



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

Staff Requests:

1. E-mail your request to Reservations@CambridgeCollege.edu
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.



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:

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



If unable to access the eHelpDesk, call 617.873.0159 and a ticket to create an account will be submitted on your behalf.

e-Helpdesk
SERVICES

Username

Password

Keep me signed in

- 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

- 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.

Classes Take Place * Every Monday

Date of Event * Start: 09/03/2012 End: Select a date

Time of Event * From

List Of Devices

Telev

Quantity

http://www.cambridge...

September 2012

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

Today



Event Recurrence:

Will this request occur more than once?

Please select "yes" or "no."

Please completely fill in the information below. *

Yes No

Classes Take Place *

Select Frequency Select Day

Date of Event * End: Select a date

Time of Event: * To

Note: A dropdown menu for 'Select Frequency' is open, showing 'Every' and 'Alternate' options.

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



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:

5. Submit the form by clicking "Submit"

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.