

ATW-Digital Media Web Information

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

12:00 noon to 7:00 p.m. Sunday

Media Content Services

- Event video recording and editing.
- Lecture capture using NCAST recorder or Digital Cameras
- Presentation and graphic creation for class materials.
- Screen recording with Camtasia software

Process for Requesting Services:

- Visit **1290 Grainger Hall** during office hours
- Email Digital media Services at media@bus.wisc.edu.
- Call Digital Media at (608) 265-1135

Equipment Support Services

- All audio/visual classroom podiums support, including video projector, computer, VCR/DVD player, laptop connections to the classroom projector
- Microphone and audio support for special events.
- Web and IP based Videoconferencing.
- Video projection setup for special events

Process for Requesting Services:

- Call Conference Services at (608) 262-8679 or email Conference Services at confservices@bus.wisc.edu
- Call Digital media Services at (608)265-1135 or email at media@bus.wisc.edu.

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

- Presentation Clickers (for the class period).
- Mac VGA Adapters (for the class period).
- HDMI adapters (for the class period).
- Other adapters and cables used in our classrooms (for the class period).
- USB microphones (Chat 70/60) (for the class period).

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.
 - a. The day you want to pick it up.
 - b. The date you will be returning it.
3. Sign our checkout agreement.

Larger Equipment: 24 hours reservation for checkout

- Laptops (7 days max, when available) only with prior reservation.
- Portable Projectors (7 days max, when available) only with prior reservation.
- Document Cameras (1 day max, when available).
- Videos cameras (1 day max, when available).
- Web Cameras (1 day max, when available).

Process for checking out or reserve large equipment:

4. Email Digital Media at media@bus.wisc.edu
5. 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.
6. Stop by our Digital Media office, room 1290 and pick the item up.
You need to sign our checkout agreement.
 - Remember to:
 1. Ask how to use the equipment if needed.
 2. Make sure all the cables you need are included.