



**Extension Service Operations Center**  
**Extension Computing Technology Unit**  
 Oregon State University, 108 Ballard Extension Hall, Corvallis, Oregon 97331-3613  
 T 541-737- | F 541-737-4095 | <http://extension.oregonstate.edu/esoc/ectu/>

## LCD-PROJECTOR CHECKOUT AGREEMENT

1. The LCD Projector is checked out to individual Extension faculty or staff (users) for a period of 1 week or less. Projector *must* be returned no later than 1 week from the checkout date unless prior arrangements have been made.
2. The projector must be picked up/dropped off at Ballard Extension Hall, Room 108. Shipping of the projector is not allowed, due to the likelihood of mishandling during shipping. If the projector is taken on a plane, it cannot be sent through luggage. Cooperative transportation arrangements with agents, specialists, and administrators are the responsibility of the user.
3. The total projector cost approximately \$6000 and a replacement bulb for the projector costs approximately \$400. Users should be aware of this and handle projector with this knowledge. Repair costs for damages that occur during transportation or use are the responsibility of the user. This includes any damage that occurs due to lack of knowledge about safe operation of the equipment. If the projector is stolen, the user's department will be held responsible for the \$500 insurance deductible.
4. There is no training available on use of the projector, but projector use tips and the manual cover these practices thoroughly.

Included in the case with the LCD Projector are the following:

Power Cable, Video Cable, Mouse Cable for remote, Remote (Epson), Easy set-up booklet, Users Guide, LCD  
 (PLEASE MAKE SURE THESE ITEMS ARE IN THE CASE PRIOR TO RETURNING)

Projector use tips

*I agree to the terms of this agreement.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (print)** \_\_\_\_\_

**County/Department** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Index to charge if stolen or damaged** \_\_\_\_\_

**Manufacturer/Model**     **ELP-7500**                       **Mitsubishi XD70U**

**Return date** \_\_\_\_\_ **Returned by** \_\_\_\_\_

*NOTE: Please sign this form and return it ASAP to: Extension Service Operations Center, 108 Ballard Extension Hall, Oregon State University, Corvallis, OR 97331-3602; fax: (541) 737-4095. Thank you!*

06/10/2004