

## Audiovisual Equipment and AV Maintenance Requests made via Request Center

Full and part-time Faculty and Staff can make request for Audiovisual Equipment and AV Repairs from Media Services via the BCC Request Center:

Equipment request made through Request Center must be filed 48 hours prior the use.

Step 1: Go to Request Center: <http://requestcenter.bcc.ctc.edu>

Step 2: Under “Category” choose “Media Services.”

Step 3: Under “Request Types” select “AV Maintenance” or “Equipment Request”



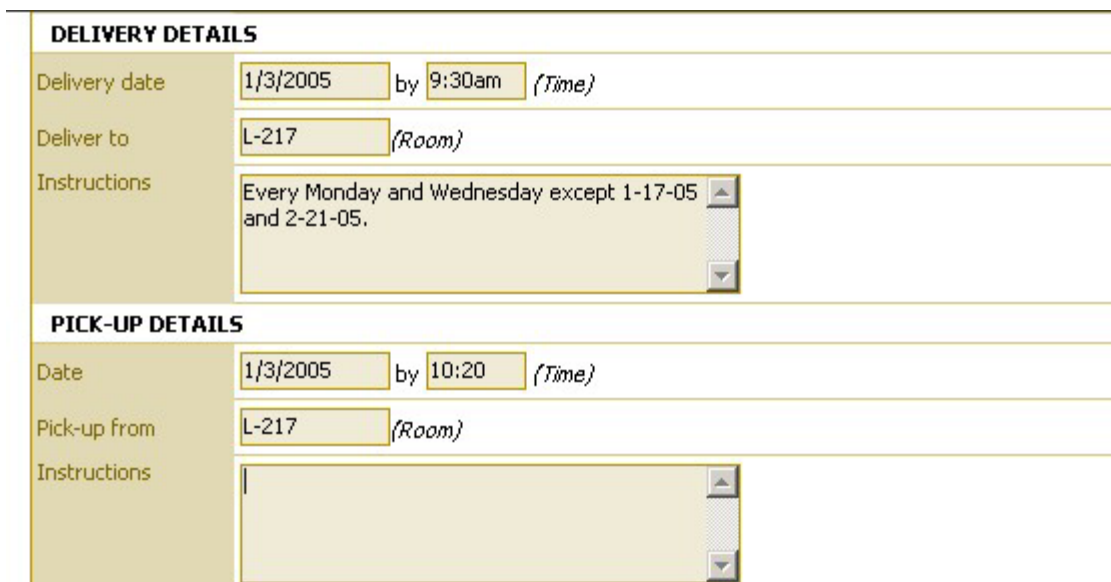
The screenshot shows the 'New Request' form with the following fields:

- Category:** Media Services
- Request Types:** A dropdown menu is open, showing options: 'Please Select...', 'AV Maintenance', and 'Equipment Request' (which is highlighted).
- Requestor:** Adam Banks

If you pick Equipment Request it will take you to an online “Equipment Request” form.

If you pick AV Maintenance it will take you to an online “AV Repair” form.

Please fill in all the correct information. Please use one form per request. If you are making a “multiple request” or “recurring request” please state this information in the Delivery Details “Instructions” section as shown below.



The screenshot shows the 'DELIVERY DETAILS' and 'PICK-UP DETAILS' sections of the request form:

**DELIVERY DETAILS**

- Delivery date:** 1/3/2005 by 9:30am (Time)
- Deliver to:** L-217 (Room)
- Instructions:** Every Monday and Wednesday except 1-17-05 and 2-21-05.

**PICK-UP DETAILS**

- Date:** 1/3/2005 by 10:20 (Time)
- Pick-up from:** L-217 (Room)
- Instructions:** (Empty text area)

Next, select the equipment you need for your class from the list. If you need internet with your pc-cart, check the appropriate box. If you need audiovisual materials and/or specific software also indicate this. If it is the first time you have used an electronic classroom or N-201, you can ask for Technical Assistance for the set-up or for the duration of your class/event.

<input type="checkbox"/>	PC Cart
<input checked="" type="checkbox"/>	PC Cart + Internet
<input type="checkbox"/>	Record Player
<input type="checkbox"/>	Standing Screen
<input checked="" type="checkbox"/>	Technician assistance
<input checked="" type="checkbox"/>	Technician assistance during event
Other:	<input type="text"/>
<b>SOFTWARE</b>	
	<input type="text" value="PowerPoint"/>

When you are finished, click the Submit button. You will get a confirmation back via e-mail that the system has received your request.

You will also get an e-mail confirmation from Media Services staff, letting you know that your equipment request has been processed and is scheduled for delivery.