

AUDIO-VISUAL EQUIPMENT

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-2-001, dated 11/08/2012
- FORMS:** None
- PURPOSE:** To advise staff of the availability of audio-visual equipment and establish procedures for its use.

I. GENERAL INFORMATION

- A. Audio visual equipment maintained and controlled by the Training, Volunteer, **and Chaplain (TVC) Unit** is available to all staff for work-related use.
- B. The following equipment is normally available at the Grand Avenue Office unless otherwise indicated:
1. LCD Projector
 2. Portable **S**creen
 3. Overhead Projector
 4. Portable Public Address System
 5. Easels for Flip Charts
 - 6. Webcam Conferencing System**
- C. Anyone wishing to use the equipment must be familiar with correct usage. It is suggested that persons unfamiliar with the operation of requested equipment contact the Training Coordinator for instruction.
- D. Equipment use is subject to reservation. In order to ensure availability, equipment should be reserved as far in advance as possible.

II. PROCEDURE

- A. Reservations

Reservations for use should be made (in person or by phone) through **a TVC Unit clerk or a Training Coordinator**. Entries for the requested date(s) will be made in the appropriate calendar.

