

# Complete Equipment List & Check-Out How-To

Complete Equipment List	
<ul style="list-style-type: none"> <li>• Laptops for use in-class only</li> <li>• iPads (3)</li> <li>• iPod Touches (40)*</li> <li>• iPod Nanos (2)</li> <li>• Mini iPod microphones</li> <li>• iPod/iPhone Tripods</li> <li>• iPod Chargers</li> <li>• Simple voice recorders (recommended for most situations)</li> <li>• Professional voice recorders</li> <li>• Xbox controllers and games</li> <li>• PS3 and games</li> </ul>	<ul style="list-style-type: none"> <li>• CD/Tape players</li> <li>• Macbook chargers</li> <li>• TV/DVD cart (multi-region)</li> <li>• Remotes for TV and DVD players</li> <li>• SkypeMobile</li> <li>• SkypeMobile keyboard</li> <li>• Laser pointers</li> <li>• PowerPoint clickers</li> <li>• Microphones</li> <li>• Headsets with microphones</li> <li>• Headphones</li> <li>• Apple TV (Lab 1)</li> </ul>
Adapters:	
<ul style="list-style-type: none"> <li>• VI to VGA</li> <li>• Mini-VGA to VGA</li> <li>• Mini-VI to VGA</li> <li>• Micro-VI to VGA</li> <li>• Mini-Display to VGA</li> </ul>	<ul style="list-style-type: none"> <li>• iPad to VGA</li> <li>• Mini-Display Port to HDMI</li> <li>• Mini-Display Port to VI</li> <li>• iPad Adaptor – iPad to RCA</li> </ul>

## To Reserve or Check Out Equipment

You can reserve equipment ahead of time two ways:

1. Use the Reserve a Film or Equipment Form to reserve any equipment (or film) ahead of time.
2. Use the Reservation Request Form to reserve equipment when you make your room reservation.

Both forms can be accessed from <http://llc.unm.edu>.

- You can check out equipment at any time from the front desk.
- Equipment reserved for students: students will need to check these out at the desk with their LoboIDs.
- To request Apple TV, reserve Lab 1 and specify Apple TV.
- Everyone who wants to check out equipment must fill out an Equipment Agreement Form (once a semester).
- Students and CAPS tutors checking out equipment for use in the LLC must leave their LoboID until equipment is returned.

## Rules

- *No one* can remove laptops from the LLC.
- Students cannot leave the LLC with anything except iPods or voice recorders.
- CAPS tutors may not remove LLC property from LLC *without permission of Director*.