



The Department of Communications and IT, Huron University College lends AV equipment primarily in support of Huron's academic programs and on-campus classroom presentations and secondarily in support of Conference Services. Equipment can be taken off-campus only in exceptional circumstances (eg. videotaping of sermons for some Theology courses).

**Equipment that we currently lend:**

TVs with DVDs or VCRs

Tape recorder

CD players

Data projectors

Digital still camera

Digital Camcorder

Laptops – all with wireless and either XP or Vista operating systems

Conference phone

Portable screens

Slide projector

Overhead Projector

**Bookings** should be done ahead of time to ensure availability. Bookings can be done by phoning or dropping into the Computer Lab but the preferred method is to email Kim Knowles [kknowles@huron.uwo.ca](mailto:kknowles@huron.uwo.ca) or Holly Glendenning [hglenden@huron.uwo.ca](mailto:hglenden@huron.uwo.ca)

All bookings are on a first-come, first-serve basis and any problems should be resolved by contacting Kim Knowles.

Students may book equipment only for the duration of their class or for an hour's preparation time. Equipment cannot be taken out overnight (with some exceptions made for taping of sermons) nor to residence rooms or faculty offices. Classroom bookings for practicing presentations must be done through the Information Desk before 4 pm Mon-Fri.

**Picking up, setting up & returning equipment** The borrower, whether staff, student or faculty is responsible for picking up the equipment from the Computer Lab, setting it up in the classroom and returning it to the Computer Lab. Assistance from Computer Lab staff is available for those with disabilities. Students are required to leave their student card at the time of borrowing even when acting as delegates for a faculty or staff member.

**Classroom equipment** All classrooms have lecterns, overhead projectors and some method of projecting videos and laptop presentations. If equipment is missing or out-of-order (bulb burned out, picture fuzzy, etc.) please report it at once to the staff person in the Computer Lab.

**Technical Guidelines for Classroom presentations** – It is the user's responsibility to know what computer hardware and software are supported in our classrooms. See the following guidelines.

### **Technical guidelines for classroom presentations**

**Our Equipment :** Most of Huron University College's classrooms are equipped with built-in PCs, some with VISTA operating Systems and some with XP, with either Office 2003 or 2007. We do not provide technical support for MAC computers. A list of Rooms with equipment is appended here.

**USB stick best :** We recommend that you prepare your presentation on a PC and bring your presentation on a USB stick rather than on your own laptop.

**Pre-test your presentation:** We recommend that you pre-test your presentation on a computer other than the one you prepared the presentation on. This will let you know if your graphics are embedded or whether they are still on your home computer.

**Ethernet connections:** All classrooms have internet cable connections. The built-in computers and our laptops are already registered with our server but your own laptop cannot access the internet via Ethernet.

**Wireless connections:** There is wireless access in some of the larger classrooms but if you bring your own laptop you must have a UWO email account for wireless access or make arrangements with the Department of Communications and IT to get a guest login in advance.

**Using your own laptop:** we don't recommend it but if you must use your own laptop be sure to bring a VGA adapter for your MAC laptop and be prepared to adjust your screen resolution down to match that of our projector. Please know how to set up dual monitors on your own laptop.

#### **Questions? Advance arrangements?**

Contact Holly Glendenning, [hglenden@uwo.ca](mailto:hglenden@uwo.ca)  
Department of Communications and IT, Huron University College.



**Huron Classroom equipment available Sept. 2009-**

<u>Room</u>	<u>data Projector</u>	<u>VCR/DVD combo?</u>	<u>Data projector</u>	<u>Special instructions</u>
A1	MP8725	yes	yes	<b>Built-in computer ( VISTA)</b>
W4	Eiki LC-XB31	yes	yes	bring laptop -yours or ours
W6	NEC	yes	yes	<b>Built-in computer</b>
W8	Eiki	yes	yes	<b>Built-in computer</b>
W12	MP8765	yes	yes	<b>Built-in computer (VISTA) &amp; laptop connection</b>
W17	NEC	yes	yes	<b>Built-in computer (VISTA)</b>
W18	NEC	yes	yes	<b>Built-in computer (VISTA)</b>
W101	NEC	yes	yes	<b>Built-in computer (VISTA)</b>
W102	NEC	yes	yes	<b>Bring laptop – yours or ours</b>
W103	NEC	yes	yes	<b>Built-in computer</b>
W104	NEC	yes	yes	<b>Built in computer (XP)</b>
W106	MP8749	yes	yes	<b>Built-in computer</b>
W108	MP8749	yes	yes	<b>Built-in computer</b>
W112	MP8749	yes	yes	<b>Built-in computer</b>
W116	NEC	yes	yes	<b>Built-in computer (VISTA) &amp; laptop connection</b>
V207	NEC	yes	yes	<b>Built-in computer (XP)</b>
V208	Eiki	yes	yes	<b>Built-in computer</b>
V209	Eiki LC-XB31	yes	yes	bring laptop -yours or ours
V210	MP8747	yes	yes	<b>Built-in computer (VISTA)</b>
V214	MP8775i	yes	yes	<b>Built-in computer &amp; laptop connection</b>

**Kingsmill Room** has a built-in projector (NEC, identical to W116) with a connection to your laptop and the internet. Pick up the remotes in the Computer Lab. **Great Hall** has a portable data projector on a cart with a laptop and internet connection.