

Thursday**Jhan, 3:30PM to 6:30PM****Oct 20 2016**

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Crestron Logout	1530	MC	213		
AV Shutdown	1530	MC	101A	Pick up wireless keyboard and TV remote control. To FDRS 164.	
SCLD Student Event	1530	SLH	C	INC000000740329	
Crestron Logout	1600	LAS	A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1600	LSB	106	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1630	MC	214		
Crestron Logout	1630	SLH	A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1630	VH	C	Ensure neck mic goes back to equipment drawer.	
Setup Skype Kit	1715	WC	117	Get webcam and tripod from FDRS 164. Masi has Skype contact info from Roopa Trilokekar. Starts at 5:30pm and there is no class beforehand.	
Crestron Logout	1730	FC	203	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	MC	050A		
Crestron Logout	1730	MC	101		
Crestron Logout	1730	MC	112		
Crestron Logout	1730	MC	157A	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	MC	211		
Crestron Logout	1730	MC	212		
Crestron Logout	1730	SLH	107		
Crestron Logout	1730	SLH	F	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	R	N143		
Crestron Logout	1730	VH	3017		
AV Shutdown	1730	LSB	101	Make sure neck mic goes back to drawer and log off touchscreen.	
Pickup Skype Kit	1730	VH	1154	Pick up Skype camera with tripod and USB extension cable. Return to Vari 1019 storeroom. BE ON TIME - CRUCIAL.	
AV Shutdown	1730	R	N203		
Crestron Logout	1800	MC	113		
Crestron Logout	1800	MC	114		
SCLD Student Logout	1800	SLH	C	INC000000740329	