

# A- PROCEDURE AND LINK TO RESERVE AN EQUIPMENT FROM LABS.ECE

## Projector booking

Book a projector (Rm 4140, Trottier Bldg)  
2 hours



November 15

### 1- CHOSE DATE

< > November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### 2- CHOSE TIME

9:30 am    11:30 am    1:30 pm  
3:30 pm

All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Add your details

Name  
Email  
Phone number  
McGill ID

3- FILL IN THE BLANKS FOR NAME, **MCGILL** EMAIL, PHONE NUMBER AND MCGILL ID

Provide additional information

4- READ PROTOCOL AND CHECK THE SQUARE BOX

Upon receiving the projector, make sure it is functional and return it as such with all its accessories (9 items in total)

And,

If the projector cannot be returned before 5 pm. Return it first thing next morning.

5- CLICK RED BOX TO MAKE RESERVATION

Book

## B- GO TO LINK BELOW TO MAKE YOUR RESERVATION

<https://outlook.office365.com/owa/calendar/Bookingforprofileprojector@McGill.onmicrosoft.com/bookings/>