



## Audio/Video Standard Operating Procedures

Revision date: 07/25/2004

### Overview:

In an effort to improve the efficiency of scheduling conferences on the Grady Campus, we have created for you this general outline to follow as a guide for booking available rooms.

### Rooms:

At the present time we have two main conference rooms - **Steiner Auditorium** and the **Oppenheimer Conference Room**.

### Features:

#### The Steiner Auditorium has the following available resources:

1. Sony BVP-30 BetaCam Color Video Camera
  - i. 2/3-inch Plumbicon (magnetic focus, static deflection)
  - ii. RGB 3-Tube System (w/quartz filter)
  - iii. NTSC 1.0V (p-p) video output 75Ohms, unbalanced, sync negative
  - iv. VTR 50 pin (video output, microphone output, sync output, power input)  
Test out BNC conn.  
Lens: 6 pin  
Remote: 6 pin
2. (2) 3M 9000 Series Overhead Projector
3. (1) Kodak Ektagraphic III Slide Projector
  - i. Power 110v-125v 60Hz
  - ii. Panja MX Series RF Remote
  - iii. Carousel
4. (1) TOA 900 Series II Mixer Power Amplifier
  - i. 8-Channel mixer power amplifier
  - ii. Wide frequency response: 20~20,000 Hz±1dB
  - iii. Low distortion and noise level
  - iv. Remote master volume control
  - v. Excellent output regulation

- vi.** Bass and treble controls
- vii.** Self-protection circuitry design
- viii.** Signal processing input/output
- ix.** Varied output impedances: 4?, 8?, 25 and 70 volts
- x.** Full range of plug in modules
- xi.** Portable or rack mount

**5. (1) Shure Model SCM268 Four Channel Microphone Mixer**

- i.** Four transformer-balanced microphone inputs
- ii.** Transformer-balanced output—switchable mic/line level
- iii.** Five –10dB line-level inputs
- iv.** Six-segment LED output level meter
- v.** Built-in 12v phantom power
- vi.** Internal power transformer
- vii.** Built-in-cut filter on microphone inputs (below 80Hz)

**6. (1) JVC SR-TS1U (Super VHS ET Professional) Video Cassette Recorder**

- i.** Timing
- ii.** Editing
- iii.** TV Multi-Brand Remote Control
- iv.** Cable Box Multi-Brand Remote Control
- v.** DBS Receiver Multi-Brand Remote Control
- vi.** Child Lock
- vii.** Control Two JVC VCRs
- viii.** Still Picture/Frame-By-Frame Playback
- ix.** Slow Motion/Reverse Motion Playback
- x.** Skip Search
- xi.** Index Search
- xii.** Manual Tracking
- xiii.** Picture Control
- xiv.** Select The Soundtrack
- xv.** Video Stabilizer
- xvi.** Instant Review
- xvii.** Returning Position
- xviii.** Tape Position Indicator
- xix.** Repeat Playback
- xx.** Counter Reset
- xxi.** Next-Function Memory
- xxii.** Superimipose
- xxiii.** Movie Advance
- xxiv.** Series Playback
- xxv.** Series Recording
- xxvi.** Active Video Calibration (Record/Playback)
- xxvii.** Recording Features\_(Super VHS), S-VHS ET VHS, Stereo and SAP

**7. (1) Shure UC Wireless (lapel) Microphone System**

- i.** UHF Band Operation
- ii.** Frequency Agility
- iii.** ½ Rack Receiver Design
- iv.** MARCAD diversity
- v.** Built-in Equalizer (on receiver)
- vi.** Tone Key Squelch Circuitry
- vii.** Noise Squelch Circuitry
- viii.** Dual RF Meters (on receiver)
- ix.** Audio Meter (on receiver)
- x.** Logic In/Out Terminal (on receiver)
- xi.** Pre-configured Group/Channel and Frequency Setup
- xii.** Optional Remote Mute feature on body-pack

