

## **Position Description**

### **Equipment Custodian**

#### **Position Purpose/Overview:**

The position of Equipment Custodian is an appointed position. This person becomes a voting member of the OCC board of directors. Oversees maintenance and usage of club equipment. Ensures equipment is up to date and available for instructors. Assists presenters when required.

#### **Duties & Responsibilities:**

- Attends Monthly Board Meeting
- Maintains an inventory of all club owned equipment
- Keeps track of the location of all equipment
- Assures that all equipment is maintained and in good working order
- Assists users in the proper use of the equipment
- Researches and makes recommendations to the Executive Committee for possible repair and/or replacement of equipment as necessary.
- Maintains the Zoom account and provides instruction as needed for board members and the general membership.
- Updates Zoom meeting link when members who have not paid dues are dropped from the membership rolls. The new link is mailed to all current members. This occurs right after the March board meeting.

### **BEFORE THE MEETING**

1. If possible connect to the Internet via an Ethernet cable.
2. **UPDATE Windows** on the day of the meeting. Microsoft releases routine updates in the early morning of the second Tuesday of the month.
3. **Update Photoshop, Lightroom** et al using Adobe Creative Cloud. Available from the Start menu.
  - a. If needed the Creative Cloud login is:
    - i. User Name/Email Address: [olympiacameraclub@gmail.com](mailto:olympiacameraclub@gmail.com)
    - ii. Password: Established1935

### **WHAT TO BRING**

The equipment needed is usually brought to meetings in the club's **rolling crate** containing:

1. The **laptop computer** in its case with power cable, wireless mouse etc.
2. The **digital projector** in its case with power cable, 2 - VGA cables (long & short), adaptors etc.
3. **Speakers** in its box with power cable, computer cable
4. **AC Power Cable**

If needed, the club's **Projection Screen** is also taken to the meeting.

**Important:** Arrive EARLY and have equipment ready to go BEFORE the meeting begins.

### **AT THE MEETING**

#### **COMPUTER**

1. Plug in computer's **power cable** into the right side of the laptop.
  - a. Open and **turn on the computer**
    - i. The **projector should NOT be plugged into the computer** at this time.
    - ii. The power switch is on the right side on the hinge.
    - iii. Log in to **Olympia Camera Club**.
      1. The **password** is: **est1935**

2. The same password is used for OCC Admin.
- b. Turn on **Mouse**.
  - i. The wireless mouse works best on a **non-reflective** surface.
  - ii. Remember to turn the mouse off after the meeting.
  - iii. The **dongle** for the mouse can remain plugged in to the computer.

## 2. COMPUTER SHUT DOWN

- a. Shut down via Windows
  - i. **DO NOT UNPLUG until Windows shuts down** as there may be updates in progress.
    1. To avoid this problem, power computer up prior to the meeting, connect it to the internet and allow it to process any updates.

## PROJECTOR

1. Plug in the projectors **power cable**.
2. Turn **power ON**.
3. If the computer is fully booted up, **plug a VGA cable** in between one of the **BLUE** projector sockets and the socket on the **LEFT** side of the **computer**.
  - a. There are a long and a short cable available.
    - i. The **short cable** has Blue connectors and is stored with the power cord.
    - ii. The **long cable** is stored in the front pocket of the projector case and includes a **speaker cable**.
4. Once the screen is set up, **Zoom, Focus, adjust height** and **adjust keystone** as necessary.
  - a. There is a small flat remote for the projector available which can be helpful for **keystone adjustment, blanking screen and switching to a second projector**.

- i. The sensor for the remote is on the front of the projector.

## 5. PROJECTOR SHUT DOWN

- a. **Do NOT unplug** immediately.
  - i. Press **power button** and **follow instructions on screen**.
  - ii. **Wait** until fan stops prior to unplugging.

### NOTES:

1. There is a second short VGA computer to projector cable in the computer case, so that a second projector can be used for the guest speaker etc.
2. FastStone Image Viewer is set up as the default viewer when clicking on an image file.