

## PROCEDURES FOR RESERVING EQUIPMENT

### Communications Technologies Room A110

#### To reserve equipment call x8457, option #3 (AV Equipment hotline)

You may dial 815-455-8457 from outside the campus. Be sure to leave a message if you don't reach someone immediately. A member of our staff will return your call as soon as possible.

When calling for reservations, please be ready to provide the following information:

- Your name, department, and an MCC extension or your phone number
- The equipment you are requesting
- The date(s) and time(s) the equipment will be picked up and returned
- The location where you will be using the equipment

#### PLEASE PICK-UP AND RETURN EQUIPMENT TO ROOM A110E

You may use the phone located by A110E for assistance.  
If no one is available, please return equipment to Computer Lab A127.

The IT Department is staffed Monday-Friday 7:45a.m.-8:00 p.m. & Saturdays 8:00a.m.-1:00 p.m.  
After-hours returns of equipment can be arranged by calling the AV Equipment hotline.

Note: We do not have staff to deliver or pick-up AV equipment. You are responsible to do so.

If you have a problem with the equipment while using it, call the **HELP DESK** at **x8457**

#### EQUIPMENT AVAILABLE FOR CIRCULATION:

Laptop Computers	CD Players/Boom box	Overhead projectors
Video/Data Projectors	Slide Projectors	Sound Systems/Mics
Digital camcorders (DVD & mini DV)	Document Cameras	USB Flash drives
VHS camcorder	Digital Voice Recorder	Easels
Digital still camera	Conference Phone	Screens
PowerPoint remote/laser pointers	Cassette Recorders	TV /VCR/DVD cart

The majority of classrooms are equipped with a ceiling mounted video/data projector, networked computer, DVD/VCR and an overhead projector or document camera.

#### POLICIES FOR USE OF EQUIPMENT

1. Equipment is available to all faculty and staff on a "first come first served" basis.
2. Laptop computers are to be used for instructional purposes or for college related presentations. Please notify us if you need wired or wireless Internet access.
3. Laptop computers are not available to be used as office computers.
4. Faculty needing equipment for student presentations in their classes must reserve the equipment and arrange for training for the students – in advance of the day of use. The instructor is responsible for picking up and returning the equipment. Students may not reserve or pick up equipment.
5. MCC will not provide or rent equipment for use by any outside group or person(s) for programs or presentations not affiliated with MCC.
6. Equipment requests by outside groups for scheduled programs or presentations on campus must be reserved through the Office of Campus Facilities and are subject to availability as well as their policies, fees, etc.