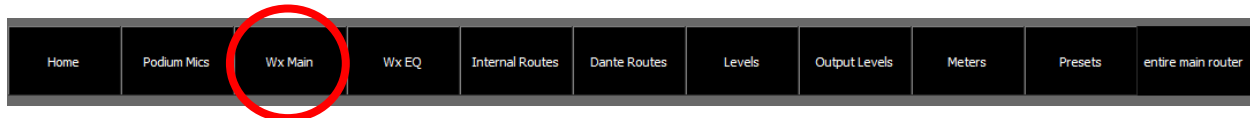
- Select 1: TesiraServerFeldmanBallroom"
- Select 2: "Open Control Surface"



5c) At this point it might ask you for the User Name and Password mentioned above in Step 2.

Once Logged In:

5) Navigate to the "Wx Main" page. The Navigation pane can be found at the top of each page.



6) You can adjust levels of each mic using the faders. You can bring the laptop into the Ballroom while you are making adjustments. This will allow you to hear the changes in real time.

About the Lecterns

There are two lecterns for the ballroom – Lecter A/B and Lectern C/D. Most events that occur in the ballroom will use one of the lecterns.

The lecterns are stored in the closet that is located in the rear corner of Ballroom D. You can either use your ID to access this closet, or the Douglas keys if you do not have your ID.

Sometimes we will need to lift the lecterns onto a stage. You should never do this alone. Always ask for assistance from the Help Desk when lifting lecterns onto stages.

The lecterns have specific room assignments depending on the configuration of the ballroom. They are marked with labels that can be found near the top of the lectern and can only be seen as you are standing in the presenter's position. When setting up lecterns, please check the label to make sure you are using the correct lectern.

Each lectern is equipped with a wired microphone and NAV box. Please refer to the job sheet when setting up lecterns. The job sheet will provide information on which lectern to use and details about how to set them up for each event. A general set up guide will be included in the next section.

Step-by-step Instructions for Setting Ballroom Lecterns

The lectern needed will be determined by the position of the Air Walls. Always check the job sheet for details regarding lectern selection and placement. For the purpose of this section, we will use Lectern AB.

You will need to grab an extension cord from tech storage when setting up lecterns. Everything else you need should already be inside of the lectern.

To get started you will need to grab the following:

- (1) Laptop
 - (1) Laptop Charger
 - (1) Lectern AB (Located in the closet of Ballroom D)
 - (1) Power Extension Cord (Please be sure to select an appropriate length for your set up)
 - (1) Roll of Gaff Tape (Found in the Blue Bins inside tech storage)
- 1) Move the AB lectern into Ballroom A. Set it near the press plate of Ballroom A. Most often, we will set the lectern about 8-10 feet off the rear wall, but this will vary depending on client needs. The press plates in the ballroom look like this:



- 2) Run the extension cord to the lectern. There is a large hole in the bottom shelf of the lectern. This is where you'll need to pass cables through. So basically, they go through the hole and pull it along the floor to the front of the lectern and over to the connection point. Be sure to run ALL

cables 90 degrees to the wall. Try not to run cables at angles when setting up lecterns. We want it to look clean and organized.

- 3) Also familiarize yourself with the lectern lamp cable that is loose inside the lectern. It should be sitting somewhere on one of the shelves. It is a basic 2-prong electric cable. Plug it into the power strip that you just ran to the lectern. The **power switch** for the **Lectern Lamp** looks like this:



- 4) Inside the lectern, locate the Network Cable labelled "NAV"

4a) Run the **NAV Network Cable** from the lectern to the Rear Wall NAV port. Please pull cables so that they are 90 degrees to the rear wall. Follow the same path of the Power Extension Cord you ran in Step 2. Be sure to run all cables side by side.

4b) At the WALL: Make sure you connect to one of the "NAV" ports on the ballroom window wall. Check the labels carefully to ensure you are connecting to the correct port. It doesn't matter which one as long as it is NAV, and NOT a DAN port

