

## Equipment Bookings

Updated March 2022

Graduate students and faculty members in the Department of Education have access to a variety of equipment for coursework and research needs.

## Getting Started

### Reserving Equipment

- 1) Determine your needs and [complete the booking form](#).
- 2) Indicate when you'll be picking up the equipment, and the class associated with the project or research. All booking forms must indicate a course and a professor. Incomplete forms will not be processed.
- 3) You will receive an email within one business day to confirm.

### How far in advance should I plan?

We require a minimum notice of two working days to process your request. If you are uncertain as to what you need, [make an appointment with the Tech Office](#) to discuss your project prior to booking your equipment.

### How long can I keep the equipment?

With the exception of laptops, which are to be used on premises and returned the same day, the equipment can be booked for up to seven days. Depending on your course assignment, your professor may have pre-arranged a different duration with the Technical Office. Booking extensions are based upon availability and granted on a case-by-case basis.

### What if I need help with the equipment?

Most resources are provided with the original instruction manual and you may have received some training from your professor or TA. If you would like further instruction, you may [schedule an appointment](#) with the Tech Office for quick tutorials or advice.

### What happens if the equipment is broken, lost or stolen?

You are responsible for the equipment, including cost of repair or replacement. If the equipment is stolen, you must file a police report and provide us with a copy. You remain responsible to replace the equipment.

## What will I need to make a video?

Your requirements will vary from project to project, but in general, you should consider booking lighting and sound equipment in addition to a digital video camera. It is best to [contact us](#) to help choose equipment that will conform to your specific needs.

While we are available to make our best recommendations, your professor may have already specified what equipment is to be used. In this case, please follow those guidelines.

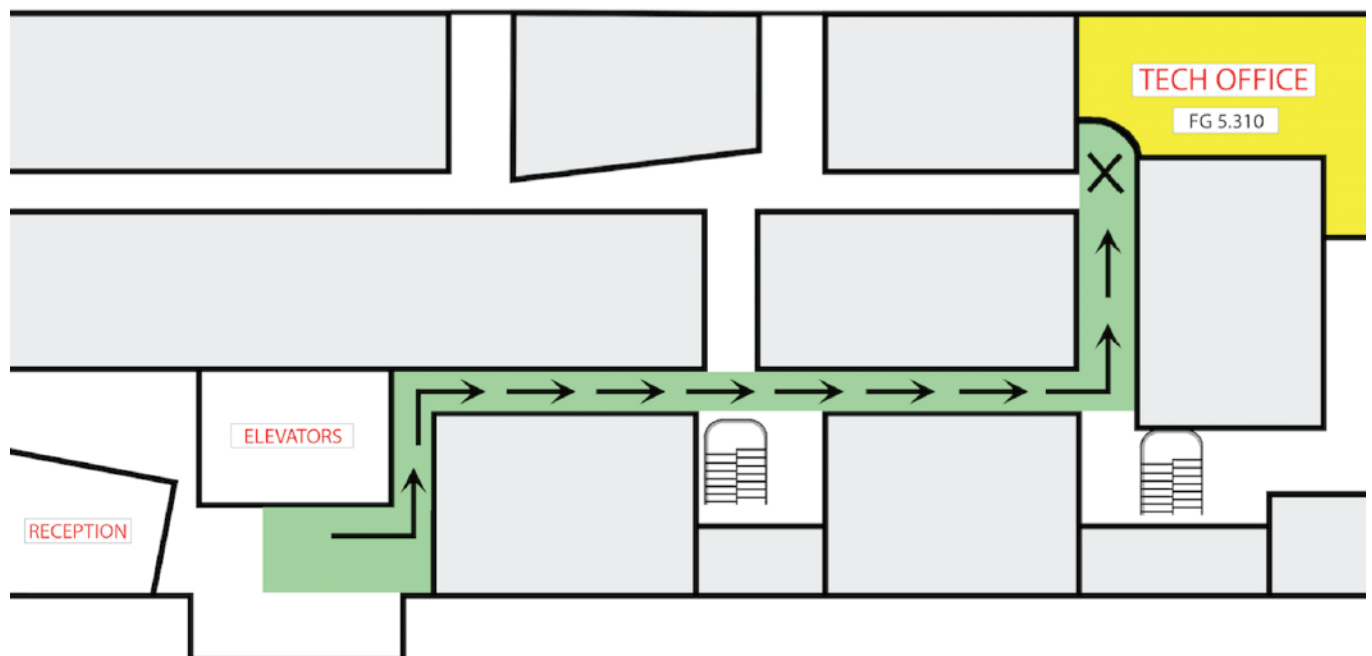
## Where do I pick/return up the equipment?

All equipment is to be picked up and returned to the Tech Office, FG 5.310. See the diagram below.

