Media Services

If you need media devices such as laptops or projectors, please fill out the following form then submit it to media services. A technician will contact you to discuss your specific needs and confirm equipment reservations. If you have questions while filling out this form, please contact Media Services at (415) 485-9606.

<table>
<thead>
<tr>
<th>Media Services Equipment Request Form</th>
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<tbody>
<tr>
<td><strong>Booked Date</strong></td>
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<tr>
<td><strong>Extension</strong></td>
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<td><strong>Date(s) Needed</strong></td>
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Media Services has the following equipment available for use. Please keep in mind that as an educational institution, priority will be given to those using it for instructional purposes.

- □ 16mm Projector on cart
- □ Slide Projectors
  - □ Zoom Lens
  - □ Wireless Remote
  - □ Slide projector
  - □ DVD Player
  - □ Cassette Player

- □ Public Address Systems
  - □ Podium, P.A., single unit with built in mic
  - □ OH 96 P.A. system with mic(s)
    - Quantity_______
  - □ FH 120 P.A. system with mic(s)
    - Quantity_______
  - □ Portable P.A. with mic(s)
    - Quantity_______
  - □ DVD or VHS video playback and monitor
  - □ LCD projector
  - □***satellite dish
    - Distance Learning Center LC 53 video teleconference
    - Required four hours overtime for personnel/any long distance charges additional
  - □***satellite downlink requires additional charge for LCD projector and room and any additional equipment charges/overtime personnel required after hours.
  - □ Additional Equipment/Services