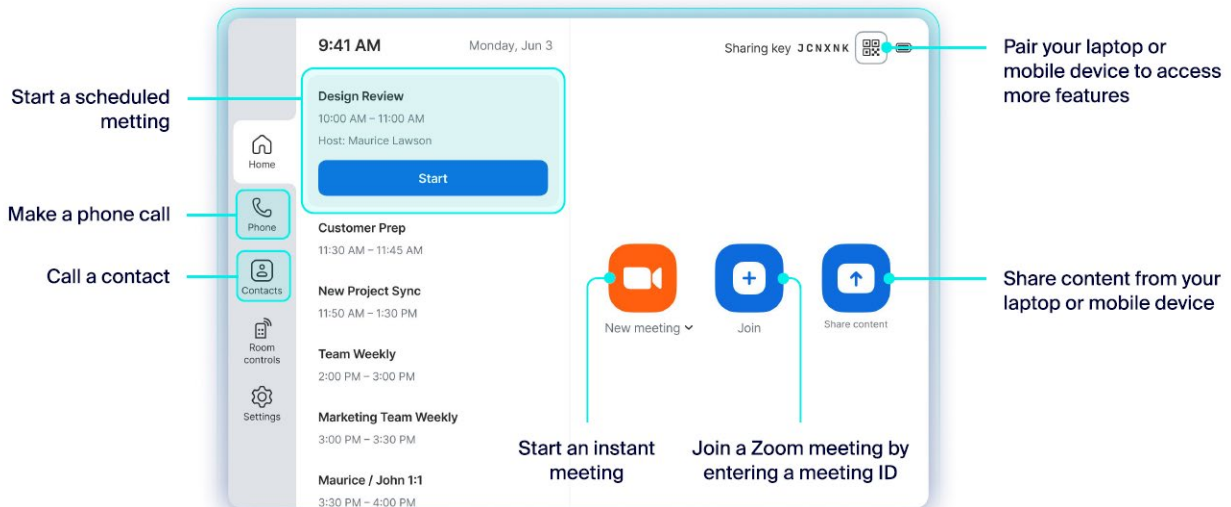


UCLCC User Manual

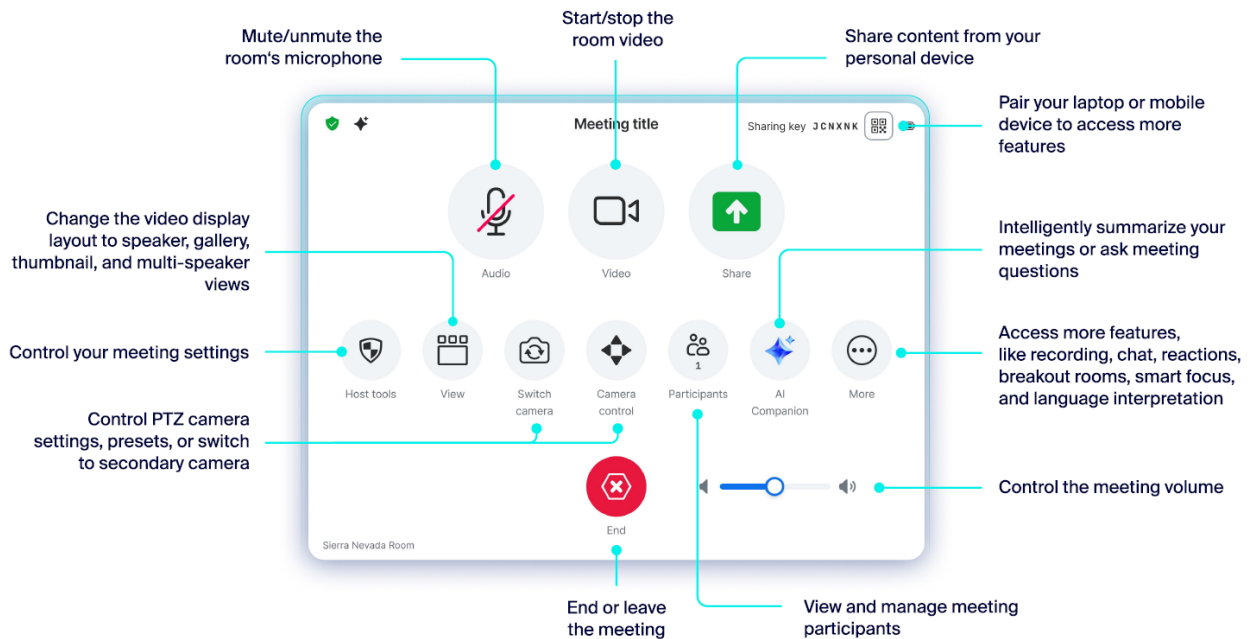
Rev. August 2026

Zoom Room - Control Definitions

Start meeting



Control meeting



Zoom Room - Troubleshooting

If the Zoom Room is acting up, try these steps in order:

1. Check the basics

- Microphone: Make sure Mute / Unmute is set correctly.
- Camera: Check the Camera On / Off button.
- Sound: Adjust the Volume Slider on the touch panel or room controls.
- Cables: Check connection to laptop if screen sharing

2. Leave and Rejoin the Meeting

If audio, video, or controls still aren't working:

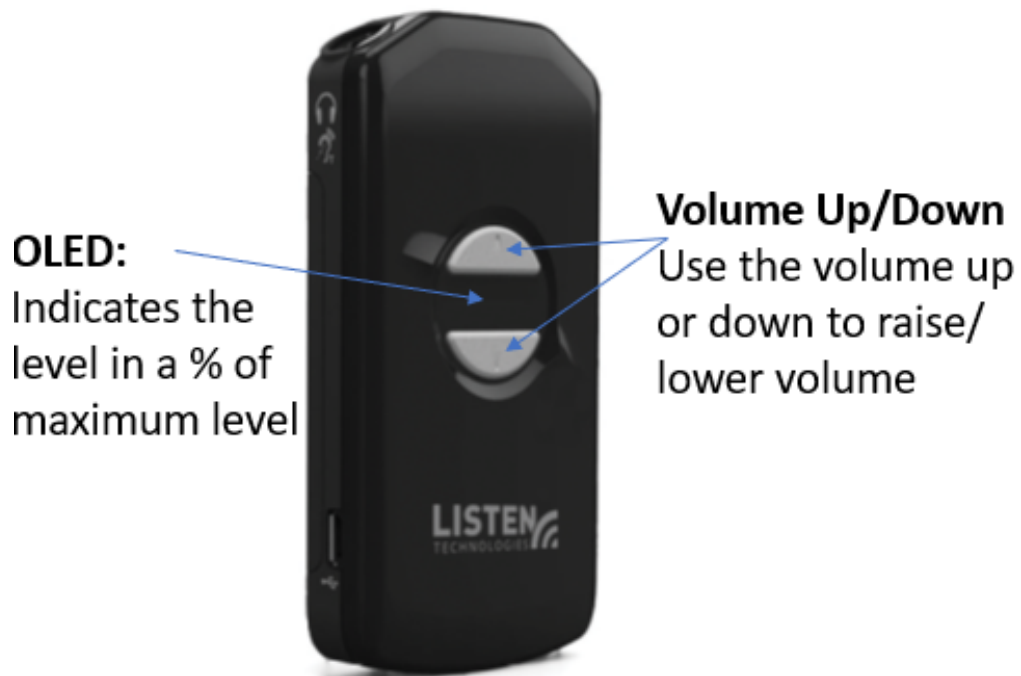
- Tap Leave Meeting on the Zoom Room controller.
- If prompted, choose Assign Temporary Host and Leave Meeting.
- The system will do a light soft reset.
- When the home screen appears, press the Orange “New Meeting” button to rejoin your scheduled meeting or “Join” to join a non-room hosted meeting.

