## **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:

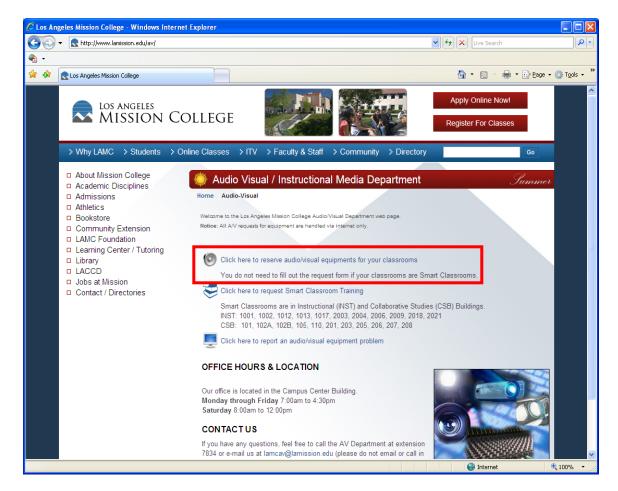
INST: 1001, 1002, 1012, 1013, 1017, 2003, 2004, 2006, 2009, 2018, 2021 CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

The following instruction will show you how to submit an audio/visual online request. **Step 1:** 

- Go to Mission college web site: <a href="http://www.lamission.edu">http://www.lamission.edu</a>
- Click on Faculty & Staff
- Select Audio/Visual under Services listing

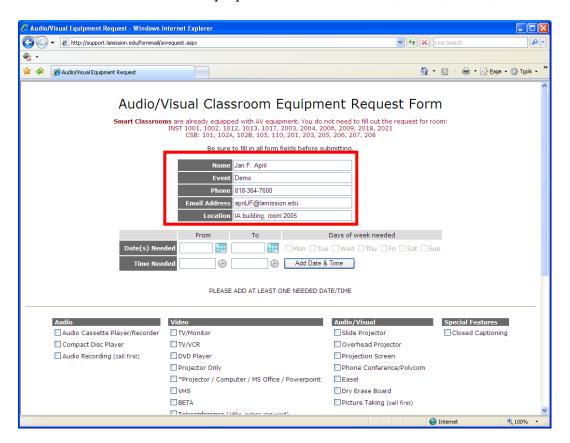
## Step 2:

- Click on "Click here to reserve audio/visual equipments for your classrooms"

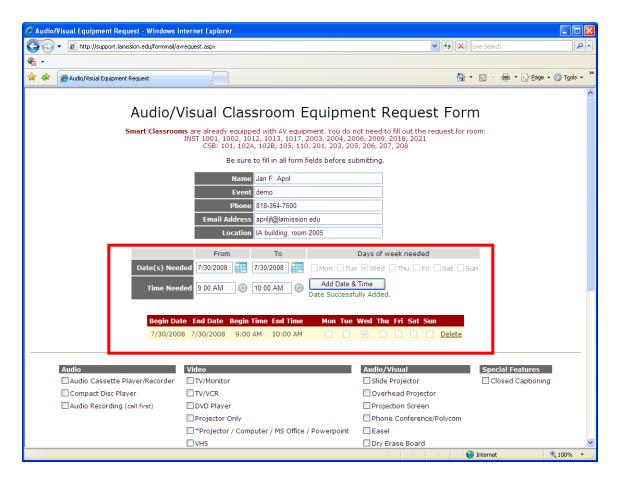


## Step 3:

- Fill out all fields in the proper format such as Name, Email, Phone, etc.

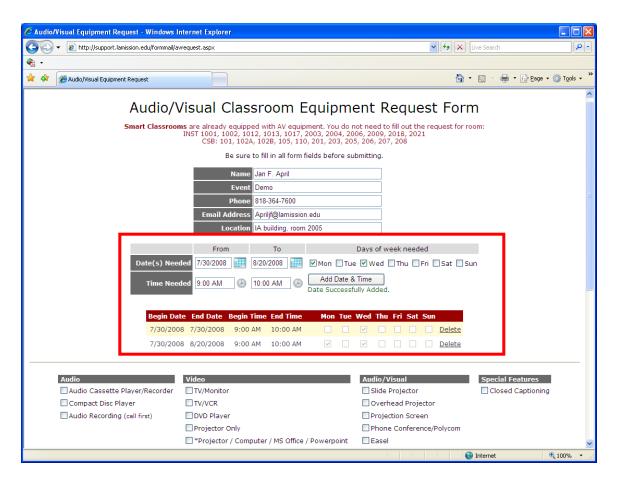


- If the reservation is one time request:
  - Click on the blue calendar icon under "from", and select the date. The
     "to" field will automatically fill in the same selected date.
  - O Click on the clock icons to select <u>from time</u> and <u>to time</u> for this reservation.
  - Click on Add Date & 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.
  - Select "Days of week needed"
  - 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.