Tech Team Refresher – Jan 17, 2018 – notes

1 Conduct an overview of Computer/AV/computer auxiliary sound equipment
2 For auxiliary sound to work (turned on by the "puck" on top of the trolley), make sure that **both** the projector and computer are ON and HDMI is selected from **source search** button on top of projector.
3 "How to" procedures are taped to the keyboard tray for quick reference
4 No user equipment should be hooked up or used – presentations must use Academy equipment on pre-tested USB sticks
5 Don't move the equipment off the trolley – encourage use of lectern & remote pointer so presenters don't sit at the laptop
6 Need to show DVDs? Use the DVD player slot beside the lens on the front of the projector
7 Projector not bright enough? Close the curtains and turn off the overhead lights. If the image is still faint, maybe the bulb needs changing – alert Tech Team leadership
8 EVERY presentation needs to be pre-tested on Academy equipment, either at a Tech Time, at the break during a Workshop, or email the presentation to Tech Team leadership. As backup, encourage presenters to email their presentation to themselves – that way if the USB stick fails, they can log-in to their email from the Academy laptop browser, find the presentation and run it from that copy.
9 **Sound system:** All presenters must use the headset mike. Replace batteries with 3 hours or less indicated on the handheld display. Put dead batteries in the recycle container.
10 Laptops are protected by Norton antivirus software, which also scans USB sticks
11 The Academy website will have ongoing updates to include all Tech Team procedures
12 Don't update the Windows operating system if a reminder pops up. This could put the laptop out of operation for 45 minutes. Let the Tech Team leadership take care of updates.
13 Always be on the lookout for new recruits for the Tech Team
14 Report problems, however minor, to the Tech Team leadership
15 **First Workshop process:** 1. Plug in the sound system, check battery levels for 3 hours or more on the wireless mikes and headset, and help the Facilitator get the headset on the first presenter and do a sound check. Note that Academy policy is that mikes are to be used in all workshops. Determine if the laptop/projector is required during the workshop – if yes, set it up; if no, leave the cart in the front of the classroom.
16 **Between Workshop process:** Stay behind and consult with the next Workshop's Tech Team rep. Pack up the laptop and projector if they don't need it, or leave it set up if they do. If it's not set up and the next Workshop needs the laptop/projector, the incoming Tech Team rep will set up the AV cart.
17 **Last Workshop process**: shut down the laptop and projector, disconnect the power and wind up the power cord on the trolley. Disconnect the extension cord powering the sound system and pack up the mikes and headset in the blue box.
18 Can't attend a Workshop? Let your Facilitator know and confirm backup arrangements. No backup? Inform Tech Team leadership.