

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		C-8
How Do I Request or Obtain Assistance From the Instruction Media Center?		

A. Brief Description

These procedures are established to assist faculty and staff in requesting instructional media equipment from the Instructional Media Center (IMC). The Instructional Media Center provides assistance to staff by providing Presentation Technology Equipment (PTE) for class room use and lecture purposes.

B. How To

1. The Department has the following equipment for Faculty and staff use.
 - a. TV Monitor equipped with DVD/VHS.
 - b. Overhead Projectors
 - c. LCD Projectors
 - d. Now-Cart (Cart with Notebook computer and projector)
 - e. Slide Projectors
 - f. Film Strip Projectors
 - g. Portable CD Players
 - h. Portable Cassette Players
2. The Center is located at LRC 208 (The old MLK Library). The hours of operations are from 7:30AM to 4:30PM, Monday thru Friday.
3. After hours or evening services (ADS or After Hours Distribution System) is also provided.
4. During normal working hours, anyone requesting equipment must go to LRC 208 and fill out the required information on the excel spreadsheet in the IMC **check-out computer**.
5. All equipment checked out are to be used and returned the same day unless special arrangements are made with the IMC Supervisor.
6. For the **ADS or After Hours Service**, it is required that any faculty member using the service contact the IMC Department Supervisor to undertake a fifteen (15) minute orientation anytime during the normal daily operating hours. During the orientation, a **User Identification Password** will be provided to the IMC Department by the faculty that will be utilizing the services after hours. The password will subsequently be used by the IMC department to identify the faculty member whenever request is made via telephone or e-mail. The orientation will also provide the faculty member the opportunity to see the ADS room, learn how to operate the lock box, and utilize the elevator at the rear of the building.

7. **ADS or After Hours Distribution** can be requested via telephone or e-mail. The ADS contact phone number and e-mail address will be provided during the orientation.
8. The most effective way of utilizing the ADS Service is via e-mail.
9. During the early morning hours , between 7:30 am to and 8am, faculty members requesting services must utilize the southeast backdoors and use the elevator to get to Floor 2R or the IMC Lobby. If the doors are locked, please call extension 2870.
10. The Instructional Media Center operates a self-service copy center. The copy center is located in the same building. After hours, most restrooms, building or office keys will open the copy center. If your key can not open the copy center, please contact the Facilities Department (Lock Smith). The rear or backdoor to the building must be used.