3. Ask a UCLCC Staff Member for Assistance

- If you are unable to troubleshoot the Zoom issue yourself, please find a UCLCC staff member to assist you.
- If you are unable to locate a UCLCC staff member, your first point of contact for technical assistance is:
 - **Garren Weiss** - *Administrative Operations Coordinator, UCLCC*
 - Garren.Weiss@ucop.edu
 - (510) 987-0802
 - If you are unable to reach Garren, please contact our UCOP AV/IT Support
 - **Daniel Aguilar** - *Audio/Video Technician (UCOP Contractor), Technology Delivery Services*
 - Ph: (510) 587-6111
 - daniel.aguilar@ucop.edu (Most Responsive via Zoom Chat)
 - **Derek Stokes** - *Sr. Telecommunications Engineer, Technology Delivery Services*
 - Ph: (510) 587-6200
 - derek.stokes@ucop.edu (Most Responsive via Zoom Chat)

Assistive Listening Device

**Room Specific*





Safety Talking Points

Safety & Emergency Information

- **Identify nearest exits** to courtyard and building exterior.
- **Evacuation location:** South parking lot by the green assembly sign.
- **AED / First Aid / Oxygen:** Located in the main lobby (maybe additional nearby).
 - Please notify Facility Manager if deployed (incident report required).
- Safety procedures and evacuation routes are on the **back of Wi-Fi handout**.

Facility Amenities

- **Restrooms:** Adjacent to the courtyard.
- **Hoteling offices:** First come, first served.
 - Please be mindful of any signs on hoteling office doors as they may be occupied.
- **Portable USB-C batteries:** Please use instead of running cords.
 - This is a safety precaution to keep the fire aisles clear.
- **Microphones:** Return to their original location when done.

AV System & Recording Notice

If Meeting is being recorded.

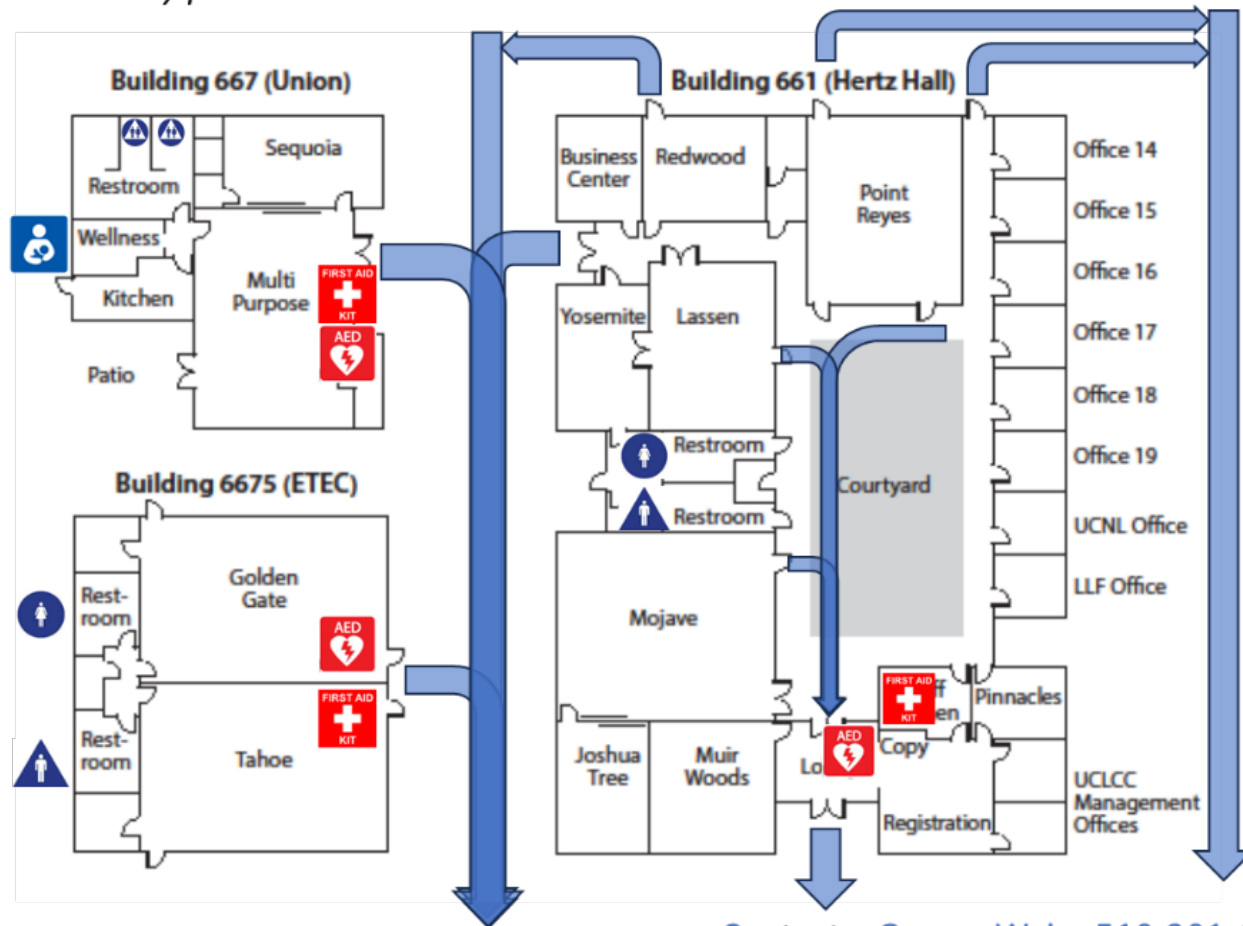
- If there is a red dot on the screen, the recording is active
 - Being in the room = consent to being recorded
- Ceiling microphones are extremely sensitive and capture all audio.
 - Side conversations will be heard.
 - Please take private discussions to courtyard or hoteling office.
- Overflow seating is available if someone prefers not to be recorded.
- Recordings hosted via UCOP link.
 - UCOP staff member will email event-host the recording

