

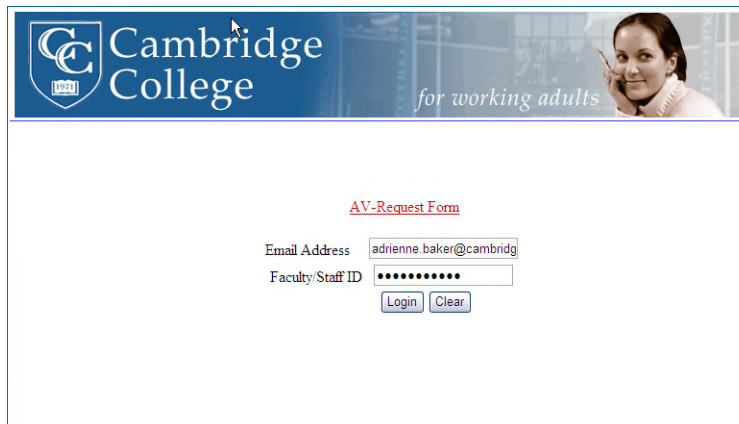
Placing an AV Request

BEFORE PLACING YOUR REQUEST:

An account with this system is required to place a request. If you do not have an account, you may request one by placing a request in the eHelpdesk (<http://helpdesk.cambridgecollege.edu>) or by calling the Support Center (617.873.0159) to request that a ticket be entered on your behalf.



Customized desktop and laptop requests for individual Staff and Faculty Members can be made through the [eHelpdesk](#). Generic laptops for classes and meetings can be made by following the instructions below.

1. Navigate to the AV request system at <http://www.cambridgecollege.edu/Avrequest/login.php>
2. Enter your username and password:
Username: **whole e-mail (example – john.doe@cambridgecollege.edu)**
Password: **Faculty/Staff ID**



3. The AV Request Form will load. Please enter your **Campus Location, Room Number, and Event Type**.

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

Events that occur weekly and on multiple days (i.e. every week, Monday and Thursday) require separate AV Requests for each day. **Do not** place these details in the notes section.

4. Select “yes” or “no” to indicate if your event is recurring. **Skip to step 7 if the answer is “no”**

Will this request occur more than once?
Please select "yes" or "no."
Please completely fill in the information below. *

Yes No

5. Select the Frequency of the Event.

Will this request occur more than once?
Please select "yes" or "no."
Please completely fill in the information below. *

Yes No

Classes Take Place *

Date of Event *

Time of Event: * To

Choose the Date and Time.

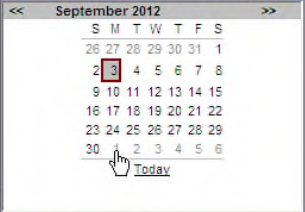
Classes Take Place *

Date of Event * Start: End:

Time of Event: * From

List Of Devices

Television



6. Choose the equipment needed. (If equipment is not available in the quantity requested, you will be contacted by a staff member to explore alternative solutions)

Television
Quantity:

LCD (Data Projector for PC or Laptop)
Quantity:

Camcorder(VHS) *Limited to quantity at hand.
Quantity:

Laptop
Quantity:

Head Phones
Quantity:

Conference Phone
Quantity:

7. Submit your request at the bottom of the page.

8. You will receive a confirmation e-mail. Please keep this for your records and bring it with you to your event.

If you have any needs that cannot be addressed by this form, or you do not receive a confirmation email, you may place an eHelpdesk request by going to <http://helpdesk.cambridgecollege.edu> or by calling our Support Center at 617.873.0159 or 800.877.4723 X1159 to ask that a request be placed for you.