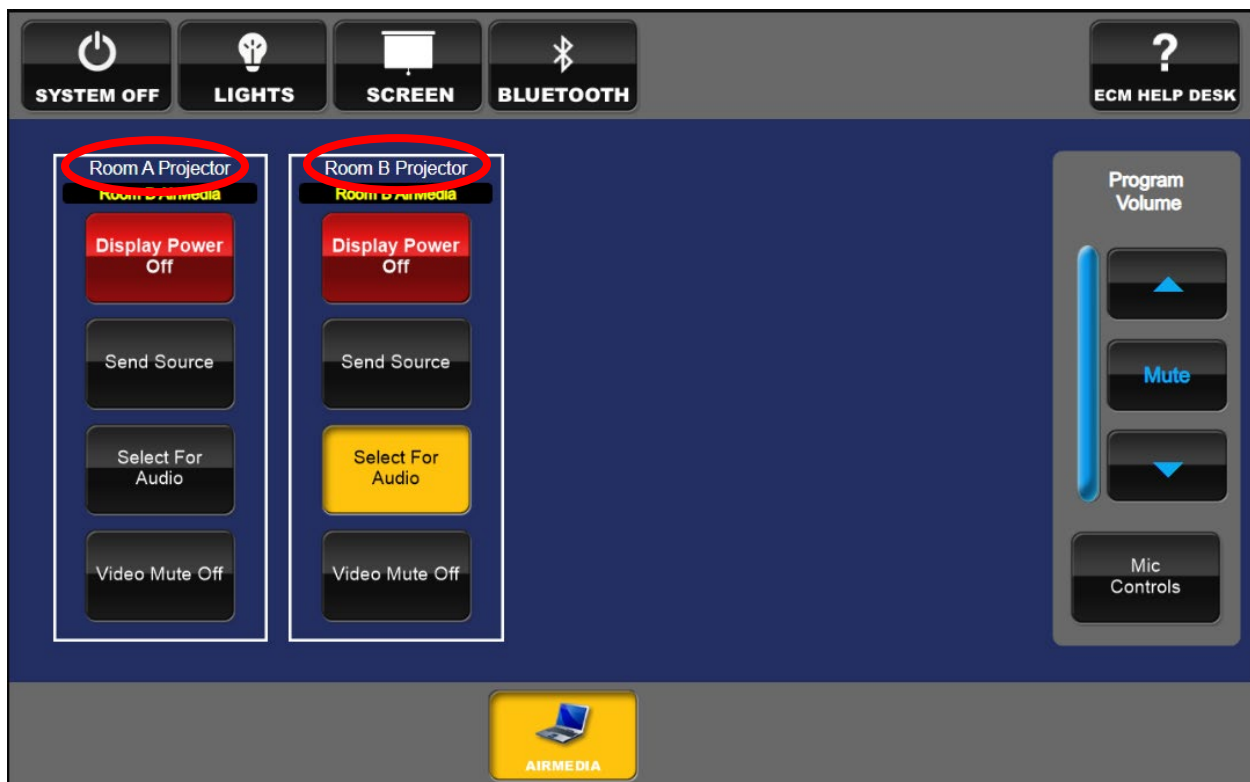
5) The NAV box will take several minutes to boot up once plugged into the wall. You can carry on working while you wait.

6) Connect the HDMI cable to the laptop.

6a) Each ballroom has a touch panel installed in the room. They are located along the Window Walls of the ballroom.

Only one touch panel in the room – if using multiple rooms together – will allow you to make changes. The touch panel will tell you if you need to walk to the next one for control.

Once you are at the touch panel, locate the projectors in use. They are clearly labelled at the top of each option. The white text indicates the projector, and the yellow text indicates the source that is currently being sent to that projector.

