

CAMPUS COMPUTING

Policies and Procedures-- Portable-Projector Rental

Step 1:

Campus computing verifies the following items are included with the projector:

1. Power Cord
2. 3 – 2 prong outlet plug
3. Remote control
4. USB IR sensor for remote control
5. 1 VGA cable (to attach to a computer)
6. RCA cable (for VCR connection)

Additional equipment (check those which apply)

Extension cord ____ Power strip ____

Laptop Computer (including power adaptor and cord) ____

Step 2:

The borrower signs out the projector (first come first serve basis) and signs the rental agreement agreeing to return the projector in working order by a particular date that is listed on the rental agreement.

Step3:

The borrower uses the equipment (see procedure on how to use projector) and then signs it back in and returns equipment to rental location. Any missing items or problems with the equipment will be charged to the borrowers department (including but not limited to broken bulbs)

Instructions for setting up and using a projector.

Campus Computing – November 13, 2006

1. Plug power cord into wall outlet
2. Turn on power switch on the projector. (It should be in back close to where you plug the power cord in.) Note: Certain models do not have a power switch so they just need to be plugged in.
3. Attach appropriate connection cables to the back of the projector, i.e. a VGA cable for computer connection, or RCA audio and video cables for VCR/DVD players.
4. Take off lens cap.
5. Turn power button on. (This button is on the top of the projector, and is different than the power switch)
6. On top of the projector, select the input you have the cable plugged into for, i.e. Video, Computer 1, Computer 2 ...
7. When finished press the power button to turn it off. (It may prompt you to make sure you are turning it off, in which case you will have to press the power button again)
8. Make sure wait for the fan to shut off before removing power from the wall, this could result in damage to the lamp.

Trouble shooting hints

- If you can not get the VCR/DVD to come up, check the cable connection between the projector and the VCR/DVD player, and make sure both the projector and VCR/DVD player are turned on. Make sure the 'Video' input is selected on the projector.
- If you can not get a computer image to display, check the cable connection and make sure it is plugged into an 'input' port on the projector. Make sure the proper 'input' button is selected – computer 1 or computer 2. Make sure your laptop is outputting to an external device, usually by pressing 'Fn'+ 'F3' (this may differ by model of the laptop)
- If the image looks crooked, make sure the projector is pointed straight to the projection area, as opposed to at an angle.

Campus Computing Equipment Rental Agreement

Equipment rental charge is determined by type of customer renting equipment: Internal Customers are charged \$0 per use and External Customers are charged through conferencing for use. There is a same day rental charge of \$25 for all rentals (internal and external) - (less than two business days notice). All equipment must be returned at the agreed upon date and time as others may be scheduled to use the projector. If projector is returned late or with missing components, the additional charge to either type of customer is \$25.

Today's Date and Time:	Date and Time of Rental:
Date and Time of Scheduled Return:	Date and Time of Actual Return:
Serial Number of Item:	Type of Item:
Name:	
Department or Organization:	
Account Number	
Signature of Renter Date	Signature -Campus Computing Date
Notes:	

Office Use Only:

1. Fill out form when order to rent equipment is received by Campus Computing..
2. Reserve equipment on calendar to eliminate confusion or double booking
3. Verify all components are included and in working order.
4. Give Copy of agreement to renter when they come by to pick up equipment e.g. projector.
5. Pull equipment, explain what date/time it needs to be returned (same location) and the penalty for late return.
6. Answer any questions, give them the projector and a copy of the agreement.
7. When returned, document and perform check in procedures.

Power Cord
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 Remote control
 USB IR sensor for remote control
 1 VGA cable (to attach to a computer)
 RCA cable (for VCR connection)

Additional equipment (check those which apply)
 Extension cord ____ Power strip ____
 Laptop Computer (including power adaptor and cord) ____