



# Information Sheet

## Presentation Equipment Available For Lincoln Center Board Room



Revised 4-15-2010

The presentation equipment listed below is available for use at Board of Education meetings at Lincoln Center. This presentation equipment is not normally available for Board of Education meetings at other sites.

To request this equipment, at least two workdays before your presentation, you must complete and submit the on-line **Presentation Equipment Request Form** on the Silk City Television (Channel 16) website (<http://www.channel16.org/equipmentRequest/>).

- Audio System
  - Digital Projector (For video from DVD, VHS, or a laptop)
  - ELMO Document Camera (Displays documents or opaque materials)
  - Wireless Lavalier Microphone
  - Wireless Laptop Remote Control
  - DVD & VHS Player
  - Laptop Computer
    - w/ DVD drive, mouse, 4 USB Ports, Windows XP, Internet Explorer, Mozilla Firefox, High-speed Internet connection via town network (no password needed), Novell GroupWise, Adobe Reader 9.0, Adobe Shockwave Player 11, Adobe Flash Player 10 Active X, Windows Media Player
    - MS Office 2003 (Word, PowerPoint, Excel, Publisher, Access, Picture Manager), MS Office Compatibility Pack for Word, Excel, & PowerPoint 2007 File Formats,
    - Documents created on a Mac must be saved with a check next to "Append File Extension."
- Requests to install additional software on this laptop should be emailed to Bob Pease. The latest version of this information sheet is posted on the website of the District Science and Technology Department ([http://boe.townofmanchester.org/departments/sciencetech/science\\_technology.htm](http://boe.townofmanchester.org/departments/sciencetech/science_technology.htm)).

The staff of Silk City Television makes it possible to provide this convenience to presenters.

The videos of all the Board of Education meetings since July 2008 may be viewed at any time over the internet through the website's "Silk City On Demand" feature. In addition, the program currently being broadcast by Silk City Television may be viewed through the website's "Silk City Live" feature. Thus, by visiting <http://www.channel16.org/default.cfm>, you can view Board of Education meetings even if you are not a Cox Cable subscriber.

Thank you,

Dr. Bob Pease  
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