

Equipment Usage and Setup Guidelines

1) Authorized Users Only

- a) Only authorized individuals should operate the equipment.
- b) Handle all equipment with care; avoid rough handling.
- c) Follow the correct power on/off sequence; do not unplug while in use.

2) Connections and Cables

- a) Use provided cables and connectors; ensure connections are secure but not forced.
- b) Organize cables to prevent tripping and damage; do not step on or pull cables.

3) During Use

- a) Keep food and drinks away from equipment.
- b) Start with low volume levels and adjust gradually; avoid maximum volume.
- c) Avoid touching camera lenses and projector screens.

4) Post-Use Procedures

- a) Turn off all equipment following the correct shutdown procedures.
- b) Immediately report any malfunctioning or damaged equipment to staff.

5) Security and Storage

- a) Do not move fixed or heavy equipment; request staff assistance if needed.
- b) Ensure all portable equipment is returned to its proper storage location and secured.

6) Technical Support

- a) Contact staff for technical issues; do not attempt repairs yourself.

7) Prohibited Actions

- a) Do not modify or tamper with equipment.
- b) Do not connect personal devices without prior approval.
- c) Avoid placing equipment in high-risk areas (heat, moisture, physical damage).

Compliance and Accountability

1) Responsibility

- a) You are responsible for the equipment during your rental period. Any damage or loss due to negligence may result in additional charges.

2) Inspection

- a) A staff member will inspect the equipment before and after use to ensure it is in good condition.

Acknowledgment

1) Agreement

- a) By using the A/V equipment, you agree to abide by these rules. Failure to comply may result in restricted access to equipment in the future.