

Scheduling Video Conferencing Equipment

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In order to insure that the video conferencing equipment is available on the dates and times you would like to schedule a video conference, a district Video Conferencing calendar has been created and shared with the Media Specialist in your building. The district has only 2 units, so it is imperative that you follow the correct procedures to insure that the equipment is available on the date you need.

- 1. Do not schedule a video conference until you check with your building Media Specialist to see if the equipment is available on the dates and times you need.**
- 2. If the date is available the Media Specialist/Computer Specialist will work with CMT to schedule the equipment.**
- 3. CMT will send the equipment to the Media Specialist one day before your conference is scheduled.**
- 4. Please return the equipment no later than the day following the conference.**
- 5. Please report any damage to the equipment to your building Media Specialist (broken cable, bad speaker, etc)**

Thanks you for your corporation,

Sherri Furniss

CMT