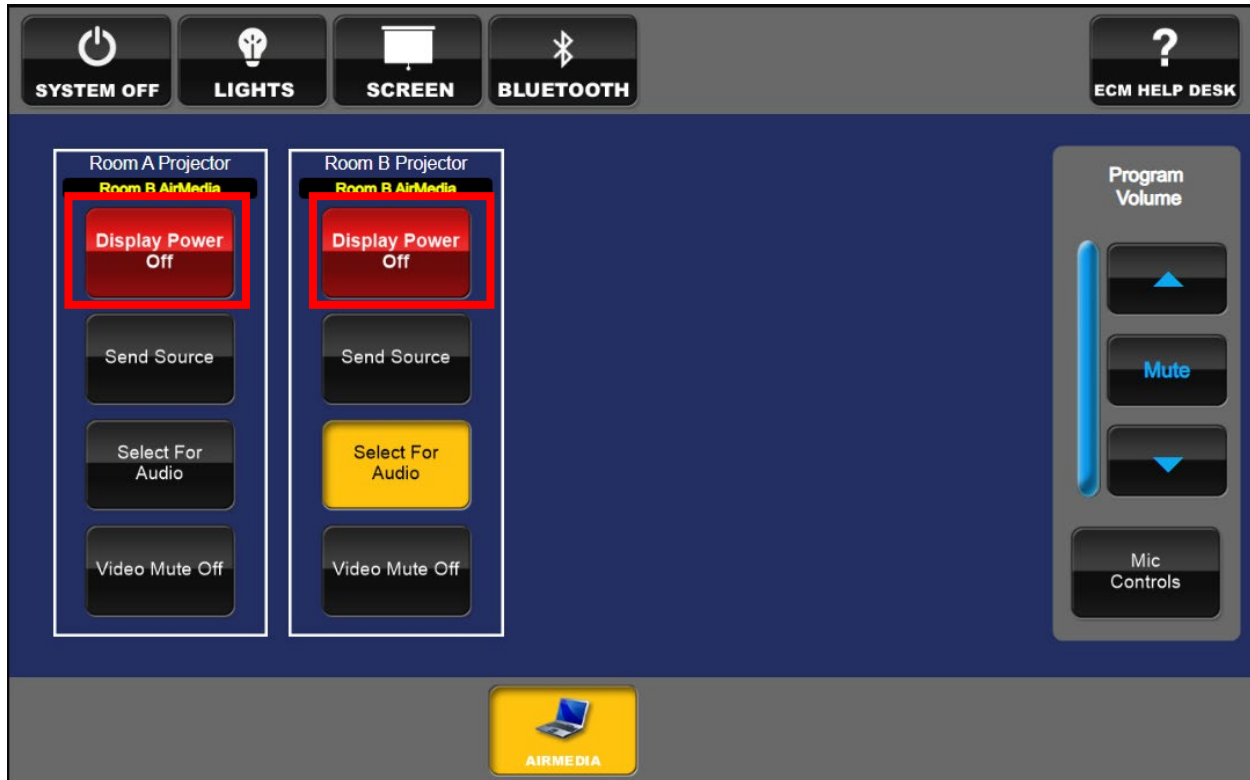


7) Push Display Power to turn the projector ON and lower the screen. The button will turn from Red to Green once you have done so.

8) All available sources can be found at the bottom of the screen. Once you plug in your NAV box it takes several minutes to boot-up. As long as you are using a NAV box that defaults to the room you are using, it will appear after a few minutes. If it doesn't appear, double-check that you are using the AB Lectern NAV Box.

9) Once your NAV box appears at the bottom of the screen, on the Touch Panel:

9a) Select "DISPLAY POWER OFF" for Room A and Room B. The button will go from red to green:



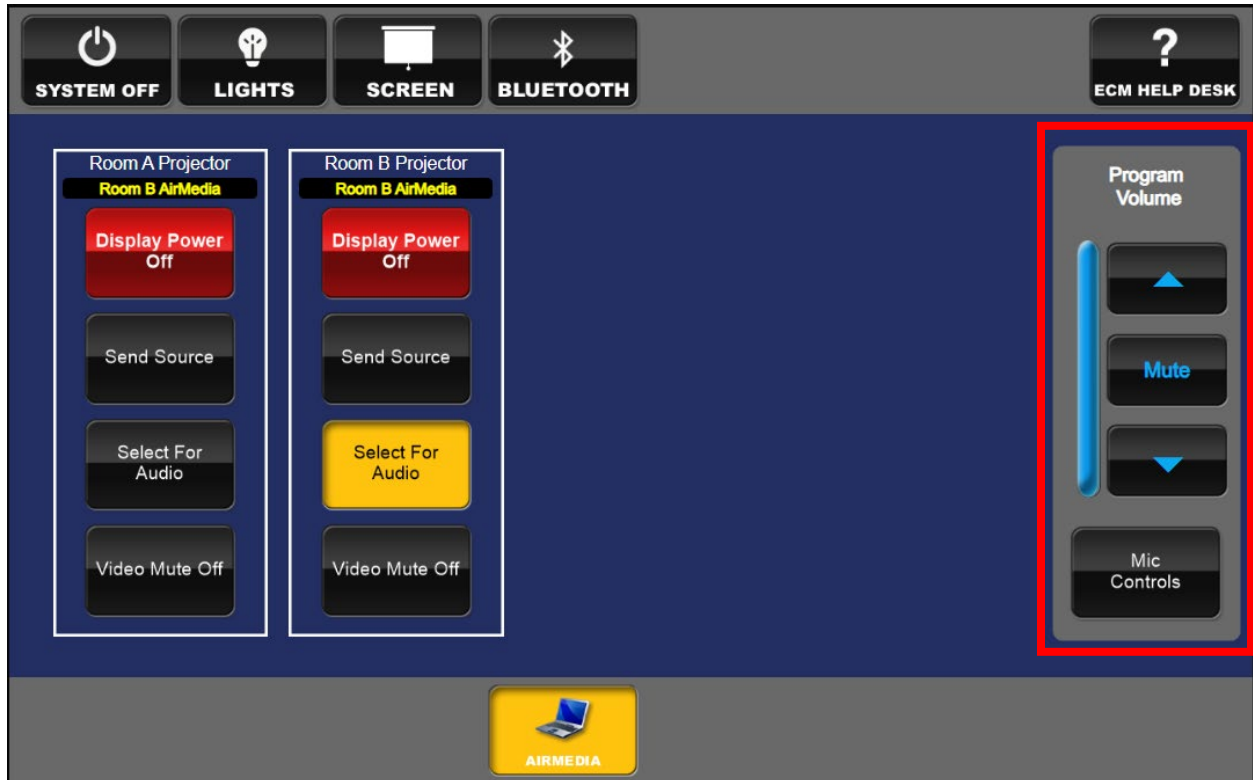
9b) Locate the Box you are using at the Bottom of the screen. If you don't see it, wait a couple more minutes for the NAV box to boot. Once you see it populate on the panel: In this exact order, press:

“NAV BOX” > Select for Audio > Send Source

9) Tape down all cables to prevent trip hazards. Once taped, it should look something like this:



At this point, you should be sending audio and video to the projectors. You can adjust Audio Levels on the touch panel using the PROGRAM VOLUME controls at the right of the touch panel



TROUBLESHOOTING TIPS

Double-check that you plugged the NAV network cable into a NAV port. It is easy to accidentally plug into a DAN port.

