AV Lectern Systems

Note: AV Lectern Systems are located in the following rooms: C110, C125, C135, C210, C220, C230, C330

Instructions for use:
1. Obtain a key to unlock the cabinet. You can reserve a key from Media Services. Faculty, staff, and teaching assistants can be issued one by contacting Diana Burke (3-8404).
2. Turn the system on by pressing the SYSTEM ON/OFF button on the control pad next to the keyboard.
3. Turn the video projector on by pressing the PROJ. ON/OFF button.
4. Lower the projection screen by pressing the SCREEN DOWN button.
5. Select the desired source to be displayed:
   a. Comp 1 = Lectern Computer
   b. Comp 2 = Laptop
   c. TV/VCR = Lectern VCR
   d. Aux = Anything plugged into the auxiliary inputs on the podium front.
6. VIDEO PLAYBACK – Use the control keys in the function area.
7. COMPUTER – Use the computer normally with mouse and keyboard. Note that computer use requires a computer center account password.

Be sure to relock the cabinet when you are done.

Reserve your equipment online!

www.web.haas.berkeley.edu/Reserve-bin/HomePage.exe

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Courtesy Fax Policy

We provide incoming fax services to all Haas students; this service is a courtesy. The outgoing fax service is for Fee-Paid students only. The current fees to send a fax are as follows:

LOCAL (510, 415, 925, 650, 408)
Free up to 10 pages, 10 cents each additional page.

DOMESTIC (US/Canada)
$2 up to 5 pages, 25 cents each additional page.

INTERNATIONAL
$5 up to 5 pages, 25 cents each additional page.

How to send a fax:

1.) Attach a cover sheet and put it in the FAXES TO BE SENT tray. Your Haas logon name must be clearly printed in the space provided—this is how we verify your account and apply charges to your printing account, if any.

2.) Please allow 15-30 minutes to send most faxes, depending upon how many other faxes are waiting to be sent. This fax service is a courtesy, and if urgent AV support is needed in a class or conference, we may not be able to send your fax immediately. All faxes will be sent by the end of the day. We accept no responsibility for missed deadlines.

3.) When it has been sent, we will attach a printed confirmation page and put it in the SENT FAXES tray and charge your printing account any applicable fees.

Services

Video Duplication/Production—We offer duplication services for many video formats including VHS, SVHS, and Hi8. We offer a wide variety of production assistance for Haas students, faculty, and staff for all types of projects.

Multimedia—We will provide you with the tools you need to show your Powerpoint presentations and assist in enhancing your classroom teaching materials.

Video Teleconferencing—VC facilities can be reserved for all Haas students, faculty, and staff. We will assist you in making arrangements for your class or group to Video Conference from over 50 sites within the Haas school.
Frequently Asked Questions

Q: I want to borrow a laptop or other equipment. What do I have to do?
A: You can do this yourself from our online reservations page. First, read the policies regarding equipment checkout. Then, reserve your equipment. Finally, stop by the reservations window (room S300W) to pick up your equipment.

Q: I’m coordinating a conference with special AV needs. Who do I talk to?
A: Send us an e-mail (resi@haas.berkeley.edu) or call with specific dates, times, and equipment needs at least two weeks in advance. If you wait until the last minute, we may not be able to fulfill your order.

Q: Does HMS send/receive faxes?
A: Yes we do. Please read our fax policy in this brochure.

Q: I’m using the Lectern system. I turned the projector on but it won’t project!
A: The projectors in the rooms go through a five-minute cool-down period when shut down. If the previous user recently shut it down, it will not turn on until the cool-down has finished. Leave the projector off for a full five minutes, and then try again.

Q: I’m using the Lectern system. I selected VCR as my source, but it still shows the control pad.
A: Try toggling through the different sources. The control pad is not very sensitive and you may have to try it a few times.

