

## Conference Room 376

### Audio-Visual Equipment Instructions/Use

Audio-visual equipment is available free of charge to CHC affiliate programs and faculty who have made advanced conference room reservations. A CHC staff member is available to provide brief training to new users. Contact CHC at extension 6-7408 to set up an appointment.

A cable secures the equipment within the conference room. Detailed instructions for operating equipment can also be found in the conference room. There is no dedicated staff member to trouble shoot problems; or work the equipment; however if a major equipment malfunction occurs, please notify a CHC Staff Member at 476-7408, Suite 465.

For additional rental equipment, please contact the LHTS Conference Center at extension (6-8050) or UCSF Instructional & Research Technology Services (IRTS) (6-4310).

#### UCSF Wireless Access (WIFI) Information

<http://its.ucsf.edu/main/networking/g1/wireless.html>

A Wall Panel contains controls that operate the

- LCD overhead projector
- VCR
- Laptop
- volume controls for the speaker system

The top row of the Wall Panel has a **Red** power button for the

- LCD overhead projector
- VCR mode button
- Laptop mode button

The bottom row of VOLUME knobs operate the

- wireless microphone system
- VCR (and campus broadcast)
- Laptop sound system

### 1. Laptop

A laptop is available to users with presentations using a USB drive. There is no separate monitor; you will use the LCD projection system to view your presentation. The laptop connects to the wall panel through two cables: one from the laptop to the Switch Box and the other from the Switch Box to the wall panel.

- PRESS Power on wall panel to start the overhead LCD projector
- START: Press the power button on the laptop



- LOG ON: **User Name: Presentation**  
**Password: lh376CHC**  
**Log on to: CHS006 (this computer)**
- TURN: Dial to **NUMBER "1"** for DELL laptop; **"2"** for an ALTERNATE LAPTOP cable
- The laptop desktop screen will appear on the white screen broadcasted through the LCD.

- INSERT: USB drive and proceed to access your files.

- Locate the LCD key on your PC (usually F8 or key with a screen icon or “LCD”)
- \*the LCD key will allow you to “toggle” between computer and white screen.
- Press the Function key(Fn) & LCD key simultaneously to display screen on laptop only, LCD display only, or both

### **External DVD Player**

Player is available for this room. Player is **subject to availability and on request only**. Please provide us with at least 48 hours notice. Send an email to [chc@chc.ucsf.edu](mailto:chc@chc.ucsf.edu) to request use.

### **Sound**

For computer-based presentation with sound:

- CONNECT additional cable marked “computer sound” that extends from the wall panel to the sound outlet on either your laptop or the conference room laptop.
- SOUND ADJUSTMENT: use the computer volume knob (far right) on the wall panel.

## **2. LCD Overhead Projector**

- START laptop first
- If not on, START **LCD projector** by pressing the **red** button (on the wall) ONCE. (Projector will countdown from 20 as it warms up; once it reaches zero, it is ready).
- Ensure that the projector system is in **computer 1** mode by pressing the “computer” button on the top row, right side of the Wall Panel. The “mode name” will show up in the bottom left hand corner of the screen.

## **3. VCR**

- Turn on VCR
- If not on, START the **LCD overhead projector** by pressing the **red** button (on the wall) ONCE. (Projector will countdown from 20 as it warms up; once it reaches zero, it is ready).
- Ensure that the projector system is in **VCR** mode by pressing the “VCR” **green** button next to Power button on the wall panel. Mode will display briefly in the bottom left hand corner of the screen.
- Insert video and press play.
- VCR volume can be adjusted using the VCR volume knob (middle knob) on bottom row of the wall panel

## **4. Hand-held microphone**

- The hand-held microphone is **available by request**. Contact a CHC Staff Member at 6-7408.
- The “on-off switch” is on the side of the microphone.
- The volume control dial is located on the Wall Panel and is marked “wireless”.

## **5. Telephone Conference Call Capacity Room 376**

### **Phone Authorization Code Needed**

A telephone with conference call capacity is available in room **376**. This telephone has a campus line restriction. In order to access an outside line from this telephone you will need an authorization code that can be obtained from Grace Wong at 2-5100 or Maria Tam at 6-1960. You will need to provide an account and fund linked to a departmental phone number where your call can be charged.

The phone number for this phone is **415-502-6619**. Callers may call in.

### **HOW TO USE THE AUTHORIZATION CODE**

- 1) From a campus phone, dial 30. You will hear three beeps followed by a dial tone.
- 2) Enter your ten-digit authorization code. You will again hear a dial tone.
- 3) dial the number you wish to call, using the same dialing method as if you were making a direct dial call.

For example, if you are dialing the general information number in New York City, once you are at this point (after dialing 30 and the authorization code), you will dial '9-1' followed by the New York area code and the information number; 9-1-(212)-555-1212. Hitting the pound key after all dialing is finished will expedite your call.

### **Polycom SoundStation2 Phone Use**

Audio conferencing phone equipment is available for this room. Polycom phone is **subject to availability and on request only**. Please provide us with at least 48 hours notice. Send an email to [chc@chc.ucsf.edu](mailto:chc@chc.ucsf.edu) to request use.

### **PLEASE READ CAREFULLY**

#### **TO END YOUR PRESENTATION**

- LOG OFF from all applications you are using (PowerPoint, internet etc.)
- Go to START menu, select "SHUT DOWN" COMPUTER or VCR
- REMOVE any CD, DVD, or USB drive hard drive
- PRESS the **Red** power button for the projector **twice**.
- The projector fan will run for a few minutes. When it stops, both the **red** and **green** lights on the lower edge of the projector are LIT. **This means the projector is OFF.**

WHEN YOUR PRESENTATION HAS ENDED, PLEASE TURN OFF ALL EQUIPMENT AND RETURN THE A-V CART TO THE CORNER OF THE ROOM.

Please MAKE SURE THE OVERHEAD LCD PROJECTOR IS OFF *before* leaving the room.