On the NAV Box in the lectern: Make sure the Network cable is connected to the LAN port on the back of the Extron Nav Box.

On the NAV Box in the lectern: Make sure the HDMI cable is connected to the Nav Box. Make sure you are connected to the HDMI INPUT and NOT the Loop Thru on the back of the box.

If all the above checks out, then:

2. Make sure that the laptop is set to extended or duplicate (depending on preference):
 - 1a) 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):



1b) At this point, you can select "Duplicate" or "Extend"



About Extron NAV Boxes

The Ballroom can currently display up to (4) different sources, or laptops, at any given time. The number of sources is limited to the number of screens in the room.

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 ballroom has connections in the FRONT of the room, and also connections in the BACK of the room. These connections are called Press Plates - so there are two press plates in each ballroom.

In order to connect a computer to the projectors we must use a NAV Box. NAV boxes can be found in [Tech Storage](#). Similar to the installed wireless microphones, NAV boxes also have assigned rooms. However, any NAV box can be sent to any ballroom with a few extra steps. All of which will be covered in the Step by Step Instructions section below.

Step-by-step Instructions for Setting Up NAV Boxes

How to Setup Projection for Self-Service Events. 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. These methods can be used to set up additional sources as needed.

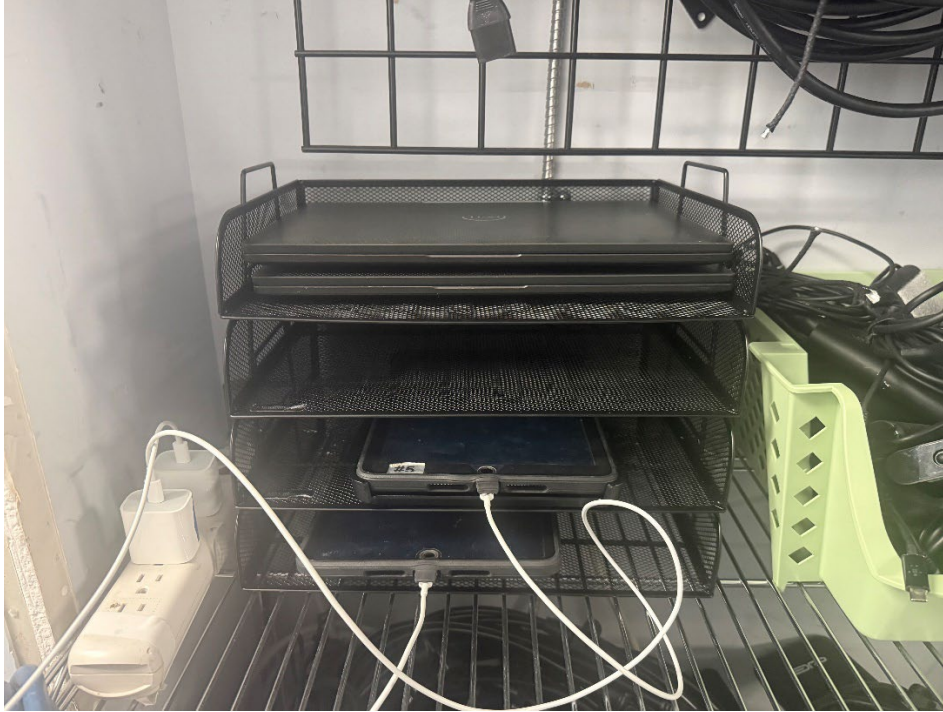
Each room has connections in the front of the room (**Window Wall**) and connections in the back of the room (**Entrance Wall**). For this training, we will be connecting a Laptop at the **Window Wall**.

This setup can be applied to the any AV Press Plate in any location inside the ballroom.