Reporting

- Please report the following to a UCLCC staff member:
 - Temperature Issues
 - Coffee spills
 - Facility concerns
 - Other concerns you believe are necessary

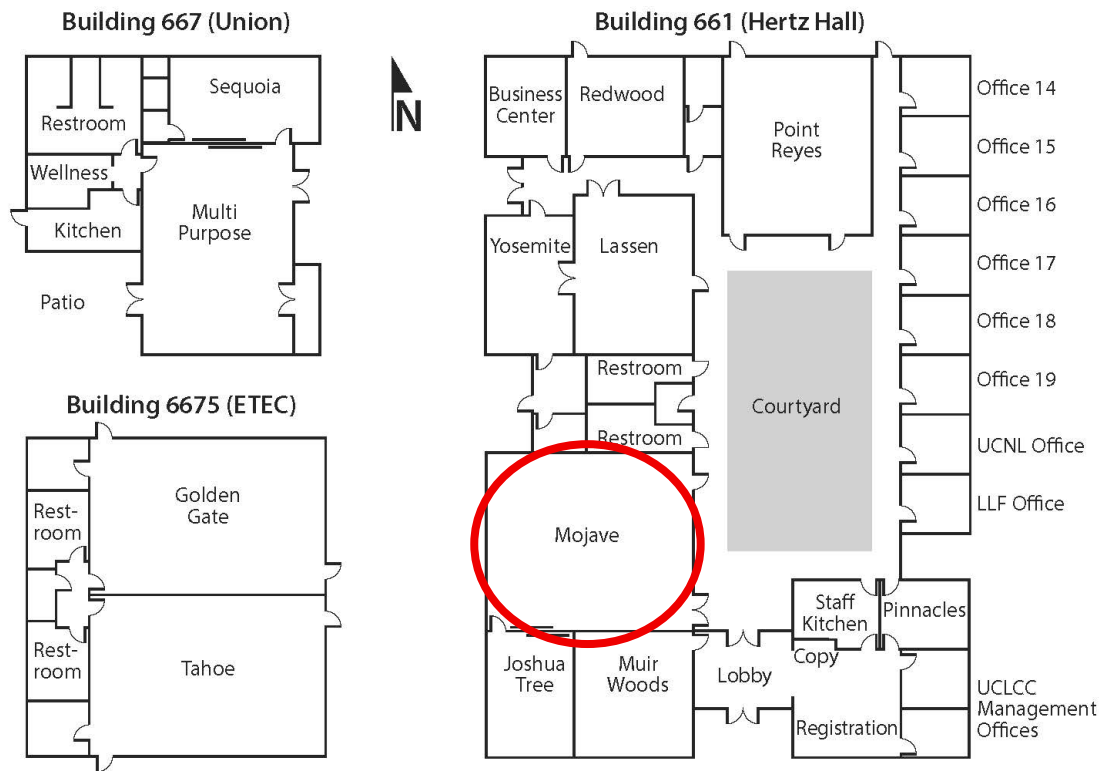
In case of an evacuation all UCLCC staff, Event Hosts, and Participants are to report to the South (smaller) parking lot assembly point.

*Please note:
First Aid Kits,
AED Locations,
Restrooms, and
Wellness/
Lactation Room*



