



## Ohlone College – Procedures – AV Equipment Usage

Effective: Thursday, January 31, 2008

To: All Newark Faculty and Staff

Subject: Procedure for using audio-visual equipment

- AV gear consists of the AV cabinet (white boxes in the walls), a wireless keyboard, a wireless microphone, a spare video/audio cable, ADA headphone and an Elmo Document Camera.
- The wireless keyboards need to be charged when not in use for extended periods. The charging stations are stored nearby the classrooms. Contact IT if you need to locate one.
- The wireless keyboards have an on-off switch in the upper right edge of the keyboard. It is orange in color. During a class or whenever you don't need to type, please turn it off to save battery time. To use it, turn the switch on and wait about 3 seconds.
- The spare video/audio cables are stored in the bottom of the AV cabinet. Do *\*not\** take it home or keep it for your own use. If you are missing a cable, contact IT for help.
- The USB stick that controls the wireless keyboard is not to be touched or removed from the back of the AV computer (in the cabinet).
- If you find your keyboard runs out of power, it is possible (though a bit uncomfortable) to use the keyboard while it is in its charger. In this case, temporarily move the charger out into the classroom, plug it in, place the keyboard in the charger and situate it as needed. Please be sure to return the charger and keyboard to its permanent charging location when done.
- The Elmo document cameras are available upon request from IT. When requested, we will record who we assigned it to and it will be your responsibility thereafter. You may store it in your office but not in the classroom. To use the Elmos, merely connect the RGB/Video out on the Elmo with the Laptop 1 or Laptop 2 input on the top of the AV cabinets. Be sure to put the cable back into the AV cabinet when done and store the Elmo in a secure location.
- ADA headphones are available for permanent checkout from IT. As with the Elmos, you will be responsible for the items you checkout. Store them in a secure location.