

AV Equipment

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AV Services & Design is located in HW 220 and is open Mon-Fri from 7:30am - 10:30pm and Sat from 8:00am - 1:00pm.

Equipment on this page is available for faculty to checkout. Please use the [AV Equipment Reservation](#) Form to make a request.

Please submit your request at least 2 business days in advance. Contact AVRequests@howardcc.edu for further assistance.



Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

Clickers (Student Response Devices)

Used to poll students/audience for their responses to PowerPoint questions. Results are instantly summarized on the screen as a graph. Instructors can checkout up to 50 per class.



Digital Audio Recorder

Personal audio recording device. Features USB connectivity and SD card storage. Please note in your request if you want the audio processed by an A/V Technician or if you would like to handle it yourself.



Digital Camcorder

For capturing digital video. Unless this is used for a speech class, please enter this request as a “Pickup”. Instructors are expected to pick up the digital camcorder. Tripods are also available. Please note in your request if you want the video processed by instructional media or if you would like to handle it yourself.



Digital Still Camera

For capturing still images. Please enter this request as a “Pickup”. Instructors are expected to pick up the digital camcorder from HW220. Tripods are also available. Please note in your request if you want the images processed by an AV Technician or if you would like to handle it yourself.



Document Camera

For displaying books, documents, or experiments onto a larger display or for recording to a PC. Features VGA (PC), USB, HDMI and Composite (TV) connections.



PC with TV

32" to 65" Television, and desktop PC. DVD drive should be requested if needed.



Headset with Microphone

A USB headphone and microphone for connecting to a PC. Please enter this request as a "Pickup". Instructors are expected to pick up the headset from HW220.



iPad Cart

Mobile iPad cart is available upon request for special events. Instructors must receive special training before requesting the iPad cart.



iPad/Tablet

Contains various educational and productivity apps. Instructor/faculty use only.



Laptop

Individual laptops are available for instructors and faculty. They come with a power adapter and laptop bag. Please enter this request as a "Pickup". Instructors picking up AV items should come to HW220 or call x-4819 for more information.



Loudspeaker

High output loud speaker for playing audio from various sources to a large crowd. Available for large events such as those that take place on the Quad, ST Galleria, or large rooms with no speakers. MP3 player connections and wireless microphone available upon request.



Mobile Whiteboard

For student collaboration, faculty sharing of content, mobile signage.



Multimedia Projector

For portable image projection. Features HDMI, VGA (PC), and Composite (TV) video connections. Typically used for rooms without a projector or events that take place indoors but outside of classrooms. Please specify if a projector screen is desired. Suitable in low to medium lighting conditions.



Portable PA System with Microphone

Speaker and wireless microphone on a cart for projecting audio in classrooms and for small events.



Presentation Remote

Used for wireless control of PowerPoint presentations.



Projector/PC Cart

Comes with a projector and desktop PC on a cart. Please specify if a projector screen is desired. Suitable in low to medium lighting conditions.



Snowball Microphone

USB Digital Audio Microphone with 360° audio pickup often used for web conferencing or for recording multiple speakers in one room.



Stereo Cart

Includes speakers, CD changer, AM/FM radio, and MP3 player input. Please note in your request if you want a stereo cart with a tape deck included.



Webcam

USB webcam for web conferencing. Please enter this request as a “Pickup”. Instructors are expected to pick up the webcam from HW220. For web conference assistance please contact our Media Production Manager at x4080.



Wired Handheld Microphone

Wired handheld microphone. Please consult with an A/V Technician if you will be requesting more than 4 microphones.



Wireless Handheld Microphone

Wireless handheld microphone. Please consult with an A/V Technician if you will be requesting more than 4 microphones.



Wireless Lapel Microphone

Wireless clip-on microphone.

