

Guidelines for operation of the TCB109 Media Station:

- 1) **Schedule Yourself-** there are certain times this room must be available for ITV classroom operations. To avoid scheduling conflicts, we have set up a WebEvent Calendar for TCB 109. Please log in at: <http://www.pcc.edu/scripts/webevent.pl?cmd=openca&cal=cal80&> to verify and reserve available time.
- 2) **Save your files to the development folder in MyDocuments-** Create yourself a directory within the MyDocuments/Development folder, and identify it by name and date (example: MMartinez_20061116 or FacultyName_YYYYMMDD) Please note: This machine is not backed up nightly! Be sure to create a backup copy of this folder for long term projects.
- 3) **Installing Software-** If you need to install software on this machine, please contact Monica Martinez-Gallagher (TCB 116, x4472), or Melany Budiman (SY LIB x4459) for assistance prior to doing so.

Any additional questions or concerns? Please contact Monica Martinez-Gallagher, x4472