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## Polacksbacken Aula, the Lecture hall at House 6, (Pol Aula)

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# Instructions

The Lecture hall (Pol Aula) is a resource for Uppsala University for education at the departments and units at Polacksbacken. The Lecture hall has several functions for lighting, sound and picture show.

## A maximum of 310 people is allowed in the Lecture hall!

**No extra chairs are allowed besides the chairs at the podium.**

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<b>Reservations</b>	The departments at Uppsala University can reserve the Lecture hall in Time Edit: <a href="http://schema.uu.se">http://schema.uu.se</a> where you also can check out if the Lecture hall is occupied. For external use: Ask the reception: <a href="http://polacksbacken.uu.se/Intendenturen/Reception/">http://polacksbacken.uu.se/Intendenturen/Reception/</a>
<b>Management Support</b>	<a href="#">For external users we provide management support for the event.</a>
<b>Questions</b>	Questions regarding management, extra equipment, entry card etc. are sent to: <a href="mailto:vaktmastare@angstrom.uu.se">vaktmastare@angstrom.uu.se</a> or <a href="mailto:reception@angstrom.uu.se">reception@angstrom.uu.se</a>
<b>Entry cards</b>	If you have an entry card to Polacksbacken you can get access to the Lecture hall by e-mail: <a href="mailto:vaktmastare@angstrom.uu.se">vaktmastare@angstrom.uu.se</a> or by phone: 018-471 5891. If you don't have an entry card to Polacksbacken it is possible to borrow an entry card at the reception: <a href="http://polacksbacken.uu.se/Intendenturen/Reception/">http://polacksbacken.uu.se/Intendenturen/Reception/</a>
<b>Lock/unlock</b>	<b>To unlock</b> the entrance to the Lecture hall: Hold your entry card close to the middle of the card reader and follow the instructions from the card reader. <b>When you are done in the Lecture hall:</b> <ol style="list-style-type: none"><li>1. Switch off the projector and the rest of the equipment.</li><li>2. Turn out the light.</li><li>3. Close both emergency exits.</li><li>4. Lock the entrance door by holding the entry card close to the middle of the card reader and follow the instructions from the card reader.</li></ol>
<b>Emergency exit</b>	The emergency exit near the podium can be opened during breaks. Afterwards you must lock it by closing the door and pushing the metal stick upwards.

**Indoor climate** Ventilation and temperature is automatically regulated but if problems occur please call Akademiska hus: Phone 018 - 68 32 04 (around the clock.)

**AV-room** The entry card is also used to open the AV-room. For access contact:  
[Vaktmastare@angstrom.uu.se](mailto:Vaktmastare@angstrom.uu.se)

**The settings of the sound and the picture show equipment in the AV-room must not be altered.**

**Lighting** To turn on the light: Press **Normal** on the panel at the podium. To regulate the lighting: Use the 4 vertical buttons on the right gable of the panel.  
To reinforce the lighting of the white/black boards: Press the button **Tavla** at the bottom of the panel.

**Microphones** There are table and mobile microphones (handheld and bug) in the Lecture hall. To put the microphone amplifier on: Press the button "Mik" on the panel at the podium. The volume is automatically regulated.  
Each mobile microphone is separately and manually turned on - then you get a red light on the microphone. If there is distortion or no red light, put the bug microphones in the charger between the boards. For the handhelds, change battery. You find batteries in the drawer in the desk at the podium.

**Multimedia show** You can choose overhead, diapositive slide, computer or/and video on the panel at the podium. When you have chosen one or several of these alternatives, the lighting is moderated, the curtains go down and the show starts.

**Radio** To turn the radio on: Press the button **Radio** on the panel at the podium.  
To activate the sound: Press the button **Progr ljud** on the panel.  
To adjust the sound: Use the button **Volym** on the panel.  
The radio station is set in the AV-room.

**Overhead** To turn the overhead on: Press the button **OH1** for the board in the middle, or **OH2** on the panel at the podium. - Then the screens are lowered and the lighting is moderated.  
The overhead projectors have two lamps and if one of them is broken you just turn the handle until the second lamp is lit.