Please be sure to arrive at the time you specified in your request. We will review the equipment you're borrowing and have you sign the lending sheet.

When you return the equipment, allow five minutes for us to review that the equipment is returned in proper order. Do not leave the equipment unattended at the Tech Office. You are responsible for it until we sign it in.

[Click here to BOOK EQUIPMENT](#)



**FG 5th Floor. Elevators enter from 1610 Sainte Catherine St. West**

## List of Equipment

### Laptops/Tablets

- MacBook Pro
- Lenovo Chromebook
- iPad Pro 12.9”
- iPad 3 9.5”

### Cameras

#### Digital Video

- Canon XA-10 Camcorder
- Canon VIVIA HF R52
- Padcaster Kit

#### Digital SLR

- Canon T5i

### Audio Recorders

- Olympus WS 802
- Edirol R-09 HR

### Microphones

- Shotgun Mic
- Wireless Lavalier Mic
- Rode Video Mic
- Roland CS-15S Mic
- Analog Perimeter Mic
- USB Perimeter Mic
- Apogee One Mic
- Apogee One USB Mic
- USB Headset

### Lighting

- Single LED
- LED Kit
- Lowel DV Core 500 Kit

### Audio/Video Support

- Tripod
- Monopod
- Boom Pole
- Pistol Grip Shock Mount
- Mic Stand
- Pop Screen
- Canon Zoom Lens

### Classroom Tools

- iClicker Classroom Response System
- Portable Data Projector
- Overhead Projector
- Portable Overhead Projector
- Logitech Wireless Presenter
- DVD/VCR Player

### Conferencing Tools

- Video Conferencing Camera
- USB Speakerphone

### Research/Office Tools

- Transcription Pedals
- Bluetooth Keypad
- USB Keypad
- Bluetooth Speaker
- Portable Computer Speakers
- Headphones with mini pin
- Headphones with USB
- Apple USB Superdrive
- Lacie External USB DVD/CD Reader/Writer
- WACOM Digital Writing Tablet

### Video Game Consoles

- Sony Playstation 3
- Nintendo Wii

### Legacy Equipment

- MiniDV, Hi8, 8mm film, VHS to DVD dubbing, SMART Tools, etc.

## Laptops/Tablets

### MacBook Pro 13" i7 2.9GHz Intel

- Includes charger, mouse, HDMI Adaptor
- OS X 10.12 Sierra
- Microsoft Office 2016 (Word, Excel, Powerpoint)
- SPSS 24
- Keynote
- Adobe Reader
- Adobe Creative Suite
- FirstClass
- Safari, Google Chrome & Firefox
- SMART Tools & Notebook
- Klynt 3
- Audacity
- Skype
- VIA Connect
- HyperTRANSCRIBE 1.6.1
- HyperRESEARCH 3.7.3
- VLC & Quicktime



### Lenovo Chromebook 14" N42-20 1.6GHz



### iPad Pro 12.9"

- iOS 10.1.1
- 32 GB, wifi-enabled
- Apple Smart Keyboard
- Apple Pen



### iPad 3 9.5"

- iOS 9.3.5
- 16 GB, wifi-enabled



## Cameras

### *Digital Video*

#### **Canon XA10 HD Camcorder**

- Records Full HD 1080p using an AVCHD codec
- LCD touch screen and Viewfinder
- Handle unit for 2-microphone input
- Flash Memory (2 x 32GB Class 10)
- Two (2) batteries & AC adapter
- Tripod with case



#### **Canon VIVIA HF R52**

- Records in AVCHD or MPEG-4 format
- LCD touch screen
- 1 microphone input
- Flash Memory (2 x 32GB Class 10)
- Two (2) batteries & AC adapter
- Tripod with case



#### **Podcaster Kit**

- iPad 3
- Rode VideoMic
- Apogee Jam audio interface
- 3.5mm to 1/4" adapter
- Vivitar .43 wide-angle Lens
- Two-piece mini clamp kit and tripod



### *Digital SLR*

#### **Canon T5i**

- Digital SLR Camera
- LCD touch screen and Viewfinder
- Flash Memory (2 x 32GB Class 10)
- Two (2) batteries & charger
- Tripod with case



## Audio Recorders

### Olympus WS 802

- Records to PCM, WAV or MP3
- Built-in stereo mic or plug-in stereo mic
- File transfer via USB (built in)
- One (1) rechargeable AAA battery



### Edirol R-09HR

- Records to WAV or MP3
- Built-in stereo mic or plug-in stereo mic
- File transfer via USB cable
- Two (2) AA batteries or AC power



## Microphones

### Shotgun Microphone Kit

- Supercardioid polar pattern
- Durable aluminum-alloy construction
- File transfer via USB (built in)
- One (1) AA battery
- Shock mount and stand mount
- Camera shoe adapter
- Foam windshield and furry wind muff
- Cushioned hand grip
- Foam-padded hardcase and cables



