

Department of INFORMATION TECHNOLOGY

AV reservations for Staff and Faculty located at 1000 Massachusetts Avenue are different processes, detailed below.

Staff Requests:

 E-mail your request to <u>Reservations@CambridgeCollege.edu</u> This address responds to requests for AV for large events, room assignments for internal meetings, and coordination of special events (ie: executive meetings)

Below is a list of available equipment. Please specify the quantity needed.



After the staff member's request is received at

Reservations@cambridgecollege.edu, the Operations Department reserves the room and enters the AV requests into the AV system.

Faculty Requests:

- 1. Once you have a verified room reservation, visit the AV Request Log In Page <u>https://av.cambridgecollege.edu/login.php</u>
 - a) You will have to create an account for this program. To do so, you may either submit an eHelpDesk Ticket via: <u>http://helpdesk.cambridgecollege.edu/</u>, or by calling the IT Support Center at 617-873-0261



2. Submit your log in credentials. When the home page opens, fill in the campus location, room number and event type fields appropriately for your needs.

AV-Request Form

Please fill the fields marked with '*'

Please call 🔤 • 1-617-873-0159 🜑 if you don't receive a confirmation email. Thank you.

Campus Location *	1000 Mass (Cambridge) - MA	~
Room Number *	251 💌	
Event Type *	Class	

3. Submit details regarding the date and time of the event, and whether the event is recurring.

Note that if your event is recurring on more than one day each week, you will need to submit an additional AV request for each additional day. Putting this information in the details will not automatically schedule the information.



Cambrie	lge Col For working		5		
			Departm INFOR	ent of	
Event Recurrence: Will this request occur more Please select "yes" or "no." Please completely fill in the below. *	e than once?	⊕ Yes	⊘No		
Classes Take Place * Date of Event * Time of Event: *	Select Freq Select Freq Every F Alternate	uency 💌	Select Day 💌	Select a date	

4. Submit details on the type and quantity of equipment needed

			Television Quantity:
		20-	☑ LCD (Data Projector for PC or Laptop) Quantity:
			Camcoder(VHS) *Limited to quantity at hand. Quantity:
			☑ Laptop Quantity:
		8	Head Phones Quantity:
		*	Conference Phone Quantity:
5.	Submit the form by	/ clicking "S	Submit"

Submit Request Clear

You will receive a confirmation e-mail with the request details after you have submitted your information. If you do not receive a confirmation e-mail, please submit an eHelpDesk ticket to confirm the AV Request.