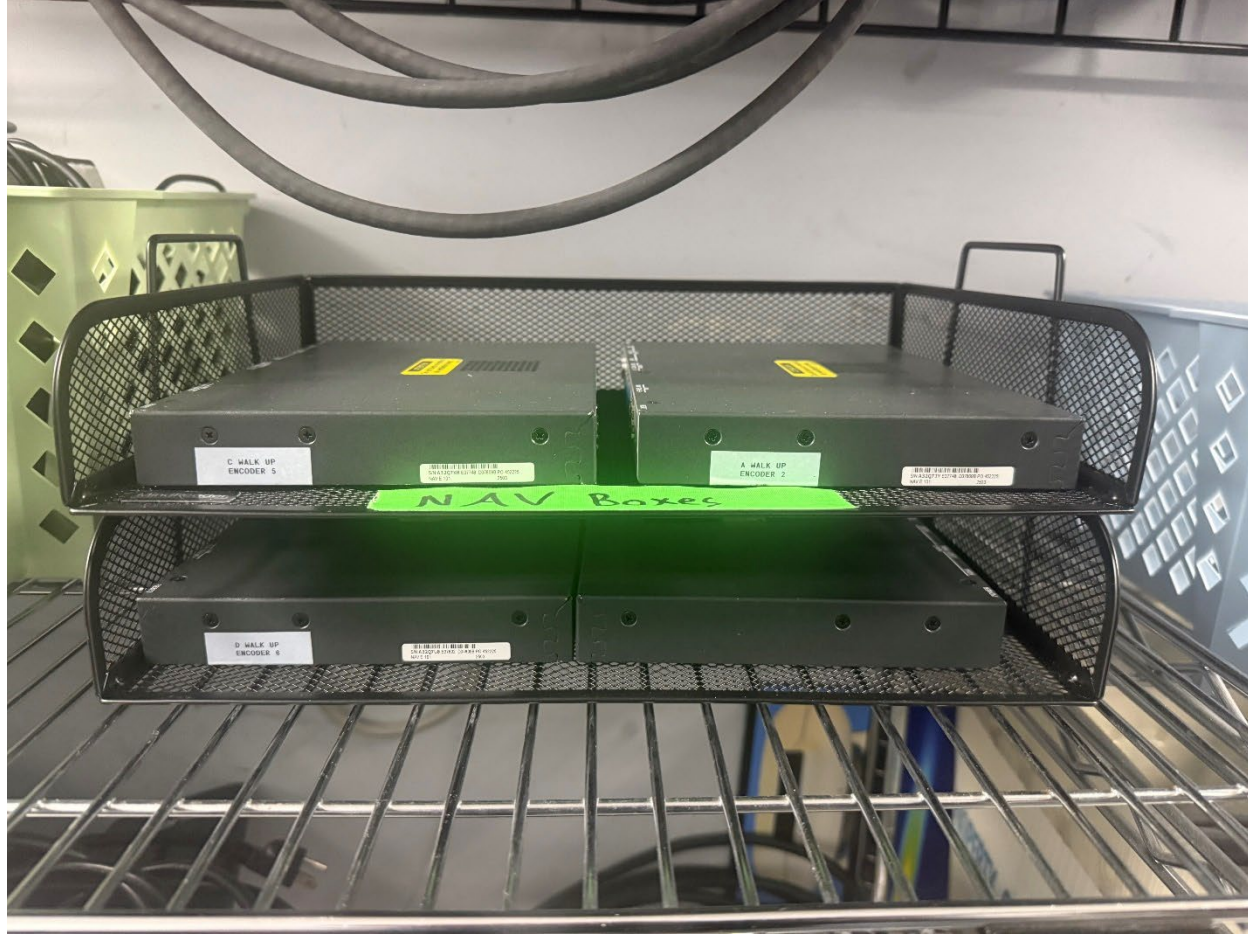
To get started you will need:

- (2) Laptop
- (1) Laptop Charger
- (1) HDMI Cable
- (1) Network Cable (Ethernet)
- (1) Extron NAV Box
- (1) Power Extension Cord (Often times this is required due to the location of the laptop)

3. Laptops can be found on the wired shelf in [Tech Storage](#).



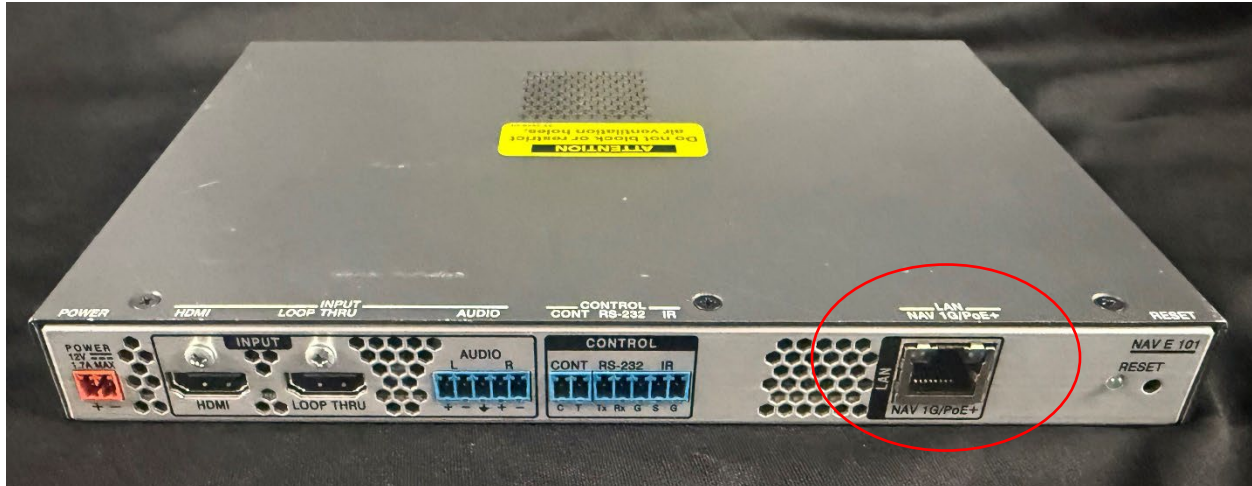
4. Laptop Chargers can be round on the same shelf right next to the Laptop Shelves.
5. HDMI Cables, Network Cables, and Extension Cords can be round on the cable hooks above the laptops and chargers. Cables are marked with colored tape. Each color represents the length of the cable. **Blue is 25'** and **Red is 50'**.
6. NAV boxes can be found on the wired shelf. Be sure to grab the correct NAV box for the ballroom you are setting.



