

# Jhan, 3:30PM to 6:30PM

10/13/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Creston Logout	1530	SLH	C	Ensure neck mic goes back to equipment drawer.	
Other	1550	MC	101A	Please pick up wireless keyboard and remote for the projector, return it to FC 164	
Pickup Mic	1600	VC	001 -JCR	Pick up 3 desk mics, all cables and clips and NECK MIC ALSO. Return to Van 040 basement storeroom.	
Pickup Small PA	1600	VC	001-JCR	Pick up 2 small speakers and speaker cables, all matts and AC cords. Return to Van 040 storeroom.	
Pickup PC	1600	VC	001-JCR	Pick up roll in PC and Projector carts. Return to Vanier 040 basement storeroom. Key is in Founders 164 storeroom.	
Demo	1600	KT	519	Arrive 10 minutes early. Ensure that the instructor does not require further assistance before you leave.	
Creston Logout	1630	VC	107A		
Creston Logout	1630	WC	118		
AV Shutdown	1700	FC	305	LEAVE EQUIPMENT IN ROOM. Just log off PC and turn off projector. Lock room. Key for room in Founders 164 storeroom.	
Creston Logout	1730	FC	201		
Creston Logout	1730	MC	212		
Creston Logout	1730	MC	215		
Creston Logout	1730	SLH	A	Ensure neck mic goes back to equipment drawer.	
Setup Skype Kit	1730	WC	117	Set up Skype camera with tripod with built in PC in room. Skype camera is in Founders 164 storeroom. Tell prof. to stay with equipment until picked up. Tell Masi when end time is.	
Creston Logout	1800	MC	111		
Creston Logout	1800	MC	113		
Creston Logout	1800	MC	114		
Creston Logout	1800	MC	214		