

Intec Equipment Policy

For LCC Faculty and Staff

Purpose

These policies are designed to protect personnel, equipment and facilities as well as insure equal access to equipment and effectively use limited resources.

Equipment

Faculty and staff have access to the following equipment:

1. Standard video equipment such as:
DVD players, Digital camcorders
2. Traditional AV equipment such as:
Projection screens, PA system and misc. accessories like extension cords
3. Computer equipment such as:
Laptop computers, Video Projectors, Classroom on Wheels, Digital Still Cameras, Digital Voice Recorders, and USB microphones
4. Extended loan items:
Chromebook, Chromecast, Surface Pro, Nexus tablet, Wacom pen tablet, and Bose wireless speaker

Services

Intec services include:

1. VHS, DVD dubbing and conversion, and off-air video recordings
2. Audiovisual equipment maintenance and repair
3. PA system setup and conference support
4. Polycom and HITS videoconference support
5. Web teleconference support
6. Consultations and equipment recommendations
7. Trouble call support

Supplies

The EMC provides "Title III" Smart Classroom LCD projector lamps as well as common batteries.

Reservations

24-hour notice is appreciated. Equipment is loaned on a first-come, first-served basis. No overnight or off campus usage of equipment. Reservations are accepted up to three weeks in advance.

Responsibility

Instructors may check out equipment for student projects, however, the instructor will be held as the responsible party. No personal use of campus equipment allowed. Copyrighted materials are duplicated only with proper permission.

Hours of Operation:

Monday through Friday 7:45am – 5:00pm

Contact Info:

Intec Services Counter: Room LC-116 (Educational Media Center)

Telephone: x201 (455-0201)

Email: intec@hawaii.edu