- Once you have gathered all items, head to Ballroom A. Locate the Press Plate in the front of the room (near the windows), and plug-in the **NETWORK CABLE** into ANY of the "NAV" ports on the press plate. It does NOT matter which NAV port you use. Do NOT plug into a DAN port. If you accidentally plug into the wrong one, simply move it over to the correct one.



- Plug-in the other end of the **NETWORK CABLE** into the LAN PORT located on the NAV Box.

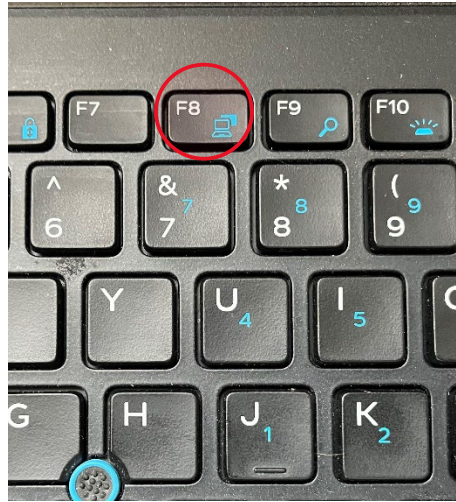


1. Plug one end of the **HDMI CABLE** to the HDMI Input of the Nav Box. Be sure NOT to plug into the Loop Thru.



2. Plug the other end of the **HDMI CABLE** to the Laptop.
3. Log into the laptop. The password is posted in Douglas Tech storage on the wall near the AV rack.
4. 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):





