

Penn State Hospitality Services

Audio Visual Equipment Glossary-Page 1

35mm Slide Projectors with Wireless AMX Remotes – PSHS has standard 35mm slide projectors made by Kodak. All slide projectors have universal trays, which make it easier if presenters bring in a tray of slides. All slide projectors will be placed either on a tall cart in the rear of the room or be set up in the control rooms at the Penn Stater. All 35mm have a wireless AMX remote control, which will enable the presenter to turn the projector on, off, advance or reverse the slides and adjust the focus of the slides. If you ever encounter a blown bulb or a jam in the projector an AV Technician should be summoned.

Anchor Speakers – Anchor speakers are powered portable loudspeakers. We can plug microphones, CD players, cassettes decks, or just about any other audio device into these speakers. These speakers also have the capability of being daisy – chained together, or in other words they can be connected together providing you with a wider coverage area and more volume. Normally these speakers are used for outside functions or rooms that do not have sound systems in them.

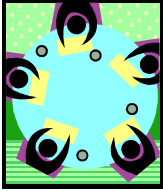
Audio Mixer – Audio mixers, also known as mixers, are multiple input devices that enable you to mix microphones and audio sources and then sending those signals to a single sound system. This is one of the key components to a sound system. Most of PSHS mixers can handle up to 12 inputs at one time. At the Penn Stater some of our larger rooms have 16 inputs and the one in the Presidents Hall has 24 inputs.

Cassette Decks – Much like your cassette deck in your home stereo, our cassette decks are mainly used for playing a cassette and recording meetings. All of our cassette decks are made by Tascam.

Compact Disc Players – Our CD Players are similar to the ones you have in your home stereo system. All of the control booths at the Penn Stater have CD players and we can add a CD player to any room in either building. Most of our CD players are the carousel type and can hold 5 CD's at one time.

Computers – All computers used by PSHS are provided and must be ordered through Management Development. Management Development is located in room 150 beside the Conference Services office at the Penn Stater. Management Development provides Dell laptops and currently only has 2 MAC laptops.

Conference Phones (Polycom) – Conference phones are normally used for conference calls that require up to 3 parties at one time on the phone. PSHS conference phones are made by Polycom. They are triangular in shape and some models have extra speakers that can be placed around the room. If desired the sound from these phones can be patched into the house systems in the rooms. If you have a conference that needs to contact more than three parties at once please contact the AV manager so appropriate plans can be made.



Penn State Hospitality Services

Audio Visual Equipment Glossary-Page 2

Dissolve Unit – This is a device that is used in conjunction with two 35 mm projectors to display slides by dissolving one picture on top of the other. As the first slide fades out the next slide is fading in.

Easels – A gold tripod stand used for holding signs, displays, etc.

Ethernet Connection – A high - speed internet connection that uses an Ethernet card in your computer to establish a connection. Normally this connection uses IP addresses or DHCP to connect. Our connections are currently running at 100 mb/sec. The other option for connecting to the internet is through the use in a modem or wireless internet.

Fast Fold Screens – These are screens that can be assembled and placed in the larger rooms (Presidents and Deans at the TPS and the Ballroom at the NLI.) Currently we have 3 sizes available. At the Penn Stater we have a 9 ft. x 12 ft. and a 10 ft. x 20 ft. At the Nittany Lion Inn we have a 12 ft. x 12 ft. and a 9ft. x 12 ft. The 9 x 12 at the Nittany Lion Inn is a dual screen and can be used for front or rear projection. All of the others are strictly front projection.

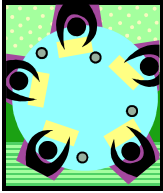
Flipchart – A tripod stand with a full pad of paper. Flipcharts will have 3 markers in the tray, a blue one, a red one and a black one.

JVC 3 Chip Studio Quality Camera – This is our best video camera. As the name indicates this camera is like the ones you would see in a studio. This camera works nicely in the larger rooms and provides high quality videos.

Liquid Crystal Display (LCD) Projector – Used to project a computer or video image onto a large screen. Our projectors have the capability of projecting at least one computer and one video input. By simply hitting a button you can switch between a computer and video. Many of our newer projectors can handle 2 computers (IBM or MAC) and 2 video inputs. If you have an older MAC computer you may need a MAC adapter to connect to the projector. Our projectors can project anywhere from 1500 lumens up to 4000 lumens, depending on the projector which creates a bright, lively picture. In the Presidents Hall at the Penn Stater we have three projectors that have the capability of projecting an image the length of Presidents Hall and filling the 33 ft. screen in Presidents 4. Two of these projectors display an image at 2000 lumens and one of them has 4000 lumens. These projectors have special lenses for displaying at this distance.

Overhead Projector – Overhead projectors are used by many presenters to display a transparency for their presentation. All overheads at PSHS are made by Dukane. The gray Dukanes are normal intensity and the black Dukanes are high intensity, or they display more light than the gray Dukanes. Overheads are placed on an overhead cart in the rooms, but they can also be placed on a table for projection. All overheads have a spare bulb in case the one you are using blows out.

