

[How to Request A/V equipment for a room:](#)

How to contact Tech Support for a Classroom Technology Request:

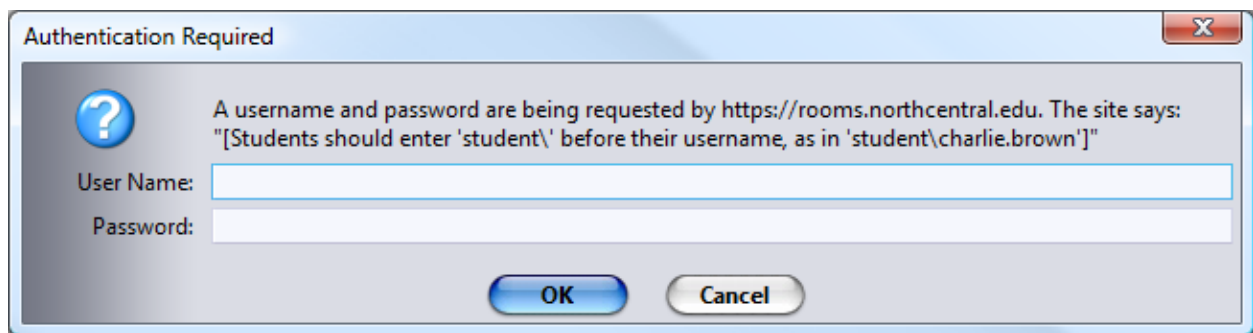
- Call the Technical Support Center 612.343.4170
- Email us: techsupport@northcentral.edu
- Go to the Meeting Room Manager <https://rooms.northcentral.edu/mrm7/> or by typing in “rooms” in the web address bar
- Walk in our office and talk to us. Location: Miller Hall 226

How to Request Equipment through Meeting Room Manager

If you are a student, or requesting for a Staff/Faculty event please go to the NCU calendar by typing “rooms” in the address bar. If you are outside of campus type the following in the address bar:

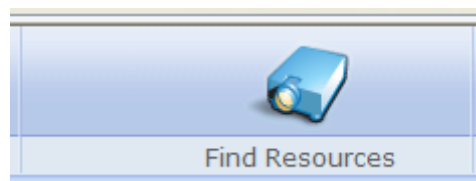
<https://rooms.northcentral.edu/mrm7/>

You will need to enter a username and password before entering the site.



Requesting specific equipment

- Once you are at the Meeting Room Manager Enterprise site (rooms) select the desired time and place for your event.
- If you would like to know which equipment is available for each room select “Find Resources” at the top center of the site.



- Select your desired option (LCD projector, or Smart Board)
- Then select “Find”
- Note for each Classroom the following included:
 - Audio Amp
 - DVD/VCR player
 - Computer
 - Laptop connections
 - RCA connection (for iPod or other A/V device)
 - Remote for projector and VCR

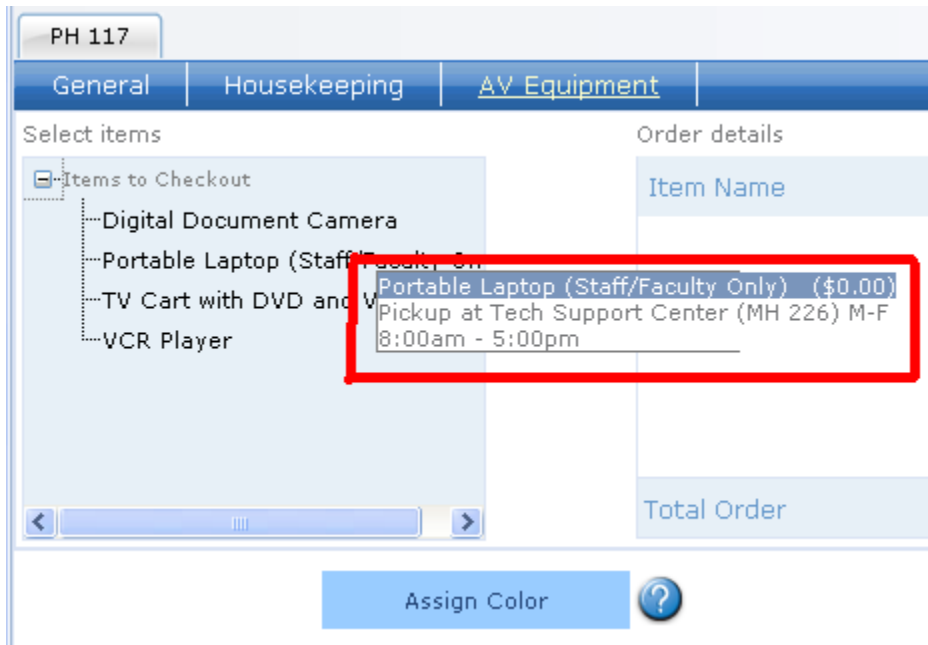
Selecting a Room:

The screenshot shows the Meeting Room Manager Enterprise interface. On the left, there is a calendar for October 2008 and a list of available locations including Word and Worship C, Miller Hall, Phillipps Hall, PH 115, PH 116, PH 117, PH 118, Clay Commons, College Life Center, and Centennial Hall. The main area displays 'Reservation Details' for room PH 117. The reservation is for October 29, 2008, from 4:00:00 PM to 4:30:00 PM. The 'Resources' section shows 'PH 117 (PH 117/Phillipps Hall/North Central University)'. Below this, there are tabs for 'General', 'Housekeeping', and 'AV Equipment', with 'AV Equipment' circled in red. The 'Meeting Title' field is empty. Other fields include 'Reservation Type', 'Booked By' (NORTHCENTRALjmvmanman), 'Host', '# Attending', 'Facility Rental #' (Rental Coordinator use only), and 'Account #' (901 Guest Apt use only). An 'Assign Color' button is at the bottom.

Select your desired room (e.g. PH 117, MH 228, etc.) then select “A/V Equipment” circled in red.
 *Note: The Technical Support Center will not rent out equipment within 48 hours of event.

This screenshot shows the 'AV Equipment' tab selected in the reservation details for room PH 117. The 'Select items' section on the left has a red box around a '+' icon next to the text 'Items to Checkout'. The 'Order details' section on the right is currently empty, with a header 'Item Name' and a 'Total Order' field at the bottom. An 'Assign Color' button is visible at the bottom of the interface.

Select the “+” to expand the items to check out.



Hold your cursor over the desired items to see the description of the item. All items must be picked up at the Technical Support Center.

*Note: Some items are not available at certain locations.

Order details					
Item Name	Time	Qty	Unit Price	Amount	
Digital Document Camera	4:00:00 PM	1	\$0.00	\$0.00	
Total Order			\$0.00		

To add the desired items, click on the desired item.

The item will appear in the Order details

click "Save and Close" after all fields are completed in the General and A/V Equipment tabs

An confirmation or denied email will be sent to the email you placed in the "Booked By" Field.

Any Questions on placing a A/V request email techsupport@northcentral.edu

Or call us at 612.343.4170