ATW-Digital Media
Web Information

Student Staff Office Hours:
7:00 a.m. to 9:00 p.m. Monday through Thursday
7:00 a.m. to 7:00 p.m. Friday
7:00 a.m. to 6:00 p.m. Saturday- When events are scheduled
12:00 noon to 7:00 p.m. Sunday- When events are scheduled

Staff Office Hours:
8:00 a.m. to 5:00 p.m. Monday through Friday

Audio Visual Support Services
- All audio/visual classroom podiums support, including video projector, computer, laptop connections to the classroom projector
- Microphone and audio support for special events.
- Web and IP based Videoconferencing.
- Video projection setup for special events
- Event video recording and editing.

Process for Requesting Audio Visual Support Services:
- Call Event Services at (608) 262-8679 or email Event Services at graingerevents@wsb.wisc.edu
- Call Digital media Services at (608) 265-1135 or email at media@wsb.wisc.edu.

Media Content Services for Faculty:
Limited service provided to faculty for specific media projects. Check with ATW staff to request these services.
- Lecture capture using NCAST recorder or Digital Cameras
- Presentation and graphic creation for class materials.
- Screen recording with Camtasia software

Process for Requesting Media Content Services:
- Visit 1290 Grainger Hall during office hours or email media Services at media@wsb.wisc.edu.
- Explain your project and your request or setup an appointment.

Equipment Available for Checkout:
We have a limited amount of equipment we check out exclusively to school faculty, staff and teaching assistants of the Business School. Please note the limited checkout time we have for each item.

Small Items: Drop-in for checkout. Note that this items are checkout for a class period only
- Presentation Clickers.
• Mac VGA Adapters.
• HDMI adapters.
• Other adapters and cables used in our classrooms.
• USB microphones (Chat 70/60.

**Process for checking out small equipment:**
1. Stop by our Digital Media office, room 1290.
2. Tell us the name of the item you want to checkout.
3. We will ask you for:
   a. your name,
   b. department
   c. email or phone number
   d. time you will be returning it.
4. Sign our checkout agreement.

**Larger Equipment:** 24-hour reservation for checkout
• Portable Projectors (maximum 7 days, when available) only with prior reservation.
• Document Cameras (maximum 1 days, when available).
• Videos cameras (maximum 1 days, when available).
• Web Cameras (maximum 1 days, when available).

**Process for checking out or reserve large equipment:**
5. Email Digital Media at media@wsb.wisc.edu
6. Tell us the name of the item you want to checkout.
   a. The day you want to pick it up.
   b. The date you will be returning it.
7. Stop by our Digital Media office, room 1290 and pick the item up.
8. We will ask you for:
   a. your name,
   b. department
   c. email or phone number
   d. time you will be returning it.
9. Sign our checkout agreement.

Remember to:
1. Ask our student staff how to connect and use the equipment if needed.
2. Make sure all the cables you need are included with the equipment.