

**Multimedia Services**

WB035 Wolfe Street Bldg  410-955-3066  
Hours:  M-F 8:30 am – 5:00 pm

**To request multimedia equipment, please**

- login to [my.jhsph.edu](http://my.jhsph.edu)
- click on My Tools, at the top
- click on Help Desk, which will open the Help Desk window
- fill in your information, and then
- click on Open Help Call, which will open the Magic Self-Service Desk
- go down to Support Services and click on Multimedia Request.

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Equipment and services Pricing  
(Applies to any event other than registered classes)  
Note: *Five (5) days’ notice is required.*  
Estimates for large setups will be given on an individual basis.

**Description**  
**Cost**

**Audio**

- Floor/Table Microphone  
  N/C
- Lavalier Microphone  
  N/C
- Wireless Lapel Microphone  
  N/C
- Auxiliary Speaker  
  N/C
- Audio Cassette Player/Recorder  
  N/C
- Audio Cassette Tape (90 or 120 min)  
  $4 (per tape)
- Audio Tape Duplication (w/tape)  
  $4 (per copy)
- Audio Tape Duplication (w/o tape)  
  $8 (per copy)
- Teleconferencing Equipment  
  $25 (per day)

**Visual**

- 35mm Carousel Slide Projector  
  N/C
- Wireless Remote (slide projector)  
  N/C
- Overhead Transparency Projector  
  N/C
- Laptop Computer  
  $50 (per day)
- Computer Projection Device (LCD)  
  $50 (per day)
- VHS VCR/TV combo and cart  
  N/C
Laser Pointer  
Portable Projection Screen  
VHS Videotape  
Video Tape Duplication w/ tape (Nat’l Television System Committee, NTSC)  
Video Tape Duplication w/o tape (NTSC)  
Video Tape Duplication conversion (non-NTSC)  

**Video Production Services**

Videotaping (includes technician and titling)  
8mm Camcorder (self service)  
8mm Tape  
Videoconferencing (not including technician)  

*Note: Video post-production services are available and estimates are provided on an individual basis*

**Labor**

AV Technician on-site  
Overtime AV Technician on-site (non-business hours or weekends)  
Photography Services  

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