Contacts: Garren Weiss 510-301-1966

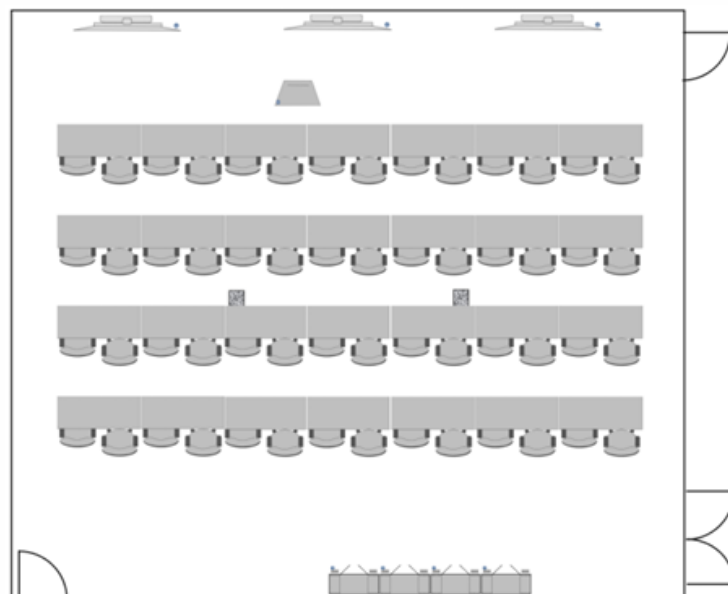
UC Livermore Collaboration Center Map



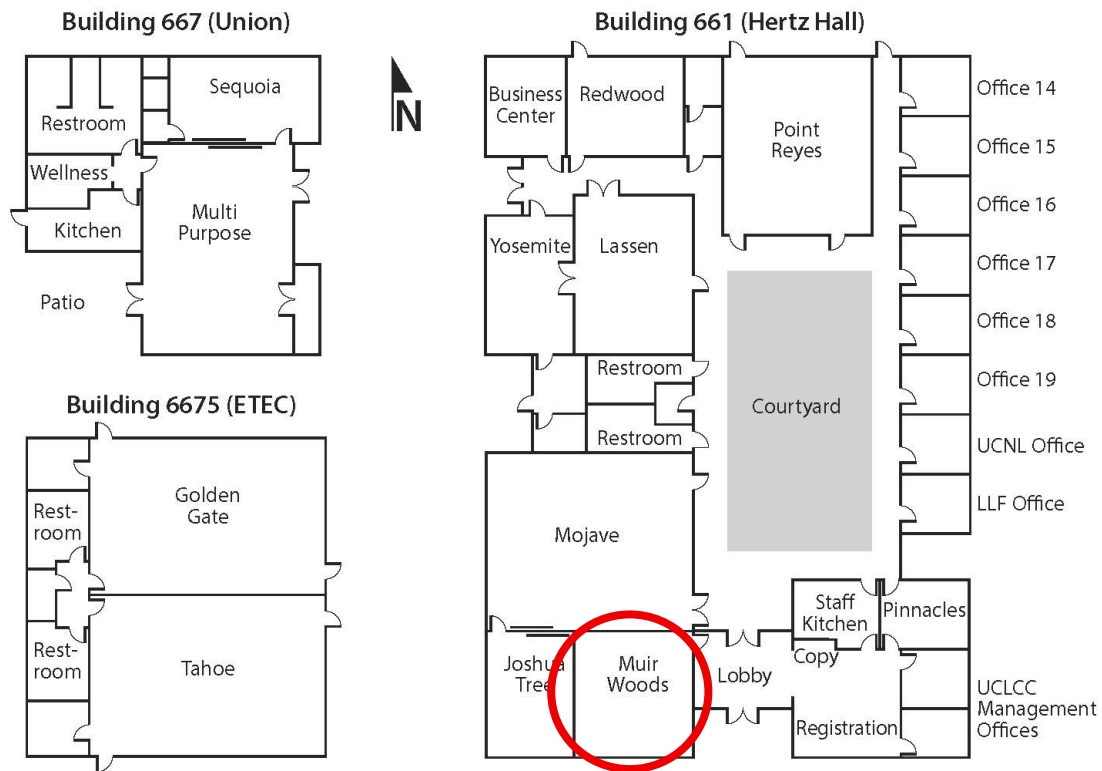
Mojave - Hertz Hall, Building 661

Primary Classroom Layout

Seating for 56



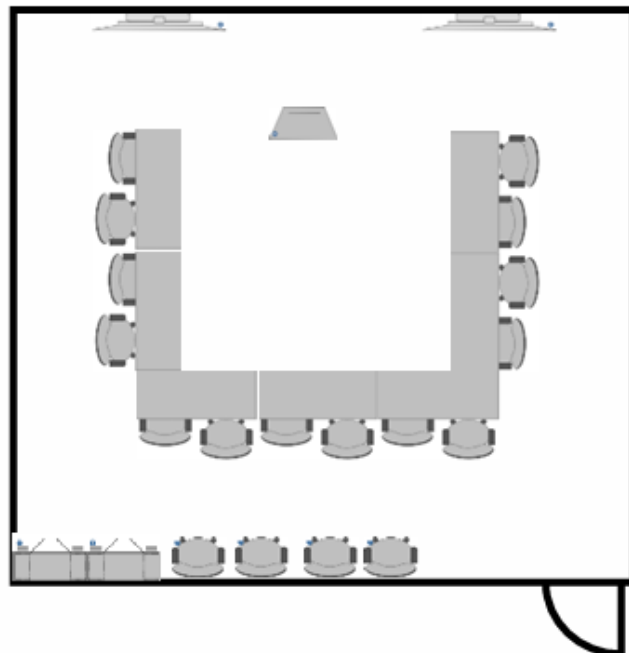
UC Livermore Collaboration Center Map



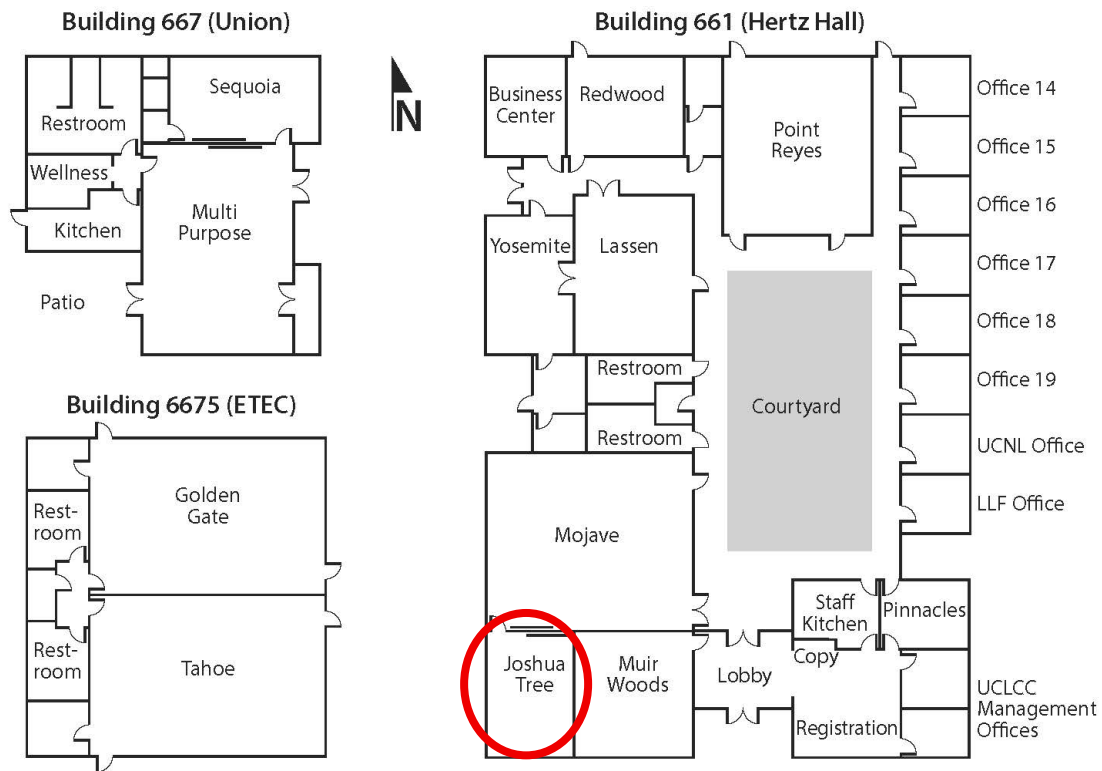
