Please fill out this form, choose the equipment that you require and fax it to us on the number listed at the bottom of this form.

- PROJECTION SCREEN
- TV with DVD/VCR
- PORTABLE DATA PROJECTOR (for connection to laptop)
- AUDIO CABLES (for laptop audio)
- AUDIO CASSETTE PLAYER/RECORDER
- DOCUMENT CAMERA
- AMPLIFIER/MICROPHONES
- ADAPTER for MAC NOTEBOOKS (for use with Data Cables - please specify DVI, MiniDVI OR Mini-DisplayPort connection)
- DATA CABLES (loaned at semester’s start, for use with ceiling data projectors)
- DVD/VCR HOOKUP (for connection to ceiling data projector)
- MINI DVD CAMCORDER & TRIPOD (note: blank mini-DVDs not provided by Academic Technology)

Equipment Help Sheet (please specify)

NOTE: EQUIPMENT REQUESTS MUST BE SUBMITTED AT LEAST 24 HOURS IN ADVANCE DURING REGULAR BUSINESS HOURS FOR THEM TO BE HONORED. LATE OR SAME DAY REQUESTS WILL NOT BE FULFILLED, NO EXCEPTIONS! ALSO, PLEASE NOTE THAT WE DO NOT SUPPLY LAPTOPS, PODIUMS/LECTERNS, CHALKBOARDS, OR EASELS!

ACADEMIC TECHNOLOGY, METROPOLITAN CAMPUS

Allen McDaniel                   Jack Charpentier
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