### Wireless Lavalier Microphone Kit

- Sennheiser EK-100 Kit (Transmitter & Receiver)
- Small microphone to attach to a shirt or collar
- User must provide two (2) 9V batteries



### Rode Video Microphone

- Directional video condenser microphone
- Rycote suspension system
- Mounts to standard camera shoe
- 3.5mm mini plug
- Studio-quality sound
- One (1) 9V battery



### **Roland CS-15S Microphone**

- Can be connected to a mic stand
- Includes a stand for tabletop use



### **Analog Perimeter Microphone**

- To be connected to a video camera
- For tabletop use
- XLR output



### **USB Perimeter Microphone**

- For use with laptop/desktop for Skype



### **Apogee One USB Microphone**

- USB audio interface & microphone
- Cables, cradle and desktop stand



### **Apogee USB Microphone**

- For iOS & Mac
- Up to 96 kHz/24-bit conversion
- Multicolour LED input meter
- Plug-and-play set up
- Includes cables, table top stand & stand adaptor



### **USB Headset**

- Logitech H390
- Headphones with built in microphone for screencasting

## Lighting Kits

### Single LED Video Light

- Adjustable hot-shoe/tripod mount
- Adjustable intensity & temperature
- Li-ion rechargeable battery and charger
- Adjustable stepless dimmer



### LED Video 3 Light Kit

- 3 x 5600K LED lights
- Adjustable brightness
- 3 x filters for different intensity & temperature
- 3 x light stands
- Flexible handles for easy aim and adjustment
- 6 x batteries & chargers (2 per light)
- AC power adaptor
- 1 x carry bag
- Can be joined to create larger light



### Lowel DV Core 500 Kit

<https://www.concordia.ca/artsci/education/facilities-services/>

#### \*Mandatory safety workshop prior to use (15 mins)

- 1 x Tota-light
- 1 x Pro-light
- 1 x Rifa-light
- 1 x V-light
- AC cables, stands, gel frame holders, gels and umbrellas
- 1 clip with arm & black flag



## Audio/Visual Support

### Tripod

### Monopod

### Boom Pole

### Pistol Grip Shock Mount

### Microphone Stand

### Pop Screen

### Canon Zoom Lens

- EF Mount L-Series Lens
- 24-105mm zoom
- Aperture Range: f/4-22





## Classroom Tools

### iClicker Classroom Response System

- Base Receiver and USB cable
- Teacher Remote
- Up to 49 Student Remotes



### Portable Data Projector

- PLUS U4-232H
- Composite and DVI output



### Transparency/Overhead Projector

### Portable Transparency Projector



### Logitech Wireless Presenter

- Plug-and-Play wireless receiver
- Remotely control from up to 15-meter range
- Two (2) AAA batteries and case



### DVD/VCR Player



## Conferencing Tools

### Video Conferencing Camera

- Camera tilts and zooms, 260\* pan, includes mount
- Bluetooth-enabled speakerphone with four (4) omni-directional microphone
- Remote control to control volume and camera



### USB Speakerphone

- Quattro3 MT301 USB Conference Speakerphone
- For use with Skype, Lync, etc.
- Connects to computer by USB port



## Research/Office Tools

### Transcription Pedals

- For transcribing audio



### Bluetooth Keypad

- Wireless bluetooth keypad for data entry
- Pairs with Apple devices
- Two (2) AAA batteries and case



### USB Keypad

- Wired keypad for data entry
- Pairs with all computers



### Bluetooth Speaker

- Logitech x300 Mobile Speaker
- 30-foot wireless range
- 5-hr battery life
- Bluetooth-enabled or can be connected by auxiliary cable

### Portable Computer Speakers

### Headphones (Mini Pin connector)

### Headphones (USB connector)



## Apple USB Superdrive

## Lacie External USB DVD/CD Reader/Writer

## WACOM Digital Writing Tablet

- Intuos 3, 9x12"
- Creative pen tablet
- Connects via USB



## Video Game Consoles

### Sony Playstation 3

- Two (2) wireless controllers
- Games available: Heavy Rain, Fallout 3, Dragon Age: Origins, Call of Duty 2, Bioshock 1 & 2



### Nintendo Wii

- Two (2) remotes, two (2) nunchucks, one (1) zapper
- Games available: Super Mario Galaxy 1 & 2, Play, No More Heroes 2, DJ Hero (w/ two (2) turntables)



## Legacy Equipment

In addition to the equipment listed above, we have a wide variety of legacy equipment available (MiniDV, Hi8, 8mm film, VHS to DVD dubbing, SMART Tools). Please [contact us](#) for more details.