Muir Woods - Hertz Hall, Building 661

Primary
Layout

Seating for 18



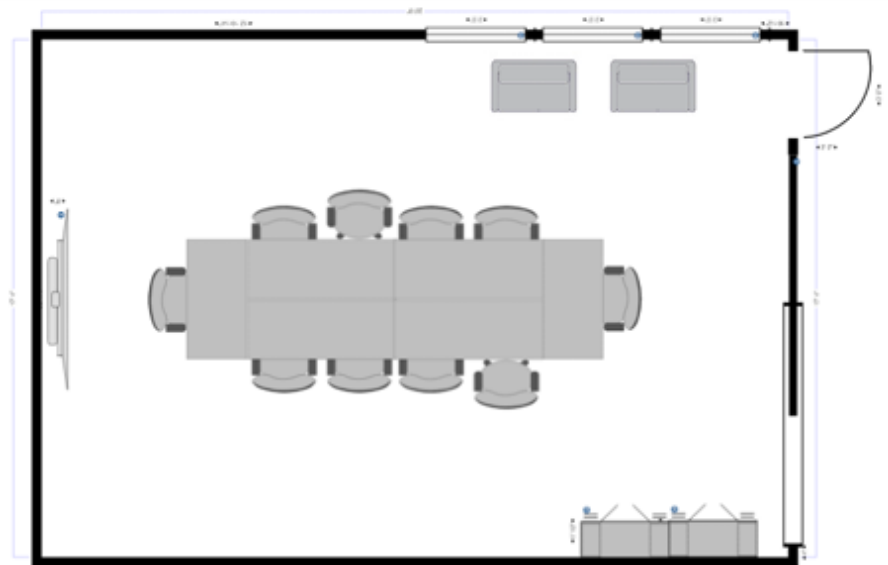
UC Livermore Collaboration Center Map



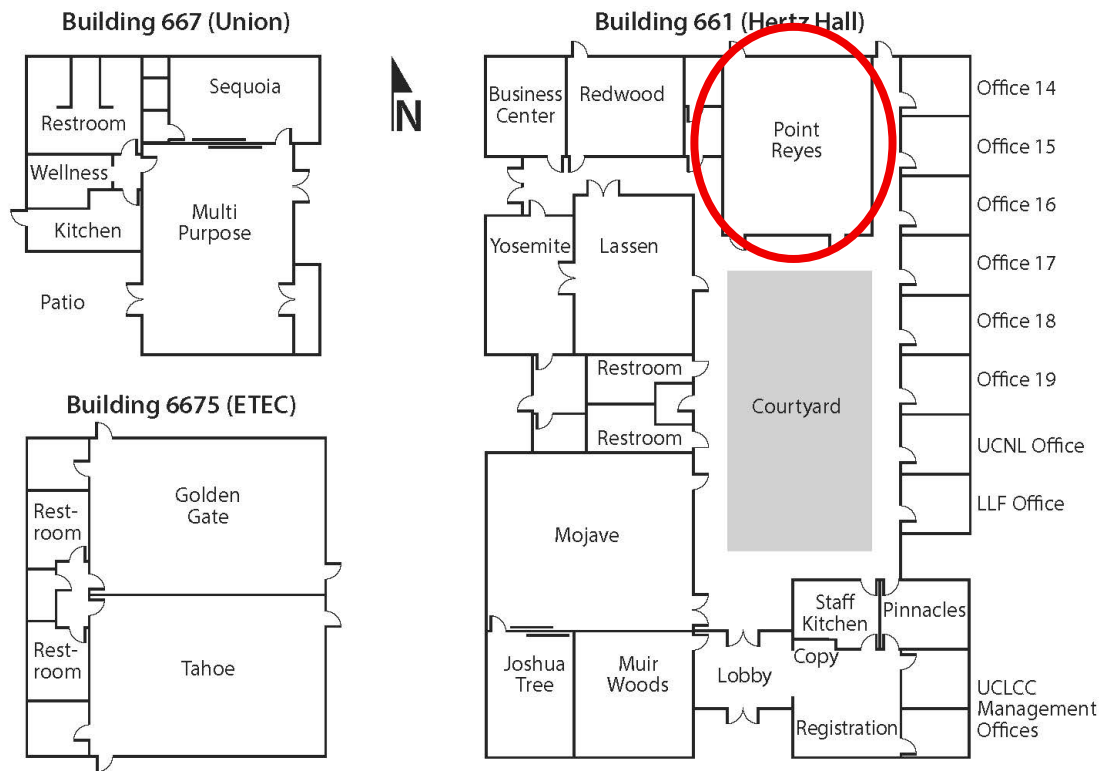
Joshua Tree - Hertz Hall, Building 661

Standard
Layout

Seating for 12



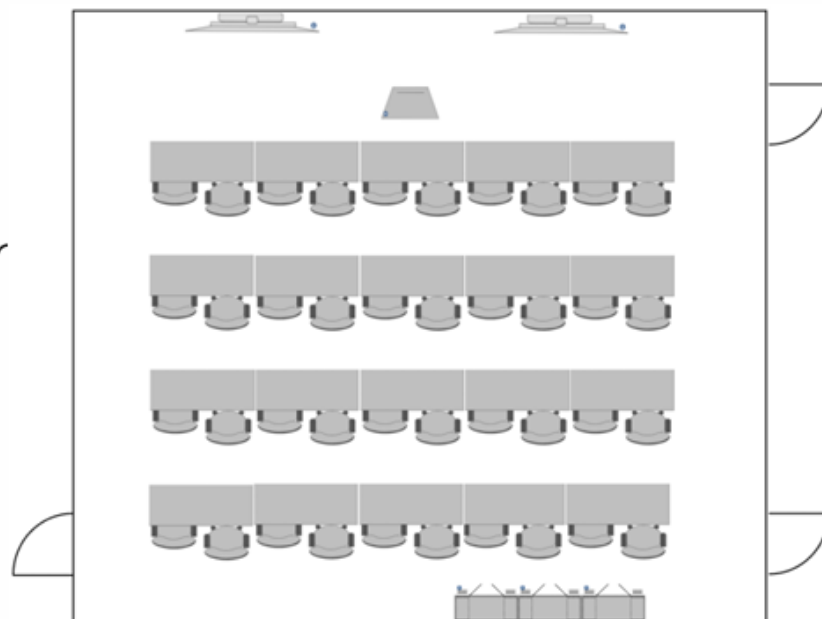