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

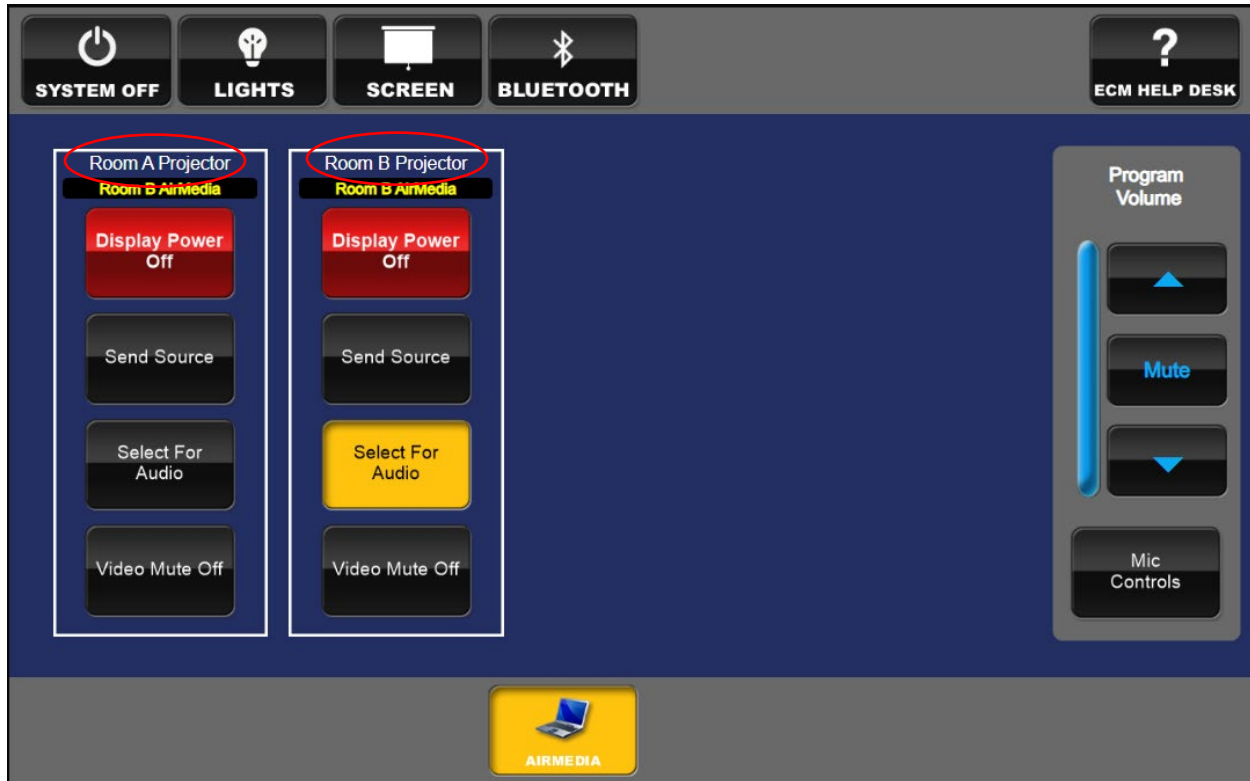


You will need to use the Extron Control Panel to route the Laptop Audio and Video to the correct Ballroom. There are 2 ways to access Extron. One method uses the walk-up panel for basic control, while the second method allows much more flexibility. Skip **to Step 6** the if you want to see the more in-depth method.

10. Each ballroom has a touch panel installed in the room. They are located along the Window Walls of the ballroom.

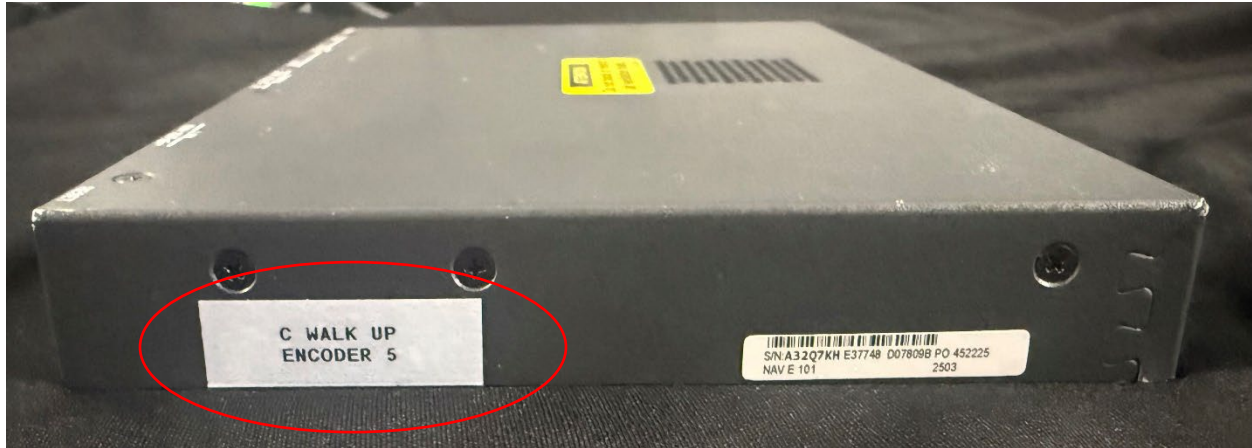
Only one touch panel in the room – if using multiple rooms together – will allow you to make changes. The touch panel will tell you if you need to walk to the next one for control.

- Once you are at the touch panel, locate the projectors in use. They are clearly labelled at the top of each option. The white text indicates the projector, and the yellow text indicates the source that is currently being sent to that projector.



14) Push Display Power to turn the projector ON and lower the screen. The button will turn from Red to Green once you have done so.

15) All available sources can be found at the bottom of the screen. Once you plug in your NAV box it takes several minutes to boot-up. As long as you are using a NAV box that defaults to the room you are using, it will appear after a few minutes. If it doesn't appear, double-check that your NAV box matches the room in where you are using the Extron Panel. If you are using Extron Panel A, make sure the NAV box includes Ballroom A on the label. Labels can be found on the side of each NAV Box.



16) Once your NAV box appears at the bottom of the screen:

On the Touch Panel:

- 1) Select "DISPLAY POWER ON" for Room A and Room B
- 2) Locate the Box you are using at the Bottom of the screen. If you don't see it, wait a couple more minutes for the NAV box to boot. Once you see it populate on the panel: In this exact order, press:

"NAV BOX" > Select for Audio > Send Source

17) At this point you should have an image on the screen. If not, double-check all connections. Also refer to Steps 10-11 to make sure the Laptop is sending signal to the projector.

Alternatively, you can login to the Extron Panel using the Ballroom Control Laptop that is always set up under the AV rack in Tech Storage.

