

AV SYSTEMS

Media Department, 200 McAllister, Room 445

Classroom Support office, 198 McAllister, Room B21

Martin Pacholuk, Manager

415.565.4609 pacholuk@uchastings.edu

Laura Irvine

415.565.4609 irvine@uchastings.edu

Emergency Requests for Media Services should be sent to IT helpdesk@uchastings.edu

or by calling the IT Help line 415-565-4265

Every classroom on campus is equipped with an AV projection system. There are currently three system types:

- 1) A basic self-service system in 5 seminar rooms (205, 304, 395/200, 300/100, and 404/100)
- 2) 11 recently updated seminar rooms, which adds an installed PC and a document camera
- 3) A full-featured "Smart Classroom" in large lecture rooms.

The controls for each system type are identical across rooms - seminar or large classroom - so there are only two different systems to learn (excluding Room K, which is a different system – please contact for training).

Details on the classroom systems can be found [here](#).

Learning to use a seminar room system takes about 5 minutes; a Smart Classroom about 10 minutes. It will take 20-30 minutes to learn the more advanced features of the Smart Classroom systems, such as the digital marking display. Please [contact us](#) for training or assistance.

Updated Seminar Rooms (620A, 620B, 640, B1, B2, M120, 201, 219, 307B, 312, 314):

Features of the rooms:

- Same control panel that is used in the other seminar rooms
- Installed PC – the keyboard and monitor/All-In-One PC are mounted on an adjustable arm
- Installed Document camera
- No VHS playback - If you need to play a tape, please bring it to our office (Rm. B27/198 bldg.) to have it converted to DVD (or media file)
- No installed DVD player – all DVD playback is done using the installed PC (the DVD drive is located underneath the keyboard tray or on the side of the monitor in rooms with all-in-one computer/monitor)

If you are teaching in any of these rooms, please [let us know](#) if you need help.

Wireless Microphones:

All large classrooms have a wireless microphone system (we've just upgraded to new systems!). Wireless microphones are located in a labeled drawer on the lower right side of the console (Room K: in the tall rack to the left of the whiteboard, room E: lower left side of console). The microphones are stored in a drop-in charging station, and need to be placed back in the station after each use. **Please make sure the belt pack's label is facing the front of the drawer and insert until the red light on the drop-in station comes on – you'll have to push down with gentle pressure.**

Photograph on reverse side

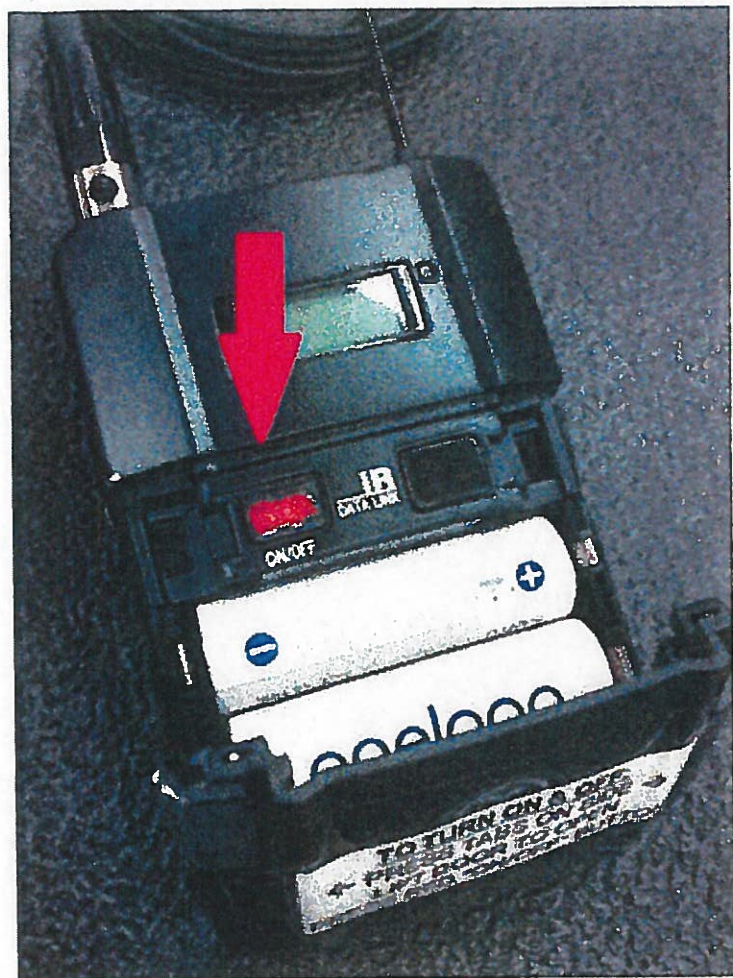
There is no volume adjustment for the microphone (it's not needed). To power on the microphone belt pack, you'll need to perform two steps:

1) Press two side tabs to open the battery compartment door



2) Press the red On/Off button (hold for 2 seconds)

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When finished, repeat the steps to turn the microphone off before placing it back in the drop-in charging station.

Again, if you need assistance or training, please [contact us](mailto:media@uchastings.edu).
Mail to: media@uchastings.edu
Ph. 415 565 4609, Fax 415 565 4796

