

Location of Tech Items

Please return items to appropriate location after each use.

Admin Office

Items in Admin overhead cabinet by printer:

- Staff iPhone

Items in Admin overhead cabinet in closet:

- wifi jetpack & charger
- headsets

Ground Floor Desk Cabinet

Purpose: Store smaller equipment frequently needed for programs or staff need.

Access: Every service desk has a key (labeled GF cabinet) to open the cabinet.

Items:

- extension cords (including yellow retractable)
- projector
- various adapters (cords with hdmi/vga/iphone output, etc.)
- wireless presenter/pointer remotes
- cameras
- extra mice & keyboards
- other cords (VGA, HDMI, network cables, etc. including 15' long HDMI and VGA)

Community Room

▪ Podium

Purpose: Quick access to equipment for presenters to hook up devices to projector/screen.

Access: Pull open panels on front of podium. Note: If podium is not already in the room, it is being stored in the retractable wall closet. Roll it out for use.

Items:

- mounted mic (cord already attached, just plug into wall plate at front of room and turn up volume)
- various cords (HDMI, VGA+audio) to connect laptop to wall plate
- power strip

▪ A/V Closet

Purpose: Permanent housing of sound and video equipment for projector/screen.

Access: Use master key kept at every service desk to unlock closet.

Items:

- DVD player + remote
- Assistive listening system
- projector remote (not required to turn on, instead use the wall plate at the front of the room)
- sound system (DO NOT adjust, instead use the wall plate at front of room)

▪ Storage Closet (by piano)

Purpose: Store microphones and room specific equipment needed.

Key: Use master key kept at every service desk to unlock closet.

Items:

- handheld microphones
- 4 mic cords (hand on wall rack)
- mic stands (2 tall, 4 tabletop)
- mobile speaker system

Mobile Media Storage Carts (reference & children's workrooms)

Purpose: Store larger mobile devices like laptops and ipads while keeping them plugged in to charge, plus remotes for wall mounted tvs.

Access: Each cart has a key to unlock. See department for key location.

Items (vary by department):

- remotes for wall mounted tvs (tvs located in studio, teen, local history, children's). Exception: Conference room tv remote is in cabinet in conference room.
- public laptops
- staff laptops
- staff ipads
- extra mice
- other (again, will vary by department)

Tel/Data Closet (off audiobook room)

Purpose: Storage of infrequently needed equipment, backup items, and IT items.

Access: Ask John, Lynda or Admin to use A1 key (NOT master key kept at service desks) to open.

Items:

- extra cords (extension cords, VGA cords, AC power cords, network cables, etc)
- extra peripherals (mice, keyboards, etc)
- extra barcode scanners
- old computers & monitors
- outdated equipment that is being evaluated, etc.

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