

Media Services Frequently Asked Questions

What if the bulb burns out on an overhead or LCD projector?

Most overhead projectors have two bulbs (a main and a spare). There will be a slide switch on the bottom or front of the overhead projector. Slide the switch as directed by the sticker. If this fails, please contact Robert Bodily at Extension 3342 or [e-mail RBodily@eitc.edu](mailto:RBodily@eitc.edu) so the bulb can be replaced. If it is an LCD projector contact Robert Bodily for replacement.

What is a Media Cart?

Media Carts or Multi Media Carts, are portable presentation stations that can project your computer screen, DVD, VCR, or play CDs. There is one in each building available to reserve and check out.

How do I reserve a Media Cart?

Please contact the key person for the building you need it in:

John O. Sessions Mechanical Building	Wilma Scott	Extension 3373 or e-mail WScott@eitc.edu
Technical Building	Robert Bodily	Extension 3342 or e-mail RBodily@eitc.edu
John E. Christopherson Building	Jacque Larsen	Extension 3332 or email JLarsen@eitc.edu
Alexander D. Creek Classroom Laboratory	Suzy Ricks	Extension 3312 or e-mail SRicks@eitc.edu

What if the media cart for my building is already reserved?

Please contact the person in the next closest building (see above), or check with Media Services to reserve a Data Projector and use your division's laptop.

When should I have something printed instead of copied?

Usually if you need more than 500 copies of a single original, the cost will begin to be cheaper by printing.

How do I have something printed?

Work Orders are available in Media Services. Robert can look at your job and assist you in filling out your order. Please allow as much lead-time as possible. Normal turn around is 7-10 days but every effort will be made to meet your deadline.

What if I forget my copier code?

Please call Sandi Dingman at Extension 3339 or [e-mail SDingman@eitc.edu](mailto:SDingman@eitc.edu).

What if I have a problem with the copier in my building?

Please contact the key operator for your building:

John O. Sessions Mechanical Building	Jack Hilby	Extension 3338 or e-mail JHilby@eitc.edu
Technical Building	Robert Bodily	Extension 3342 or e-mail RBodily@eitc.edu
Alexander D. Creek Classroom Laboratory	Marion Lansford	Extension 3416 or e-mail MLansfor@eitc.edu
John E. Christofferson Building	Chris O'Dell	Extension 0 or e-mail COdell@eitc.edu

Does EITC have a color copier?

No, but there are many places you can go and have color copies made. They are usually about \$1 per copy. With a student or faculty ID, they are 79¢ per copy at Eagle Press located at 655 First Street (across from Bowl-Ero).