FREQUENTLY ASKED QUESTIONS – ED CTR AUDITORIUM

General Questions	Solutions
How do we plug in a laptop and start the system?	See **Auditorium Overview** sheet.
How do we turn on the lights?	There are 2 light switches behind far left side of blue curtain.
Can we use the podium with the built-in microphone?	Yes. It should be ready for use at all times. If microphone is not working, call **Building Services** at **725-7444**.
Can we use the ADA podium (short podium) with built-in microphone?	Yes. Press button on microphone. Green = on.
Can our group sit at the dais (where Board members sit for meetings) and use the built-in microphones?	Yes. As long as you leave everything the way you found it. Please do not remove microphones for any reason.
How do we adjust the audience volume so people in the back can hear better?	Auditorium sound can be adjusted using simple controls underneath Board Action Officer's desk. Don't expect much.
Can we borrow a presentation clicker?	Users are responsible for their own clickers and wireless microphones, unless special arrangements are made with **Communications** at **725-5578**.
Can we borrow a wireless microphone/lapel mic?	
We need a video recording of our meeting/event.	Contact **Communications** at **725-5578.**
We need to live stream our meeting/event on the internet.	
We need to set up a press conference.	
I need a key to the media cabinet in order to play a DVD.	Sign out a key from **main reception desk**.

Outside Groups	Solutions
Can community organizations or other unaffiliated groups use this meeting facility?	Generally, Yes. Please contact the **Rentals Office** at **725-7529**.
Can we hire a tech person to address issues during our event outside of normal working hours?	Contact the **Rentals Office** at **725-7529**.

FREQUENTLY ASKED QUESTIONS – Continued

Building Services Questions	Solutions
What if the buttons to turn on the system are unresponsive and/or have turned yellowish/green?	Call **Building Services** at **725-7444.**
I don't see the same image on all three screens.	
What if we need tabletop microphones?	
What if we need extra tables and/or chairs?	
How can we lock or unlock the doors to the auditorium?	
How do we turn off the alarm when someone accidentally opens the emergency exit?	
How do we turn the ventilation system on or off?	

IT/Repair Shop Questions	Solutions
What if I forget my MAC adapter for projection?	Call **IT Help Desk** at **209-HELP** (209-4357) to request help from a tech with advanced notice. For Emergency/Escalation cases, please call 260-5473.
I can't get the image on my laptop to show on the projection screen.	
How can I connect my iPad or other tablet?	
How can I hook up an iPhone, iPod or other music player?	
How can I play a DVD?	
How do we connect and use the Document Camera?	
How can we get an audio recording of our meeting/presentation?	
My presenter needs his/her laptop at the podium while presenting. How can we make that work?	
Can we have a tech person on site during our event?	
Any other technology-related question.	