**8. (1) Sanyo PLC-XF10NZL LCD Data Projector**

- i.** 16.77 million colors
- ii.** Active Matrix Liquid Crystal LCD Technology
- iii.** IBM-compatible computers, incl. laptop, up to 1280 x 1024 resolution
- iv.** Apple Macintosh and PowerBook computers up to 1280 x 1024
- v.** Various VCRs, Video Disc Players, Video Cameras, DVD players, Satellite TV Tuners or other A/V equipment using any of the worldwide video standards, including NTSC, NTSC4.43, PAL, PAL-M, PAL-N and SECAM.
- vi.** Automatic Multiscanning System
- vii.** Screen Mode True, Digital Zoom (Expand, Compress, Panning)
- viii.** MultiLanguage

**9. (1) Ethernet (T-1) Internet Access**

**10. (1) Chalkboard 144" x 46.5" (chalk not provided)**

**11. (2) Chalkboard 72" x 46.5"**

**12. (1) Screen (electric) 160" x 140"**

**13. Dell Latitude Laptop**

- i.** Office 2000 Professional OS
- ii.** Mobile Intel® Pentium® 4 – M
- iii.** 523,704 KB RAM
- iv.** Internet Connectivity (LAN)

**14. Dell Latitude Laptop (older / back-up)**

- i. No internet connectivity
- ii. x86 Family 5 Model 8
- iii. 65,008 KB RAM

**The Oppenheimer Room has the following available resources:**

1. Sony LCD Data Projector
  - i. **NTSC • PAL • SECAM**
  - ii. **Speaker(s)**
  - iii. Mac • PC • Unix
  - iv. **TFT active matrix**
  - v. **2800ANSI lumens**
  - vi. **1280 x 1024**
2. (1) Kodak Ektagraphic III Slide Projector
  - i. Power 110v-125v 60Hz
  - ii. Carousel
3. (1) 3M 9000 Series Overhead Projector
4. Ethernet (T-1) Internet Access

**Schedulers:**

At present the contact persons for booking rooms are:

- For Steiner Reservations – Deloris Furlow 404.616.7101
- For Oppenheimer Reservations –Laurie Asherman 404.616.3182

**Reservations:**

**Scheduling Procedures**

- a. Have your administrator contact the schedulers for room availability.
- b. After room confirmation is established and as soon as is possible, if there will be A/V requirements for the presentation contact the appropriate A/V personnel (listed below) and forward the contact info to the presenter as well.
- c. Presenters (Emory) are encouraged to send presentations via email for testing and a confirmation will be issued upon receipt of the presentations. It is also a good idea to have a backup (overheads, CDs, or other removable medium) with the presentation in the event of a corrupted transfer. The presenter may bring his own laptop although it is not required.
- d. Presenters are asked to arrive at the meetings early (15mins. – 20mins. for introduction and orientation for the meeting. Well-planned meetings tend to run a lot smoother and are more successful than those “on the fly”.

### Scheduling Requirements:

The A/V staff tries to be very flexible when it comes to presentation mediums and schedules. But in an effort to be more effective and efficient we ask that you:

- i. When possible, send your presentation to us in advance.
- ii. Have your administrator contact us immediately if there are any changes or cancellations.
- iii. Contact us immediately (preferably when booking the rooms) with your A/V request.
- iv. When making a request for after hours (5 p.m.) or off days (Sat. & Sun.) please make sure that you immediately contact the person responsible if you have an A/V requirement.
- v. In order to properly serve you, we ask that all requests/rooms be booked (when possible) with a 8hr. advance notice.

### Resource persons:

**\*\*\* Note: EMAIL is the preferred medium for A/V support request. \*\*\***

A/V support for **Emory** functions is provided by Vizion Jones, contact: 404.686.5500  
PIC# 14313, email: [bjones5@emory.edu](mailto:bjones5@emory.edu)

**BACKUP** A/V support for **Emory** functions - call the SOMITS Emergency Pager:  
PIC# 14631

A/V support for **Grady** functions is provided by Tony Bingham, contact:  
404.616.5137 email: [tbingham@gmh.edu](mailto:tbingham@gmh.edu)

### Note:

We are here to serve you and to help make your presentations go run as successfully as possible, help us to achieve this goal by cooperating as much as possible with the guides that we have prepared for you. May your next meeting be a good one!

To further improve the ease of which booking and requests can be done, and in an effort to coordinate with the presenters and planners better we will very shortly be switching to a new scheduling program, if there are any questions or concerns please feel free to contact any of the contact *schedulers* listed above.

Please leave the room as you found it. Thank you!