**Diapositive** There are two diapositive projectors with round magazines in the AV-room. The projectors can be turned on/off on the panel at the podium or by a remote control that you find in the AV-room. There is a storage of extra batteries for the remote controls in the AV-room.

**CD player** The CD player is loaded in the AV-room. The sound is activated on the panel at the podium. Press the button **Progr ljud**. Regulate the sound with the button **Volym**.

<b>Tape recorder</b>	<p>The tape recorder is loaded in the AV-room. To activate the sound: Press the button <b>Progr ljud</b> on the panel at the podium.</p> <p>The sound is adjusted by pressing the button <b>Volym</b>.</p>
<b>Video</b>	<p>The tape/DVD is loaded in the AV-room: Open the glass door to the cabinet and put the tape/DVD into the video. Choose <b>OUTPUT</b> on the video by pressing the <b>VCR</b> or the <b>DVD</b> button.</p> <p>When You choose <b>VIDEO</b> on the panel at the podium the lighting is moderated, the curtains go down and the videoshow starts.</p> <p>The sound is activated by pressing the button <b>Progr ljud</b> and regulated by pressing the button <b>Volym</b> on the panel.</p> <p>There is a second VCR player in the AV-room marked VHS. You can use it for PAL, SECAM, MESECAM, NTSC3.58, NTSC4.43 or NTSC tapes. The video is loaded in the AV-room. Press the <b>VHS</b> button on the panel at the podium.</p>
<b>Projector</b>	<p>The Video/computer projector in the ceiling automatically cools down when it has been used. It takes about 45 seconds until it can be used again.</p>
<b>Computer connection</b>	<p>Connect your computer to the VGA cable found in the gutter in the floor in front of the desk at the podium. Press the button <b>Data</b> on the panel at the podium to start the computer show on the screen.</p> <p>-If you want to keep the lighting on during the show, press the button <b>Data 1</b> on the panel.</p>
<b>Computer projector</b>	<p>The computer projector has a 1024x768 solution but manages from 640x350 to 1280x1024. The sharpest picture is delivered if you choose 1024x768 with 60 Hz.</p> <p>If you choose a solution unknown to the projector you'll probably get no picture at all.</p> <p>The recommended order to connect a computer is:</p> <ol style="list-style-type: none"><li>1. Press <b>Data 1</b> on the panel at the podium to start the projector.</li><li>2. Connect the VGA cable in the gutter in the floor in front of the desk at the podium to the computer</li><li>3. Start the computer.</li></ol>
<b>Computer sound</b>	<p>For computer sound: Connect the 3,5 mm phono contact found in the gutter in the floor in front of the desk at the podium to sound/headphone port on the computer.</p> <p>To activate the sound: Press the button <b>Progr ljud</b> on the panel at the podium. When active the button will be lit by a red lamp.</p> <p>The button <b>Data 1</b> must also be activated for the sound to work!</p>

- Network connection** There is a network socket in the gutter in the floor. You automatically get an IP-adress through DHCP, but you have to log in with an UpUnet account in order to get full internet connection through your browser.  
There is EDUROAM and UpUnet-S wireless networks in the Lecture hall aswell, check out: <http://www.student.uu.se/upunets/wlan/>.  
\*Temporary accounts ar handed out at Information Technology Center (ITC) rom 4118b by System administrator on duty:  
<http://www.it.uu.se/datordrift>
- Computer aid** If you need help to connect your computer to the projector, contact System administrator on duty, in room 4118b, house 4 at Information Technology Center (ITC), Polacksbacken:  
<http://www.it.uu.se/datordrift>
- White/Blackboards** Please clean the white/black boards when you are done in the Lecture hall.
- Batteries** Extra batteries to the remote controles are in the AV-room.
- Whiteboard pens and Blackboard chalks** Extra pens and chalks to the white/black boards are found in the desk at the podium.