Audio/Visual Reservation System

You are able to request audio/video equipments on line from on or off campus by using Audio/Video Reservation System. You will not need to fill out this reservation if your classrooms are in the Collaborative Studies (CSB) and Instructional (INST) buildings:

CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

The following instruction will show you how to submit an audio/visual online request.

**Step 1:**
- Go to Mission college web site: [http://www.lamission.edu](http://www.lamission.edu)
- Click on Faculty & Staff
- Select Audio/Visual under Services listing

**Step 2:**
- Click on “Click here to reserve audio/visual equipments for your classrooms”
Step 3:
- Fill out all fields in the proper format such as Name, Email, Phone, etc.

- If the reservation is one time request:
  o Click on the blue calendar icon under “from”, and select the date. The “to” field will automatically fill in the same selected date.
  o Click on the clock icons to select from time and to time for this reservation.
  o Click on Add Date & Time button to add your desired date/time to this reservation. You can add multiple date/time periods to your reservation if the audio/visual equipment for all the days is the same.
- If the reservation is multiple-date requests:
  o Click on the blue calendar icon under “from”, and select the begin date.
  o Click on the blue calendar icon under “to”, and select the end date.
  o Select “Days of week needed”
  o Click on Add Date & Time button to add your desired date/time to this reservation.

The screen shot below shown multiple requests in one reservation.
Step 4:
- Select audio and/or video equipments
- Click on the **Submit** button at the bottom the screen.

You are done.