

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.

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.



**RESERVE EQUIPMENT
TECHNICAL SUPPORT**

Drop In.....Room S300W
Phone.....643-0431
E-Mail.....resi@haas.berkeley.edu

SEMESTER HOURS

Monday—Thursday.....7:45am—9:30pm
Friday.....7:45am—5:00pm
Saturday & Sunday.....Closed

On the Web

<http://www.haas.berkeley.edu/Media>

**Reserve your
equipment online!**

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

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.