PC - TV Converter – This is a device that is used to convert a computer signal so it can be displayed onto a TV. This is often used in smaller rooms. The quality of picture from a PC -TV Converter is less than that of a LCD Projector, but so is the cost.



Penn State Hospitality Services

Audio Visual Equipment Glossary-Page 3

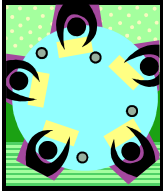
Videoconferencing – Videoconferencing is only available at the Penn Stater. We use a Polycom 4000 unit which runs over ISDN lines, high speed data lines, or Internet Protocol (IP) lines. When using ISDN lines we currently connect at a speed of 384 Kb/sec. We can run at faster speeds over IP lines. IP lines are much like the internet in your offices. The Penn Stater has 2 video conferencing units. One unit is portable which has a camera mounted on top of a 32" colored TV. The camera can have up to 4 presets. We can connect this unit into a video projector and use it in both small and larger rooms. This unit can be used in any room at the Penn Stater. The portable unit has been used by groups the size of 1 person to 500. If you are planning a larger video conference please give as much advanced notice to the AV department as possible. We also have a dedicated unit in the McKinnon Board Room. This unit is very unique in that it is set up with 2 61" NEC plasma screens and it uses built in Crown Boundary microphones on the exquisite American Cherry Boardroom Scissors table. This set up is great for videoconferencing and you can seat up to 12 people at the Boardroom table. Our units are capable of handling 2 other sites to connect to. If there are more sites we will set up a bridge with Telecommunications and Networking Services Department. You always want to set up a test before the actual event with the other site (s) to ensure there are no compatibility problems the units and that the audio and video is in sync. When booking a videoconference please remember to block set up time for allowing the AV department to set up the Polycom unit. The price with our videoconferencing includes an Audio Visual Technician to run the equipment. If using ISDN lines, line charges will accrue if the call is made from The Penn Stater. Please contact the AV manager for pricing and any other questions concerning videoconferencing.

Podium and Mic – PSHS has large floor standing podiums with built in microphones. The podiums at the Penn Stater have the ability to lower and raise depending on the height of the presenter. All podiums have a light for the presenter and have a power outlet on them. Podiums are normally used in the larger rooms. At the Nittany Lion Inn podiums can be used in all rooms, but are not recommended for the Mount Nittany Room due to the small size of the room. When all floor standing podiums are in use and more podiums are needed we can use table top podiums. See Table Top Podiums.

Powered Amplifier with loud Speakers – This is similar to a DJ type of set up. PSHS uses a Crown Amplifier and JBL Speakers. These are used when a group wants better quality sound than the speech speakers can provide. Usually this is used for music and more upscale sound events. Sometimes this set up is used outdoors (weather permitting).

Speaker Phone – A phone that is similar to your office phone. These phones have a built in speaker you can use so the whole room can hear the conversation. Speaker phones are often used in the smaller rooms. Our speaker phones do not have the capability of handling more than 2 parties at one time. Please refer to conference phones for more than 2 parties.

SVHS or U – Matic ¾" player/recorder – Similar to the ½" VHS above this machine uses a ¾" tape. It can be used for playback or recording. These machines are more commonly used in studios for making tapes and editing. PSHS own two ¾" U Matics.



Penn State Hospitality Services

Audio Visual Equipment Glossary-Page 4

Table Top Podiums – Small podiums that sit on top of a table. All tabletop podiums have the option of adding a microphone to them. These are used in smaller rooms or can be used in larger rooms when all floor - standing models are in use.

VHS Camcorder and tripod – This is a standard camcorder used to video tape conferences. It uses ½” VHS tapes.

VHS/TV Monitor – The main function of our TV/VHS’s is to play a video tape for presenters. All of our VHS players take the standard ½” video tape. For viewing the tape PSHS uses a 32” stereo TV. Most of the time the sound from the VCR will be tied into the house sound of the rooms for better acoustics.

Wireless Handheld Microphone – A wireless microphone shaped like a regular microphone that is held in your hand. As with the wireless lavalier you do not need to be in the presentation area to use this microphone. Many times this microphone is used for general announcements for exhibitors, questions from an audience or best man speeches during wedding receptions. An on/off switch will be located on the mic itself.

Wireless Lavalier Microphone – A wireless microphone is one that a presenter would wear to enable them to walk away from the presentation area and be heard from anywhere in the room. The body-pack of the microphone usually is placed in a pocket of the presenter and the microphone itself is clipped onto the tie or blouse of the presenter. Most wireless lavalier mics have a simple on and off switch on the bodypack.

Zip Drive – This is an external add on to computers that allow you to store more information than would normally fit onto a 3.5” floppy disc. Currently AV only has one Zip Drive and it is the Zip 100. Iomega also makes the Zip 250, which allows for even more storage of data on a disc. A disc from the Zip 100 can be used in the Zip 250, however, a disc made for the 250 will not work in the Zip 100.