UC Livermore Collaboration Center Map



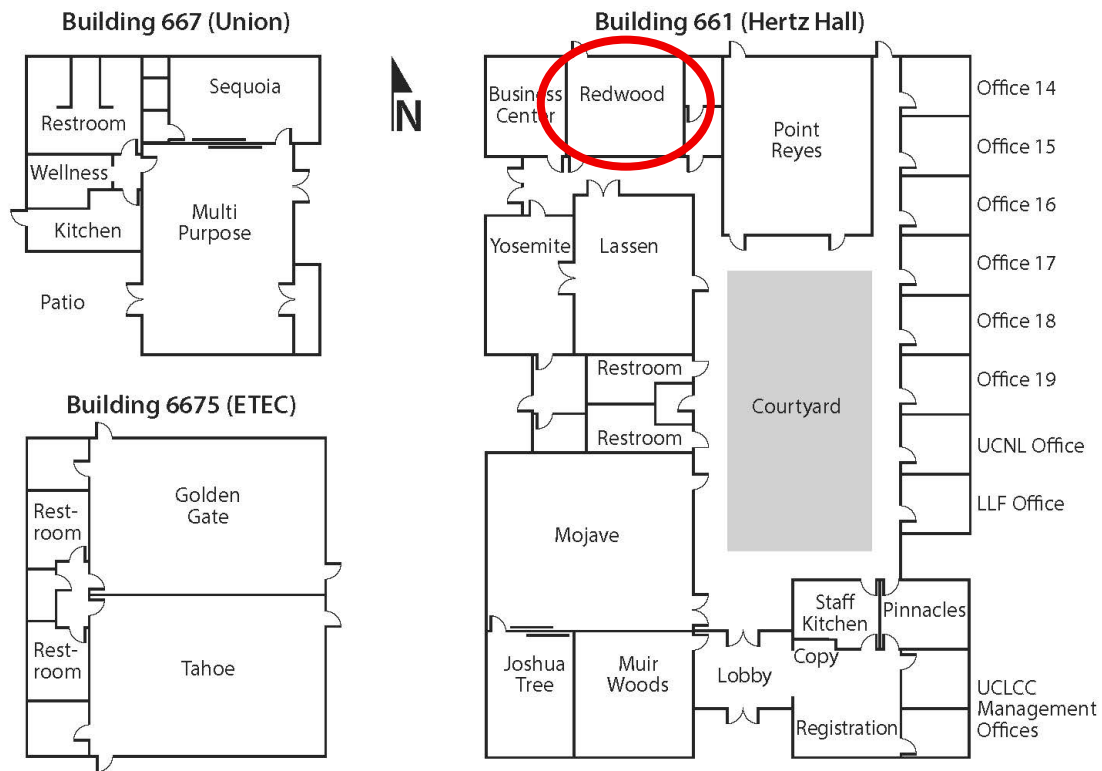
Point Reyes - Hertz Hall, Building 661

Primary Classroom Layout

Seating for 40



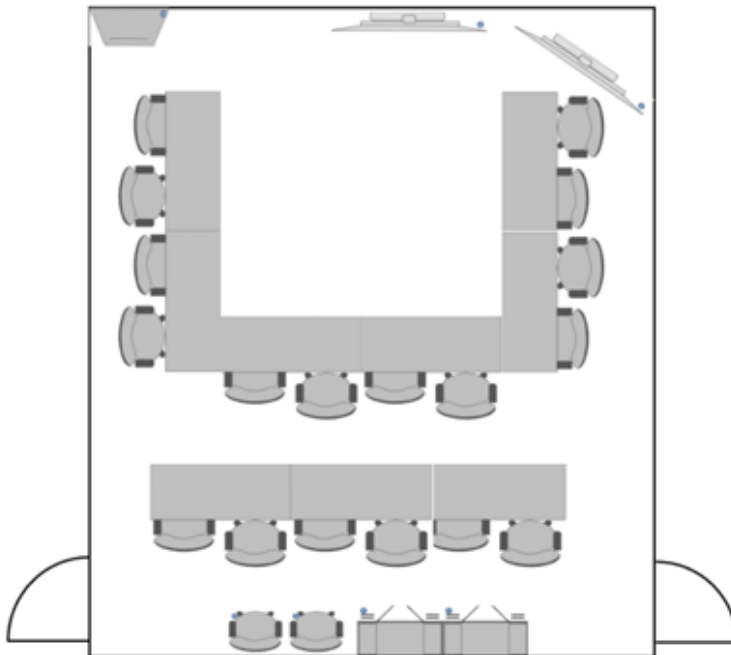
UC Livermore Collaboration Center Map



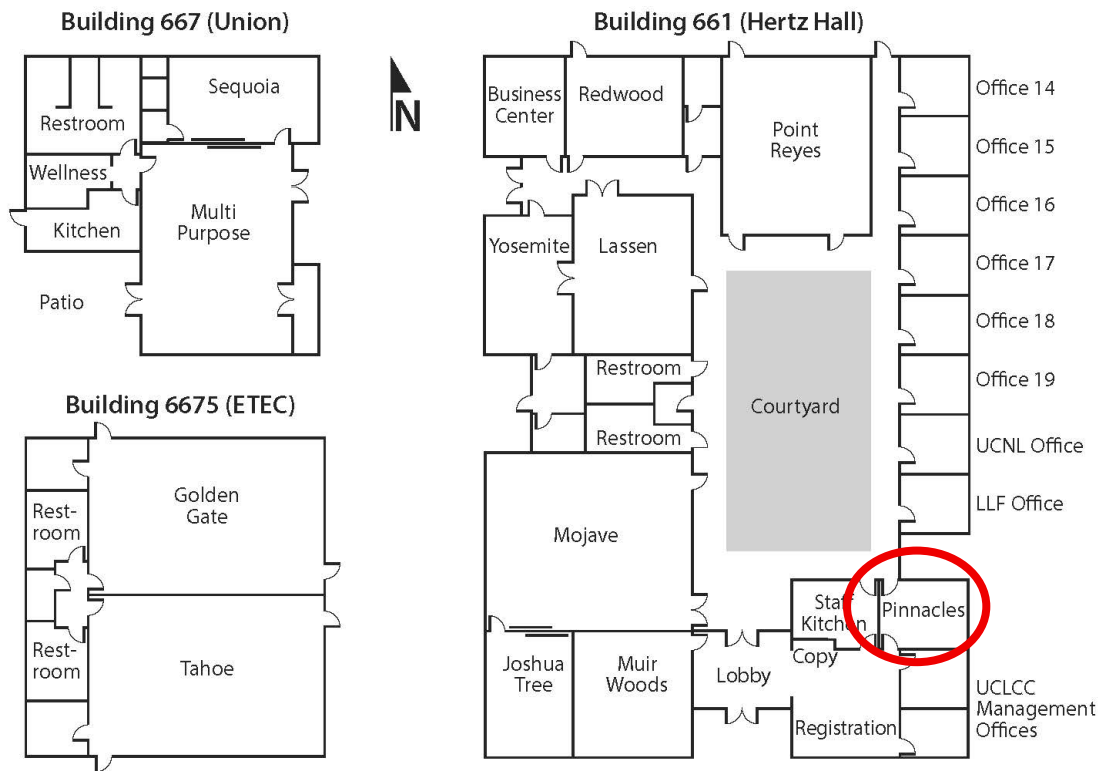
Redwood - Hertz Hall, Building 661

Primary Classroom Layout

Seating for 20



