

# Jhan, 3:30PM to 6:30PM

10/12/2016

| Task Type      | Time | Building | Room | Special Instructions/Comments   | Initial Here |
|----------------|------|----------|------|---|--------------|
| Creston Logout | 1530 | MC       | 111  |   |              |
| Creston Logout | 1530 | MC       | 213  |   |              |
| Creston Logout | 1600 | LSB      | 106  | Ensure neck mic goes back to equipment drawer.  |              |
| AV Shutdown    | 1600 | LSB      | 106  | Make sure neck mic goes back to drawer and log off touchscreen.   |              |
| AV Shutdown    | 1600 | FC       | 305  | Turn off PC and projector. Lock room.   |              |
| Creston Logout | 1630 | SLH      | A    | Ensure neck mic goes back to equipment drawer.  |              |
| Other          | 1715 | LAS      | C    | RIGHT PROJECTOR NOT WORKING - USE LEFT PROJECTOR  |              |
| 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). |              |
| Creston Logout | 1730 | CC       | 211  |   |              |
| Creston Logout | 1730 | CLH      | L    | Ensure neck mic goes back to equipment drawer.  |              |
| Creston Logout | 1730 | FC       | 203  | Ensure neck mic goes back to equipment drawer.  |              |
| Creston Logout | 1730 | LAS      | A    | Ensure neck mic goes back to equipment drawer.  |              |
| Creston Logout | 1730 | MC       | 050A |   |              |
| Creston Logout | 1730 | MC       | 101  |   |              |
| Creston Logout | 1730 | MC       | 109  |   |              |
| Creston Logout | 1730 | MC       | 112  |   |              |
| Creston Logout | 1730 | MC       | 157A | Ensure neck mic goes back to equipment drawer.  |              |
| Creston Logout | 1730 | MC       | 211  |   |              |
| Creston Logout | 1730 | MC       | 212  |   |              |
| Creston Logout | 1730 | SC       | 114  |   |              |
| Creston Logout | 1730 | SC       | 205  |   |              |
| Creston Logout | 1730 | SC       | 214  |   |              |
| Creston Logout | 1730 | SC       | 224  |   |              |
| Creston Logout | 1730 | SC       | 303  | Ensure neck mic goes back to equipment drawer.  |              |
| Creston Logout | 1730 | SLH      | 107  |   |              |
| Creston Logout | 1730 | SLH      | F    | Ensure neck mic goes back to equipment drawer.  |              |

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| Other           | 1730 | MC       | 157A | Door code 11012*                               |              |
| Crestron Logout | 1800 | CB       | 115  | Ensure neck mic goes back to equipment drawer. |              |
| Crestron Logout | 1800 | MC       | 113  |  |              |
| Crestron Logout | 1800 | MC       | 114  |  |              |