AUDIO-VISUAL/EQUIPMENT REQUESTS

Request Audio-Visual and/or Multi-Media Services

1. If you are reserving a conference room or classroom and also asking for audio-visual services, please submit a Facilities Request on http://adastra.chaffey.edu. You will need an account to log on. If you do not have an account, please contact Carol Kight-Fyfe at Ext. 6777 on campus (or 652-6777 from off campus).

2. To request audio-visual services only, please contact the Information Technology Services (ITS) Help Desk. The easiest method is to use the on-line request form at http://www.chaffey.edu/isrepairform.shtml. You may also submit an e-mail to isrepairs@chaffey.edu or call Extension 6789, Option 3 (or 652-6789, Option 3 from off campus).

For both types of requests, please keep in mind that ITS requires 48 hours notice for these set-ups. Information Technology Services will try to accommodate exceptions if needed on an emergency basis, based upon the availability of equipment and staff and only with the approval of the appropriate first-level manager.

When requesting a set-up that also requires reserving a room, please add an additional 30 minutes to the front end of the requested times: e.g. if your meeting is from 9:00 until 10:00, please book the room from 8:30 until 10:00. This will allow our technicians the time that they need to set-up and test the equipment. Information Technology Services realizes that there are few meeting rooms and that demand for these rooms is high (especially as the Spring semester draws to a close) and that this may not always be possible. However, if you can include this additional time in your room reservation, it will be helpful.

Computer projection units should be available through the School Office; if not, call ITS Help Desk at Ext. 6789, Option 3.

Videos are available in the Chaffey College Library.