You can easily login to Canvas by using the attached Stream Deck:

1. You can navigate between the pages on the stream deck using the navigation arrows at the bottom of each page.



2. Locate the Canvas section on the Stream Deck. Follow the instructions located on the buttons.



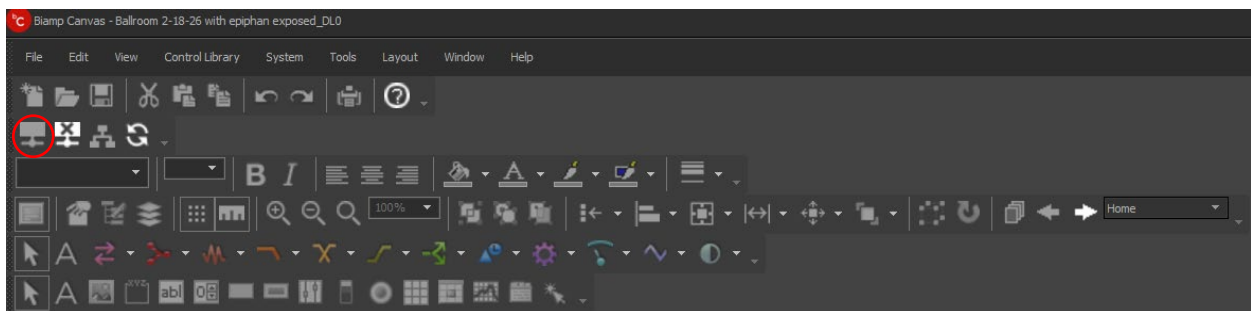
If you successfully logged in, skip to Step 5.

3. If for some reason the above method doesn't work, do the following:
 - 3a) Locate the Canvas App on the Desktop (it may already be loaded).



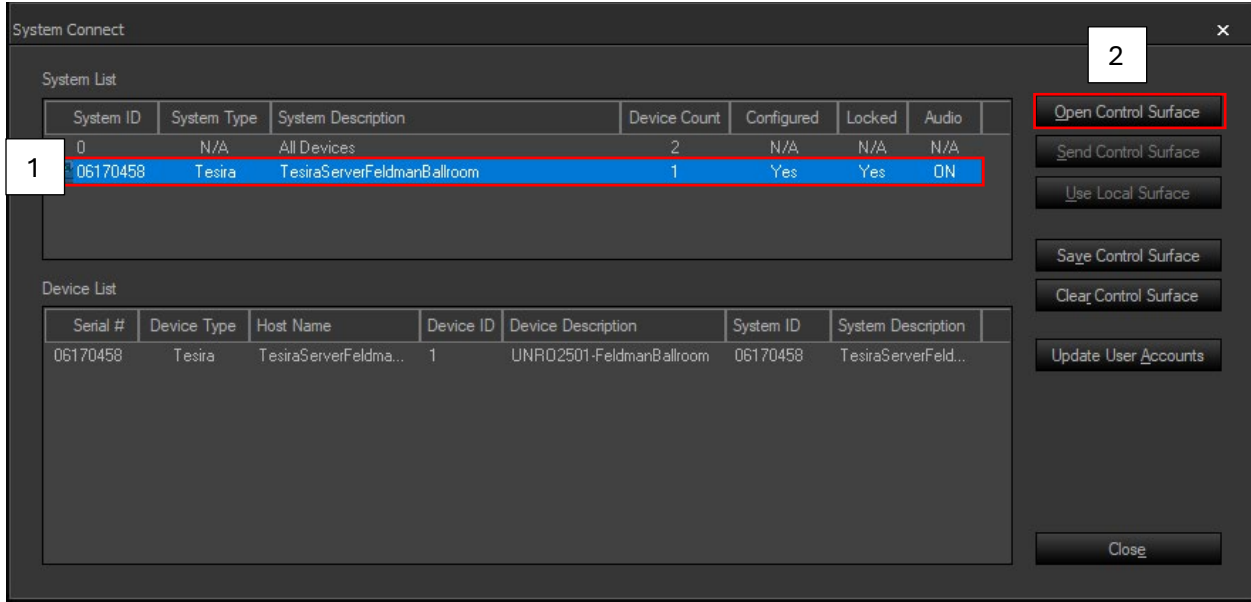
- 2) When you open the canvas file you will be prompted for a user name and password. The User Name is **Event** The Password is the event laptop password, which can be found posted on the wall of tech storage near the AV rack.

If it does NOT automatically connect, then locate "CONNECT" towards the top left of the interface.



After you click CONNECT, then it will ask you which system you would like to connect to:

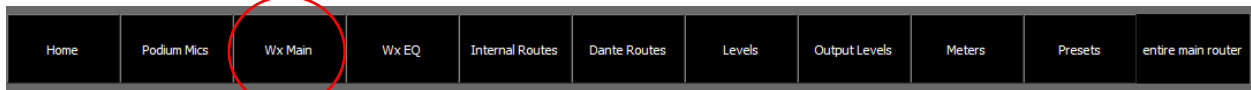
- Select 1: TesiraServerFeldmanBallroom"
- Select 2: "Open Control Surface"



4) At this point it might ask you for the User Name and Password mentioned above in Step 2.

Once Logged In:

5) Navigate to the "Wx Main" page. The Navigation pane can be found at the top of each page.



6) You can adjust levels of each mic using the faders. You can bring the laptop into the Ballroom while you are making adjustments. This will allow you to hear the changes in real time.