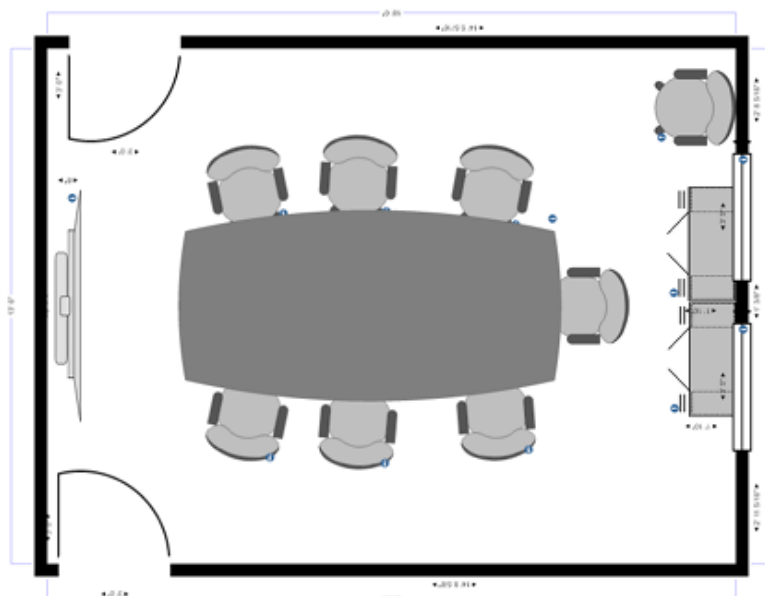
UC Livermore Collaboration Center Map



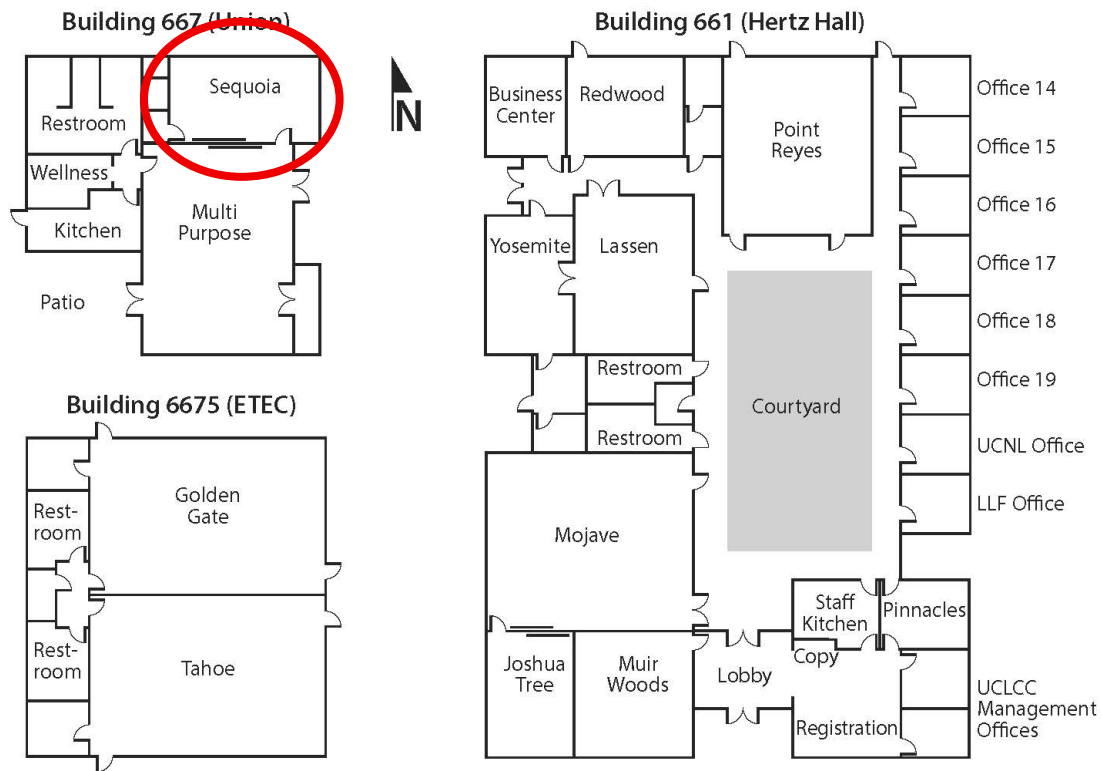
Pinnacles – Union, Building 667

Standard
Layout

Seating for 7



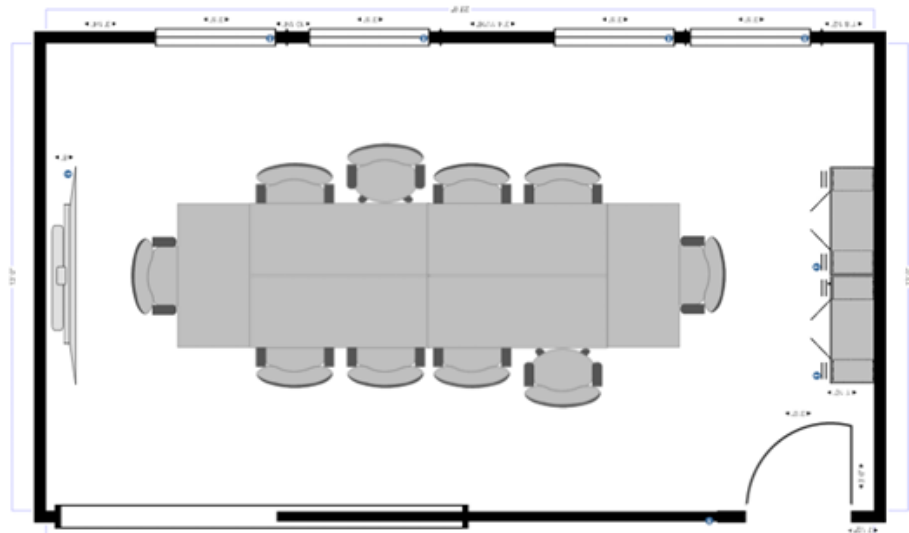
UC Livermore Collaboration Center Map



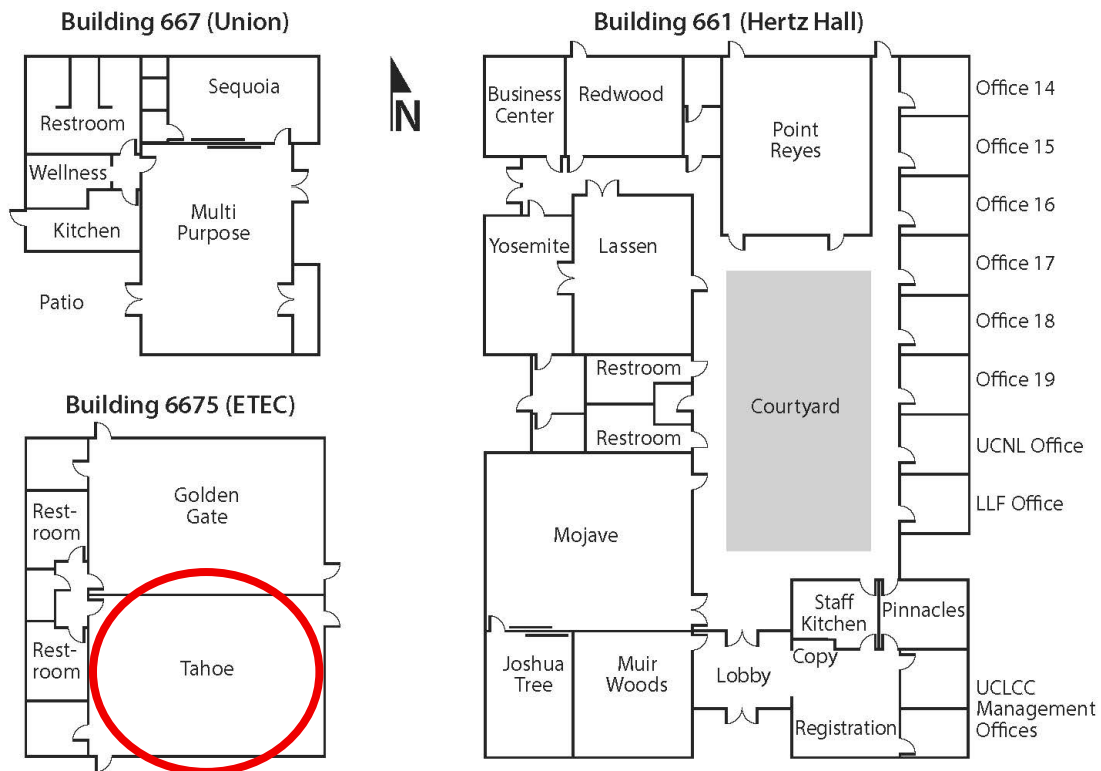
Sequoia – Union, Building 667

