

## TECH SUPPORT

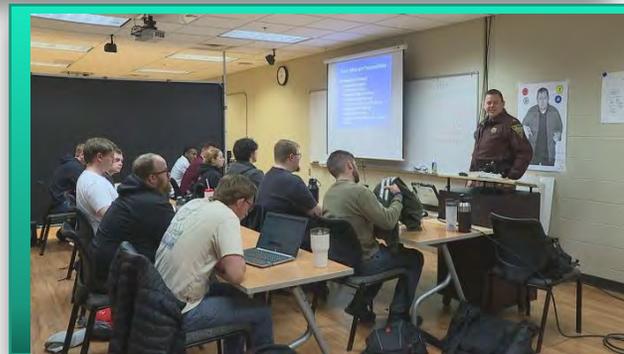
All tech needs must be requested at least two weeks in advance. All equipment usage is self-guided.

If you are uncertain about running any of the equipment, please make an appointment to meet with our support staff well in advance of your event. Additional fee will be charged to provide IT support at your event and must be arranged in advance.

## EVENT CONCLUSION

At the conclusion of your event, we request that you please turn off the laptop, power down the projector at one of the control panels (event center only), switch off any mics, turn off the lights and close the doors.

***Thank you for hosting  
your event at WDTC!***



*For more information:*

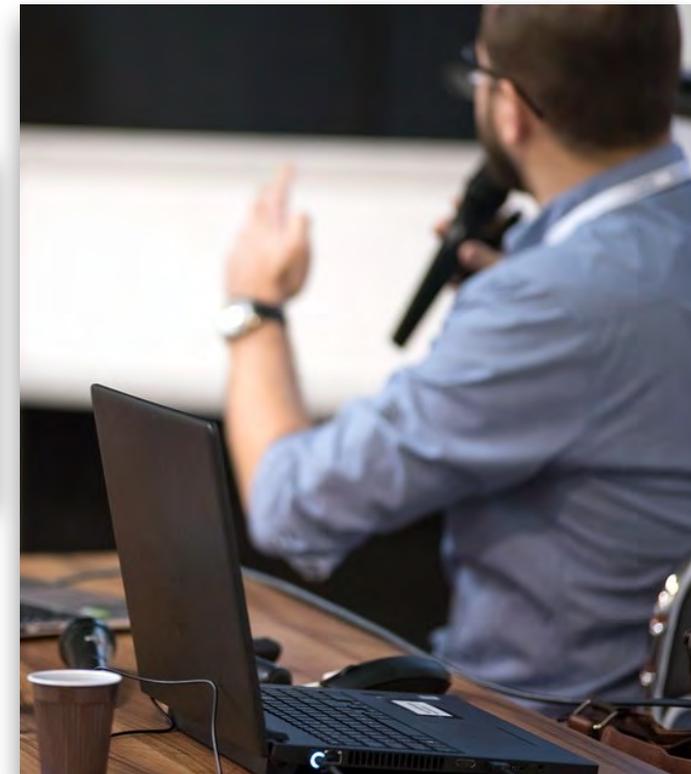
**WESTERN  
DAKOTA**  
TECHNICAL COLLEGE

**Western Dakota Technical College**

800 Mickelson Drive  
Rapid City, SD 57703  
(605) 718-2423  
[www.wdt.edu](http://www.wdt.edu)

Using WDTC's  
**Audio/Video  
Presentation Equipment**

**WESTERN  
DAKOTA**  
TECHNICAL COLLEGE



- EVENT CENTER
- DAKOTA LECTURE HALL
- PENNINGTON COUNTY COMMUNITY ROOM

## All rooms equipped as follows:

- Ceiling mounted projector
- Lectern/Podium
- Laptop

## VIDEO

Each room is equipped with a computer presentation system.

- It is recommended outside guests utilize a WDC laptop for ease of use in connecting to our system. Your presentation file(s) can be brought in on a USB memory stick.
- Turn on the projector using the remote at the front podium.
- WDC laptops are set up to automatically connect to the projector and Wi-Fi. Simply turn on the laptop (or move mouse if it has gone to sleep). No password is needed.
- Guest laptops can be plugged into the HDMI cable coming out of the wall outlet to access the ceiling-mounted projector.

**Event Center Only:** Projector/sound system must first be turned on from either the control booth at the back of the room or the panel on the stage (see separate instructions in room) and then follow the same steps as above.

Event Center presentations can be run from either the control booth at the back of the room, or from the podium (placed per your needs.) Please make your selection known when booking your room rental as the laptop will be locked down and cannot be moved without advance notice.



Please ensure your participants' laptops/tablets are charged in advance as there are only a few electrical outlets available in each room. As outlets are located on the perimeter walls, guests should bring their own extension cords if they anticipate needing power.

## AUDIO

**Dakota Lecture Hall and Pennington County Community Room** – Size and acoustics in these two rooms are sufficient; a mic is not needed for meetings and presentations.

**Event Center** – Wired/stand mic, handheld and a lapel mic are available upon request.

## WI-FI

Be aware that our public Wi-Fi has some limitations as to sites that can be accessed. (Examples: Facebook, social media, and photo sharing are blocked, as well as streaming services such as Netflix and Hulu. YouTube is not blocked.) Also, while our Wi-Fi is generally sufficient for typical usage, the standard bandwidth we offer will not be able to support larger groups simultaneously downloading files, gaming or other data-heavy activities.

