

Audio Visual Policy

1. You must reserve all computer and audio visual equipment prior to usage. If you do not reserve the desired equipment in advance, there is no guarantee that needed equipment will be available.
2. All those who have reserved equipment in advance have priority over those who have not made reservations.
3. When reserving equipment, you must print your name in the "sign-out" column.
4. When retrieving reserved equipment, you must highlight your name in the appropriate color in the "sign out" column. Once you return the equipment, you must print and highlight your name in the appropriate color "sign in" column so that we can maintain an accurate record of returned equipment.
5. Return all equipment at the time you specified in the equipment reservation book.
6. **DO NOT** leave (in the classroom) any equipment that you have previously reserved and taken from the **Audio Visual office**.
7. A few designated rooms permanently house equipment; **DO NOT** remove equipment from these rooms.
8. If you have a night class or cannot return the equipment by 5pm, make prior arrangements with the staff to establish a secure alternative place where the equipment can remain overnight.
9. **DO NOT** take any equipment down the steps of any classroom. **DO NOT** allow your students to take any equipment down the steps of any classroom.
10. If you are in an amphitheater-style classroom, the equipment must remain at the top of the room; your students will have to turn around in their seat to view any visuals you have prepared for them.
11. When using the laptop/projector cart, please make sure to log completely out of the system.
12. Please properly shutdown the laptop after usage.
13. When using the laptop/projector cart, **DO NOT** disconnect any cords.
14. When using the laptop/projector cart, press the F8 key if you want the projector screen to reflect the laptop screen (you may have to repeat this command a few times).