

## Conference Room 474 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 any additional rental equipment, please contact the LHTS Conference Center at extension (6-8050) or UCSF Instructional & Research Technology Services (IRTS) (6-4310).

A Wall Panel contains controls that operate the LCD projector and volume controls for the speaker system. The top row of the Wall Panel has a **Red** power button for the LCD, a VCR mode button, and a Computer mode button. The bottom row of knobs operate the volume of the wireless microphone system, VCR (and campus broadcast) volume, and computer sound system volume.

### 1. **Laptop** (See instructions on last page of this packet for connecting a MAC)

- CONNECT laptop to the "Switch Box" using the unattached laptop cable.
- SWITCH: Dial on the Switch Box to "B"
- START: Laptop **FIRST** before turning on LCD

LCD PROJECTOR: Turn on the **projector** by pressing the **red** button (on the wall) one time. (Projector will countdown from 20 as it warms up; once it reaches zero, it is ready).

- DISPLAY: **Laptop screen** through the LCD projector:

- Locate the LCD key on your laptop (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

### 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- "headphone" insert, or the PC.

### Internet-Based Presentations

- Room 474 has Quick Time Player installed.
- Attach the blue cable (labeled "internet") that extends from the wall data port to the internet outlet on the PC or your laptop.
- The IP address for the top left data port is 128.218.180.92 ;  
Top right- 128.218.180.93  
The PC is already configured with the 128.218.180.92 IP address.

- To configure your laptop to this IP address,
  - open **My Network Places** (on desktop) (Windows 2000)
  - open **Network and Dial-up Connections** (*link under title; not an icon*)
  - right click on **Local Area Connection**
  - left click on **Properties**
  - highlight **Internet Protocol (TCP/IP)**
  - click **Properties**
  - enter the IP address **128.218.180.92** if you are using Face Plate data port (top left of data port)
  - Confirm that **subnet mask** (under IP address) reads **255.255.255. 0**
  - Go to **gateway** (tab within properties window) and type in 128.218.180.1
  - Go to **DNS entry** – make sure that the DNS configuration is **128.218.254.10** and **128.218.254.40**; also make sure that **domain** is **ucsf.edu**

### **Campus Intranet and Satellite Downlink Presentations**

Room 474 has the capacity to broadcast campus intranet and satellite down-linked presentations through the LCD projection system.

Contact Instructional & Research Technology Services at (6-1593) in advance of your broadcast date to request a linkage. Be sure to identify a time for IRTS to end the broadcast.

- Insert cable “Intranet Audio” into the Wall Panel outlets marked “Video Audio”:
  - Disconnect the VCR unit’s audio cable and insert the “Intranet Audio” cable in that same port.
  - Connect the round end of the “Intranet Audio” cable in the “audio” port just to the right of the VCR port.
- Turn on the VCR
- Turn on the LCD projector using instructions in #2 below
- Sound volume is controlled through a panel in the storage closet. Arrange with a CHC Staff Member 6-7408 to set volume level is necessary.

#### **1. LCD Projector**

- START laptop first
- 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.

#### **2. VCR/DVD:**

- Turn on VCR by pressing the power button on the front left side of the machine.
- Ensure that the projector system is in **VCR** mode by pressing the “VCR” button next to Power button on the Wall Panel. Mode will be displayed briefly in the bottom left hand corner of the screen.
- Press VCR button on gray Switch Box (on top of VCR/DVD machine).
- Insert video and press play. VCR volume can be adjusted using the VCR volume knob (middle knob) on bottom row of the wall panel

### 3. Hand-held microphone

- The hand-held microphone is available by request only. 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”. To avoid bad sound feedback/or buzzing, user must be free of any blackberry or cell phone equipment near the battery pack and/or mic.

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#### To end your presentation

- LOG OFF from any applications you are using (PowerPoint, internet etc.)
- TURN OFF YOUR LAPTOP or VCR
- 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 will be 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.