

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1530	MC	213		
Crestron Logout	1600	LAS	A	Ensure neck mic goes back to equipment drawer.	
Pickup Small PA	1600	VC	001-JCR	Lec mic, stand, cables etc. To Vanier 040 storeroom.	
Pickup PC	1600	VC	001-JCR	Includes portable screen and mats. To Vanier 040 storeroom.	
Crestron Logout	1630	MC	214		
Crestron Logout	1630	SLH	A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1630	VH	C	Ensure neck mic goes back to equipment drawer.	
Setup Mic	1715	LAS	C	Take cart with mixer, 2 wireless mics and 2 mic stands from Lassonde 1011 storeroom (across from Lassonde A). Go to Lassonde C classroom (class starts at 5:30 pm but be there early in case previous class ends early).	
Other	1715	LAS	C	Log in as 5065*0 on touchscreen. (First level bar is your wireless handheld mic volume). Plug in mic cable from output of mixer to mic input on podium (XLR jack just above VHS machine in podium). Ramp up volume a bit on "Microphone 2" on touchscreen to medium volume to get level.	
Other	1715	LAS	C	Plug in power cord from cart on to power outlet on left side of podium (to left of document camera). Turn on mixer. Turn on wireless microphone receivers on cart (NOTE: DO NOT PRESS "SYNC" BUTTON" - POWER BUTTON IS FIRST BUTTON TO THE RIGHT ON RECEIVER).	
Other	1715	LAS	C	Press "MUTE" button on wireless microphones to turn on mics. Adjust volume by adjusting volume on mixer (inputs 1 and 2). Also you can adjust volume on first volume control bar on touchscreen. (NOTE: VOLUME ON TOUCHSCREEN MUST BE RAMPED UP OR DOWN INITIALLY TO GET ANY VOLUME - First volume bar).	
Other	1715	LAS	C	Once volumes are set, place one mic stand with mic halfway up aisle on right and one mic stand with mic halfway up aisle on left. Demo volume controls to prof. and demo PC. Leave microphone bags with milk carton on cart in room. PLEASE FIND OUT END TIME OF CLASS FROM PROF. AND TELL MASI AS MICROPHONES ARE EXPENSIVE. TELL PROF. TO STAY WITH MICS UNTIL THEY ARE PICKED UP. TELL HIM TO CALL ext 55800 WHEN DONE (use phone in classroom).	
Crestron Logout	1730	FC	203	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	MC	050A		
Crestron Logout	1730	MC	101		
Crestron Logout	1730	MC	112		
Crestron Logout	1730	MC	157A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	MC	211		
Crestron Logout	1730	MC	212		
Crestron Logout	1730	SLH	107		
Crestron Logout	1730	SLH	F	Ensure neck mic goes back to equipment drawer.	
Other	1730	MC	157A	Door code 11012*	
Crestron Logout	1800	MC	113		
Crestron Logout	1800	MC	114		