Rules of use the IPC PAS audio-visual equipment

Technical information regarding the use of equipment for audio-visual presentations, located in the halls of the Institute, is provided by employees of the Electronics Section, tel. 3372.

Conference hall

Equipment in the hall:
- Multimedia projector (permanently mounted)
- Portable computer (laptop)
- Microphones (2 units, permanently mounted)
- Boards, screen, projector, tape recorder, local area network (LAN) ports.

Rules of use:
Reserve the hall through Ms. Krystyna Gębicka, room 27 building 9, tel. 3141.
Computer, projector remote, mouse for remote control and laser pointers as well as the tape recorder can be found with Ms. Joanna Królik, room 34 building 9, tel. 3312.
After connecting the computer to outputs of cables (power supply and projector), switch on power, activate the projector using the remote and then the computer.
When using the tape recorder, connect its microphone inputs to sockets found on the board by the table and then turn on the tape recorder.
To change slides via remote control, the receiver of the wireless mouse-indicator must be connected by an USB port to the computer. The system is then ready for use.
When using one’s own computer, the power sockets found on the board must be used.

"Akwarium" hall

Equipment in the hall:
- TV SAT receiver
- Video cassette player – CD/DVD player
- Multimedia projector
- Hi-fi system (radio receiver, tape recorder, CD player)
- Radio tape recorder
- Boards, screen, projector, local area network (LAN) ports.

Rules of Use:
Reserve the hall through Ms. Krystyna Gębicka, room 27 building 9, tel. 3141.
The key to the portable equipment (located in the accessory closet “left of the entrance” in "Akwarium") can be found with Ms. Agnieszka Duchnowska at the reception in the administration building, tel. 3105.
Users connecting the essential equipment on their own should obey all general rules, e.g. the power must not be turned on until all devices have been connected.
SNS lecture hall

Equipment in the hall:
- Computer and multimedia projector set
- Overhead projector
- Board, screen.

Rules of use:
Reserve the hall through Ms. Krystyna Gębicka, room 27 building 9, tel. 3141.
The key to the SNS lecture hall is located at the glass-enclosed reception in building 8-8a of
the ICHO by the connection with the ICHF building.

Main lecture hall

Equipment in the hall:
- Two independent presentation tracks and in each a multimedia projector (permanently
  mounted to the ceiling)
- Set of microphones (wireless and wired).
- Visualizer
- Tape recorder
- Video camera <In the laboratory room in the back>
- Two rolling screens

It is possible to connect additional picture and sound sources meeting the PAL or VGA
system signal parameters.

Rules of use:
When using the equipment, IPC and IOC employees should observe the following rules:

1. Reserve the hall through Ms. Krystyna Gębicka, room 27 building 9, tel. 3141.
2. When preparing the system for use it is necessary to:
   (a) take the set of keys and write the surname of the user in the logbook at the
       reception in building 9 (administrative building),
   (b) open the upper cabinet and the right part of the presenter's desk for full access to
       the vision channel and limited access to the sound channel; three microphones are
       available for use: one is wired to the desk and two are wireless – hand-held and clip
       (microphones are located in the backroom of the hall; the monitor and visualizer are
       also there),
   (c) turn on the main power, microphones and suitable vision channel.

Only persons announced to the Board of Directors by Heads of Departments (both IPC and
IOC – list of names) – are authorized, after signing in the logbook at the reception in
building 9 (administrative building), to take keys to the full sound and picture presentation
system.

The detailed user manual of the system is available both in an electronic and hard copy
form on the Institute website and in the backroom of the hall, respectively.
Users employed neither in IPC nor IOC can use the hall's technical equipment under rules agreed upon by the Institute’s Board of Directors, on a case-by-case basis.

All users of the audio-visual equipment are advised to obey all rules of use and exploitation, and in case of observing any kind of irregularities, report their findings to the Electronics Section, room 50, building 3, tel.: 3372. After completion of a presentation, all data should be deleted from the computer’s memory.

Employees of the Electronics Section can provide technical assistance during presentation if such a need is announced the day before the lecture.

If the use of additional software is necessary, a justified description of the needs, in written form, must be submitted to the Electronics Section (in a cumulative form they will be presented to the Board of Directors of IPC), or to the computer network administrator, M.Sc. Eng. Rafał Gąsiorowski.

First time users of the equipment must be thoroughly acquainted with the user manual. Seeking assistance of employees of the Electronics Section is strongly recommended.