FRIT Equipment Check-Out Form

Complete this form and send it to fritdept@indiana.edu and fritgs@indiana.edu

1. Name: _________________________________

2. Date: ___________ or Date range: _______________________________________________________________
   (For example, every Monday, 2-3 pm, Fall 2018 semester)

3. Time equipment is needed:     Start:____________ End: ____________ (include time to prepare and to repack)

4. Purpose:

5. Equipment needed: (Check one or more)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Comes with…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop computer</td>
<td></td>
</tr>
<tr>
<td>Staff will assign the best laptop available</td>
<td>1 power cable</td>
</tr>
<tr>
<td>L1 = Dell Latitude 5480 laptop, in Isabel’s office</td>
<td>1 power cable</td>
</tr>
<tr>
<td>L2 = Dell Latitude E7470 laptop, in equipment locker</td>
<td>1 power cable</td>
</tr>
<tr>
<td>Digital projector</td>
<td></td>
</tr>
<tr>
<td>Staff will assign the best projector available</td>
<td>1 power cable, 3 connector cables, remote control with USB key</td>
</tr>
<tr>
<td>DPN = New Epson digital projector</td>
<td>1 power cable, 3 connector cables, remote control with USB key</td>
</tr>
<tr>
<td>DP = Old Epson digital projector</td>
<td>1 power cable, 2 connector cables</td>
</tr>
</tbody>
</table>

Accessories

1. Clicker = small device to advance slides in a presentation  Includes USB connector
2. Wireless Speaker = Dell Bluetooth audio speaker  Includes charger cable
3. Wired Speakers = Dell computer speakers
4. Headphones
5. Microphone
6. HDMI to VGA converter
7. Mac to VGA adapter
8. Blue ethernet cable
9. Power strip

Non-digital

Screen = portable projection screen
Whiteboard = portable, two-sided  Marker holder cup, marker, eraser

6. I need help with setting up the equipment (choose one):   YES       NO
   If yes, what time: ____________  Allow at least 15 minutes before start time of event!

DISCLAIMER – FRIT staff are not computer technicians. They will help as best they can, but cannot be held responsible for tricky technical situations.

7. Pick up of equipment. Choose one:
   • I will pick up the equipment
   • A colleague will pick up the equipment. Name: ________________________________

8. Return of equipment. Choose one:
   • I will return the equipment to FRIT staff
   • A colleague will return the equipment to FRIT staff. Name: ________________________________
   • I will leave the equipment in a locked office overnight, and staff can get it from my office on the next business day. Office: _______

A request for equipment is not a guarantee of its availability. Staff will confirm the reservation via email within one business day, or let you know the equipment is not available.