FREQUENTLY ASKED A/V QUESTIONS:

Q: What steps do I take to ensure my presentation goes smoothly?

A: To avoid meeting delays due to software problems we ask that you deliver your presentation at a minimum of 1 full business day before your scheduled event. Please notify us if there are any special additions such as an embedded video. To ensure that your presentation works as planned, we recommend meeting the day before the event to test out your presentation. Please notify us if you have any other special requirements. Feel free to call or email us with any questions. We are always happy to help!

Q: Can I use my iPad for a presentation?

A: Guest's iPads can be connected directly to our systems via a VGA cable and an iPad to VGA adapter. We have house iPads available for wireless connectivity and presentation use.

Q: What aspect ratio do I create my presentation in?

A: Select a 16x9 aspect ratio when creating a presentation.

Q: What extra steps do I need to take if my presentation has video in it?

A: Please notify us if your presentation has a video with it. Any video files will need to be included separately from your presentation. We like to test out all videos 1 full business day in advance.

Q: Do you have wireless microphones?

A: Yes, we have wireless handheld microphones and lapel microphones available for each room with technology.

Q: How can I connect my presentation to your system?

A: We have VGA connections in each room with technology where you can plug in a laptop or other device.

Q: Do you have in-house computer systems?

A: Yes, we have Mac, Windows and HCA computer systems available for use. To use this system with a presentation, we ask that you deliver your presentation at a minimum of 1 full business day before your scheduled event. This is to avoid meeting delays due to software problems. If the presentation is not delivered before this timeframe, you will not have access to our in-house computer system for presentations. However, you can plug in your device via VGA connection at any time. Internet use is also available at any time.

Q: Can I bring a thumb drive the day of the event to load a presentation?

A: Due to security restrictions, thumb drives can't to be plugged in directly to our A/V system. Thumb drives can be given to us 1 full business day before a presentation. We will then transfer your presentation to our system.

Q: How do I get my presentation to you?

A: If you are using our in-house computer systems, we ask that you deliver your presentation at a minimum of 1 full business day before your scheduled event. You can transfer you presentation via email to Savannah-Jacobsen@ouhsc.edu. Presentations above 10mb will need to be transferred via a web link that we will provide. Large presentations can also be delivered to us via a thumb drive or CD. For more information on large size presentations please contact us at 405.271.7600.

Q: What technology is available for each room?

A: Technology varies for each room. We have a full list of available technology listed under each room on our website.

Q: Do you have Wi-Fi available?

A: Yes, your device will be able to detect a Wi-Fi service called "ouguest". Once connected to this router, launch a web browser and accept the terms of use. You will now be connected to the Internet.

Q: What presentation formats do your computer system support?

A: We directly support both Keynote and PowerPoint presentations.

Q: Can I play a Blu-ray, DVD, or CD?

A: Yes, each room with technology supports the playback of Blu-ray, DVD, or CD disks.

Q: Can you record a conference?

A: Yes, we have video recording equipment in the following rooms: Rainbolt Auditorium, B3, and the 3rd Floor conference room. Recordings can be streamed live or stored on a campus server for future access. For more information on recordings please contact us.

Q: Do you have videoconference systems?

A: Yes, Polycom videoconferencing systems are available in the Rainbolt Auditorium and the East Boardroom.

Q: Can I load my own software on your computer system?

A: Due to security restrictions, additional software can't be installed on our systems. However, you can bring your own device and plug in to our system via a VGA connection.

Q: Do you have conference phones?

A: Yes, conference phones are available in select rooms. You will need to set up your conference call number through OUHSC telephone services prior to your meeting. Please call our main office for more information 405.271.7600.

Q: Can I connect to PACS, IDX, Centricity, or Meditech?

A: Yes, you can connect to these services via a web browser in the same way that you connect when outside of the OU network. For software support on the above systems, please contact your software provider.

SAMIS
EDUCATION CENTER