

MEDIA TECHNOLOGY & INSTRUCTIONAL SERVICES NEWSLETTER

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HT 415 Information

Office Hours:

Monday-Thursday: 7:45am - 8:00pm

Friday: 8:00am - 2:00pm

Summer 7:45am – 8:00pm

Closed Friday, Saturday & Sunday

Phone Numbers:

Office: 561-862-4800

Fax: 561-862-4805

Equipment Request

Request Forms: All requests must be submitted 24 hrs in advance via the web online request form. (Web address:

<http://www.pbcc.edu/x1095.xml>

No request will be accepted by phone.

A Semester request for equipment on a consistent basis may be submitted (one request, per event, per day). Requests are to be submitted by faculty and staff only.

ALL equipment must be requested, even if the equipment is always in the room to maintain an accurate statistical report. As some items are limited, equipment placement is determined on a first come first served basis.

Specialized equipment (such as cameras) must be picked-up from, and returned to the Media Technology and Instructional Services (MTIS) office. Evening instructors must return equipment by 8:00 pm. Graphic and Lamination services are provided upon completion of an online request form. A three (3) to seven (7) business day notice is required.

If you need assistance with instructional design, planning, or training please make an appointment with MTIS staff. Friday is the best day to schedule a training

session.

Video Material

The Video/DVD collection has been updated (we have over 3000 video material). Please refer to the online catalog. The staff will be more than happy to help you find a tape if you can't find what you are looking for. Video tapes can be dropped in the following locations: outside HT building south entrance, north side of building between CB & CA building, & BT 108 (control desk) in the PTLC area. Faculty, Staff & Students may access media material on/off campus through the following link:

On campus:

<http://ms1.pbcc.edu/phoenix>

On/Off campus:

<http://www.pbcc.edu/x8792.xml>

Multi-Media Rooms

All faculty and staff who intend to use the multi-media equipment must be trained by MTIS staff prior to use, please schedule an appointment with us. Guest presenters should notify MTIS at least one week in advance of presentation.

Key requests and pickup must be made through Media; we cannot open the multi-media drawers. Any computer problems or wireless mouse (not the data projectors) must be referred to the college Computer Resources/Help Desk

(561-868-3100 or ext. 1-3100)

If students are required to use media equipment for class presentations, the

instructor must request the equipment in advance and be trained in its use. The ultimate responsibility lies with the instructor when equipment is used by any students. All classrooms are multimedia equipped.

Equipment Etiquette

For the safety of the students, faculty, and staff we ask that everyone follow a few guidelines when using the media equipment in the classrooms. Before leaving the classroom:

- ✓ Return the projection screen to the up position.
- ✓ When using the television, overhead, and slide projectors unplug, rewind the cord, and return the equipment to the side of the room.
- ✓ Replace overhead & slide projector dust covers.
- ✓ Rewind videotapes and replace in case.
- ✓ Return videotapes to the drop box. Please **do not** put anything on the carts. Any thing found on the equipment carts will be **disposed** of (or discarded)

Please **do not** move equipment from classroom to classroom. If the equipment is malfunctioning, contact MTIS **immediately** by completing a trouble report online. <http://www.pbcc.edu/mtis/troubleReport.asp>

Please power off all equipment after each use, lock multimedia desk drawers and cabinets along with securing all emergency windows and doors.

HAVE A GREAT SEMESTER!