Q: I’m using the Lectern system. I plugged my laptop in, selected the COMP 2 source, but still I see nothing!
A: You need to toggle the display on your laptop. Look for a ‘CRT/LCD’ button on your computer (for most laptops it’s F8 or something similar). Press this key while holding down the “Fn” key found in the lower left hand corner of the keyboard. You will need to hit it once or twice, depending if you still wish to see the image on your laptop as well as the projector.

Q: I checked out a piece of equipment and can’t return it on time!
A: Call HMS as soon as possible. Let us know when we can expect return. Each instance is recorded and repeated violations may result in suspension of HMS privileges. Get your equipment back on time!

Equipment Available for Checkout through Online Reserve System

- Antenna—Amplified VHF-UHF-FM indoor antenna.
- Audio Cassette/ CD Player—Sony 10 watt boombox. For use within Haas only.
- Audio Cassette Recorder—Handheld units for recording and playing standard audio cassettes.
- A/V Lectern Keys—Keys to open A/V Lecterns in A/V equipped classrooms.
- Digital Still Camera—Kodak DC120 digital camera.
- Flipcharts—Sandwich-style easel with flipchart pad. Can also be used as a dry erase board.
- Laser Pointer—Handheld laser pointer.
- Overhead Projector—Used to project acetate transparencies.
- PC Laptops—Dell Latitude Pentium II and Pentium III with floppy drive. Microsoft Office and modem software. CD-ROM or Zip drive available upon request.
- Slide Projectors—Kodak AF2 for showing 35mm slides, with empty carousel and wireless remote.
- Video Cameras—VHS camcorders with tripod, power supply, and case.
- Video Playback System—VHS VCR with monitor on a rolling cart. For use within Haas only.
- Voice Conferencing Unit—Full Duplex speaker phone for use with up to 20 people. This phone works in S300Q or any room with an active phone jack.
- Zip Drives—Iomega 100MB external Zip drive with Guest diskette. Zip disks are not provided.

Additional equipment such as DVD players, computer projectors, and high-end audio equipment is available upon request. Please contact HMS for restrictions and availability.

Equipment Checkout Policy

A Haas Fee-Paid account is required for all equipment checkouts. You may only reserve one equipment resource at a time. Recurring reservations are not allowed without prior permission. You may only reserve equipment for four hours during the day. For overnight use, checkout time is 4:00pm and return time is 9:00am the next morning. You must leave a valid ID to check out equipment.

For further information on these policies, or to request an exception to any of the HMS policies, please contact HMS at resi@haas.berkeley.edu or (510) 643-0431.

POLICY ON EQUIPMENT CHECKOUT AND RETURN

The goal of Haas Media Services (HMS) is to provide you with a foundation for delivering effective presentations. In order to accomplish this goal, we need the cooperation of the Haas community. Unfortunately, the negligence of a few could negatively impact media services for the rest of the community. Thus HMS has developed the following policies to ensure fair service for everyone:

Time Restrictions: HMS equipment is to be checked out in accordance with the time restrictions found on the online Reserve system. Any reservation that violates the time restriction is subject to adjustment by the Reserve administrators.

User Responsibility: The user is fully responsible for equipment that is checked out under his/her name. Equipment that is not returned in good condition (e.g. missing cables) is the responsibility of the user, who must pay for repair and replacement charges.

Grace Period: There is a fifteen (15) minute grace period on each reservation. If you do not pick up equipment within fifteen minutes of the start time on the reservation, HMS may cancel your reservation.

Equipment Return: All equipment must be returned on time according to the end times indicated on the Reserve system. If an item is not going to be returned on time, HMS should be notified as soon as possible as to why the item is being returned late and when the item can be expected back to HMS. If any item is returned more than fifteen minutes late without prior permission, the user receives a late warning. If that user returns equipment late again, he/she may receive a suspension of media privileges for thirty days. A late warning will be kept on record for six months, and a suspension will be kept on record for one year. Subsequent suspensions may be between 30 to 90 days at the discretion of HMS. Excessively late returns without notifying HMS may result in a harsher penalty.