

## 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: <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”

Los Angeles Mission College - Windows Internet Explorer

http://www.lamission.edu/av/

Los Angeles Mission College

Apply Online Now!

Register For Classes

> Why LAMC > Students > Online Classes > ITV > Faculty & Staff > Community > Directory

Audio Visual / Instructional Media Department

Home Audio-Visual

Welcome to the Los Angeles Mission College Audio/Visual Department web page.  
Notice: All A/V requests for equipment are handled via internet only.

Click here to reserve audio/visual equipments for your classrooms  
You do not need to fill out the request form if your classrooms are Smart Classrooms.

Click here to request Smart Classroom Training

Smart Classrooms are in Instructional (INST) and Collaborative Studies (CSB) 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

Click here to report an audio/visual equipment problem

**OFFICE HOURS & LOCATION**

Our office is located in the Campus Center Building.  
Monday through Friday 7:00am to 4:30pm  
Saturday 8:00am to 12:00pm

**CONTACT US**

If you have any questions, feel free to call the AV Department at extension 7834 or e-mail us at [lamcav@lamission.edu](mailto:lamcav@lamission.edu) (please do not email or call in

### Step 3:

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

Audio/Visual Classroom Equipment Request Form

Smart Classrooms are already equipped with AV equipment. You do not need to fill out the request for room:  
INST 1001, 1002, 1012, 1013, 1017, 2003, 2004, 2006, 2009, 2018, 2021  
CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

Be sure to fill in all form fields before submitting.

|               |                        |
|---------------|------------------------|
| Name          | Jan F. April           |
| Event         | Demo                   |
| Phone         | 818-364-7600           |
| Email Address | apriJF@lamission.edu   |
| Location      | IA building, room 2005 |

Date(s) Needed: [From] [To] [Days of week needed: Mon, Tue, Wed, Thu, Fri, Sat, Sun]

Time Needed: [Time] [Add Date & Time]

PLEASE ADD AT LEAST ONE NEEDED DATE/TIME

| Audio   | Video   | Audio/Visual   | Special Features                           |
|---|---|--|--|
| <input type="checkbox"/> Audio Cassette Player/Recorder | <input type="checkbox"/> TV/Monitor                                     | <input type="checkbox"/> Slide Projector             | <input type="checkbox"/> Closed Captioning |
| <input type="checkbox"/> Compact Disc Player            | <input type="checkbox"/> TV/VCR   | <input type="checkbox"/> Overhead Projector          |  |
| <input type="checkbox"/> Audio Recording (call first)   | <input type="checkbox"/> DVD Player                                     | <input type="checkbox"/> Projection Screen           |  |
|   | <input type="checkbox"/> Projector Only                                 | <input type="checkbox"/> Phone Conference/Polycom    |  |
|   | <input type="checkbox"/> *Projector / Computer / MS Office / Powerpoint | <input type="checkbox"/> Easel                       |  |
|   | <input type="checkbox"/> VHS  | <input type="checkbox"/> Dry Erase Board             |  |
|   | <input type="checkbox"/> BETA   | <input type="checkbox"/> Picture Taking (call first) |  |
|   | <input type="checkbox"/> Teleconferencing (48hr notice required)        |  |  |

- 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.

**Audio/Visual Classroom Equipment Request Form**

**Smart Classrooms** are already equipped with AV equipment. You do not need to fill out the request for room:  
 INST 1001, 1002, 1012, 1013, 1017, 2003, 2004, 2006, 2009, 2018, 2021  
 CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

Be sure to fill in all form fields before submitting.

Name: Jan F. April  
 Event: demo  
 Phone: 818-364-7600  
 Email Address: apriljf@lamission.edu  
 Location: IA building, room 2005

**Date(s) Needed** From: 7/30/2008 To: 7/30/2008 Days of week needed:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Time Needed** 9:00 AM 10:00 AM [Add Date & Time](#)  
 Date Successfully Added.

| Begin Date | End Date  | Begin Time | End Time | Mon                      | Tue                      | Wed                                 | Thu                      | Fri                      | Sat                      | Sun                      |
|------------|-----------|------------|----------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 7/30/2008  | 7/30/2008 | 9:00 AM    | 10:00 AM | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Audio**  
 Audio Cassette Player/Recorder  
 Compact Disc Player  
 Audio Recording (call first)

**Video**  
 TV/Monitor  
 TV/VCR  
 DVD Player  
 Projector Only  
 \*Projector / Computer / MS Office / Powerpoint  
 VHS

**Audio/Visual**  
 Slide Projector  
 Overhead Projector  
 Projection Screen  
 Phone Conference/Polycom  
 Easel  
 Dry Erase Board

**Special Features**  
 Closed Captioning

- 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.

Audio/Visual Classroom Equipment Request Form

**Smart Classrooms** are already equipped with AV equipment. You do not need to fill out the request for room:  
INST 1001, 1002, 1012, 1013, 1017, 2003, 2004, 2006, 2009, 2018, 2021  
CSB: 101, 102A, 102B, 105, 110, 201, 203, 205, 206, 207, 208

Be sure to fill in all form fields before submitting.

|               |                        |
|---------------|------------------------|
| Name          | Jan F. April           |
| Event         | Demo                   |
| Phone         | 818-364-7600           |
| Email Address | Apriljf@lamission.edu  |
| Location      | IA building, room 2005 |

|                |           |           |  |                              |   |                              |                              |                              |                              |
|----------------|-----------|-----------|--|------------------------------|---|------------------------------|------------------------------|------------------------------|------------------------------|
|                | From      | To        | Days of week needed  |                              |   |                              |                              |                              |                              |
| Date(s) Needed | 7/30/2008 | 8/20/2008 | <input checked="" type="checkbox"/> Mon  | <input type="checkbox"/> Tue | <input checked="" type="checkbox"/> Wed | <input type="checkbox"/> Thu | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat | <input type="checkbox"/> Sun |
| Time Needed    | 9:00 AM   | 10:00 AM  | <input type="button" value="Add Date &amp; Time"/><br>Date Successfully Added. |                              |   |                              |                              |                              |                              |

| Begin Date | End Date  | Begin Time | End Time | Mon                                 | Tue                      | Wed                                 | Thu                      | Fri                      | Sat                      | Sun                      |                        |
|------------|-----------|------------|----------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------|
| 7/30/2008  | 7/30/2008 | 9:00 AM    | 10:00 AM | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Delete</a> |
| 7/30/2008  | 8/20/2008 | 9:00 AM    | 10:00 AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Delete</a> |

|  |   |   |   |
|--|---|---|---|
| <b>Audio</b><br><input type="checkbox"/> Audio Cassette Player/Recorder<br><input type="checkbox"/> Compact Disc Player<br><input type="checkbox"/> Audio Recording (call first) | <b>Video</b><br><input type="checkbox"/> TV/Monitor<br><input type="checkbox"/> TV/VCR<br><input type="checkbox"/> DVD Player<br><input type="checkbox"/> Projector Only<br><input type="checkbox"/> *Projector / Computer / MS Office / Powerpoint | <b>Audio/Visual</b><br><input type="checkbox"/> Slide Projector<br><input type="checkbox"/> Overhead Projector<br><input type="checkbox"/> Projection Screen<br><input type="checkbox"/> Phone Conference/Polycom<br><input type="checkbox"/> Easel | <b>Special Features</b><br><input type="checkbox"/> Closed Captioning |
|--|---|---|---|

**Step 4:**

- Select audio and/or video equipments
- Click on the **Submit** button at the bottom the screen.

You are done.