Technology Notes

E-Mail

E-Mail is the primary means of communication at KVCC. To this end we need you to check your KVCC e-mail weekly. You can set up a rule in order to have KVCC e-mail forward to an account you access more regularly. If you need assistance doing this please contact the Technology Help Desk at the address below.

Voicemail

In order to have an effective audit trail, and to protect your privacy, KVCC requires that adjunct instructors use our voicemail system as the contact point for students trying to reach you via phone. DO NOT give students your home or work phone numbers. For a flow chart and instructions on how to use the voicemail system from here or from home, you can access them on our Intranet on our website, or stop by Room 103 King and pick one up today.

ID

In order to access computer labs, classrooms in Lunder, and photocopy you will need a College ID. You can have your picture taken and pick it up at the Technology Office (103 King) during normal business hours (listed below).

Photocopying

You will need your College ID to use the copiers on campus. Their locations are in the Admissions Lobby & First Floor Hall in Carter Hall, the library in Lunder, the Reception Area & Academic Affairs in the Frye Building, and in the Mail Room (adjacent to the Bookstore) in King Hall. Pass your ID over the keypad on the coper (do not try to use the reader). This will automatically charge copies to your account. Key Operators for buildings are Barbara Bartley, Lunder; Karen Delile, Carter; Melodie McCutcheon, King and Dianne Whitney, Frye. Please notify an operator if you experience a jam or other mechanical problem. Do not try and fix it yourself.

Mail

After Sept 8th all mail will be picked up in King Hall in the hallway adjacent to the bookstore. You will need a keycode to access it. You will receive further information via e-mail once the mailboxes are in place. Until then adjunct mail is most frequently located in the King Copier Room.

Classroom Technology

What is Available? Every classroom has a technology standard computer, monitor, keyboard, mouse, Epson projector, TurningPoint Receiver (for response systems), and DVD/VCR player. Additionally many classrooms have overhead projectors, SMARTBoards and Videoconferencing and Digital Recording?   We also use Blackboard (WebCT 8.0 CE) Course Management System as a supplement for many classes.

 How Can I Learn More About These Options? We offer classes in how to use each of these technologies on demand, just set up an appointment (contact information below).

Our Help Desk and Offices are open 5am to 11pm Monday through Friday except on Holidays. During the day the Help Desk is operated by Ralph Boynton, and in the evenings by Christina Hodges. Early morning hours are covered by Julie Hood and Don Trask. Our e-mail and phone numbers are:

Julie Hood – 5am to 4pm M-F and on-call weekends (453-5141) or jhood@kvcc.me.edu

Don Trask – 6:30am – 4pm M-Th, 6:30-Noon Friday and on-call weekends (453-5075) or dtrask@kvcc.me.edu

Christina Hodges – 2:30pm-11pm M-F (453-5001) or chodges@kvcc.me.edu

Ralph Boynton – 10:00am-6:30pm M-F (1-888-528-5822 or 453-5079) or rboynton@kvcc.me.edu