Standard
Layout

Seating for 10



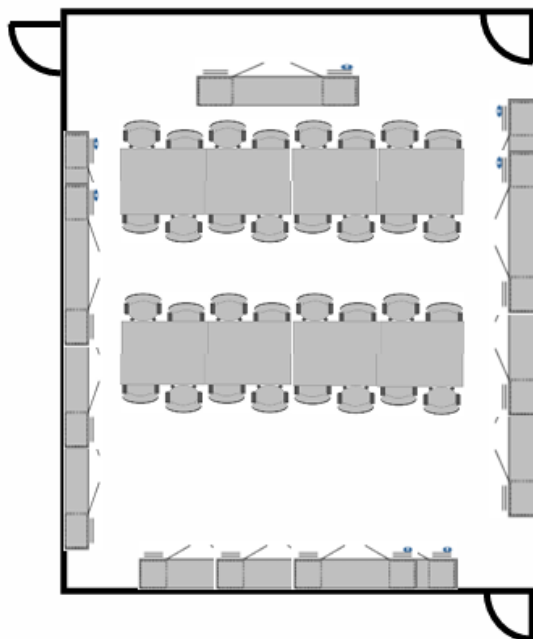
UC Livermore Collaboration Center Map



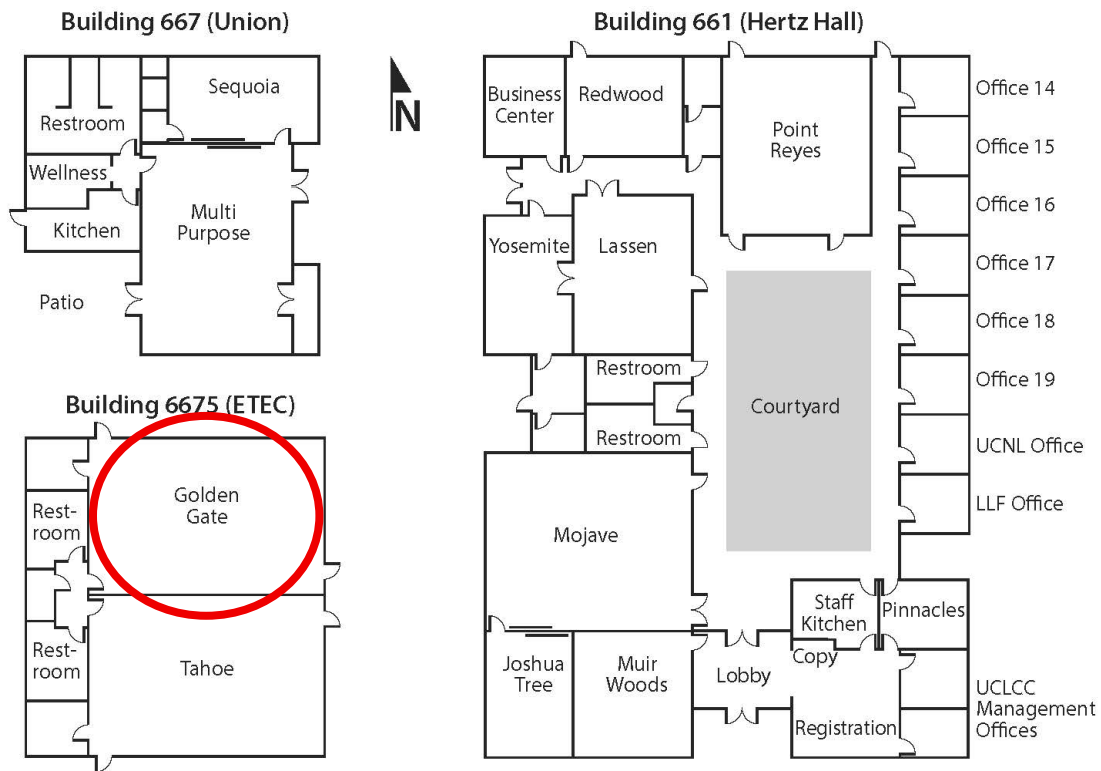
Tahoe – ETEC, Building 6675

Interactive
Classroom
Layout

Seating for 32



UC Livermore Collaboration Center Map



Golden Gate – ETEC, Building 6675

Standard
Layout

Seating for 42

