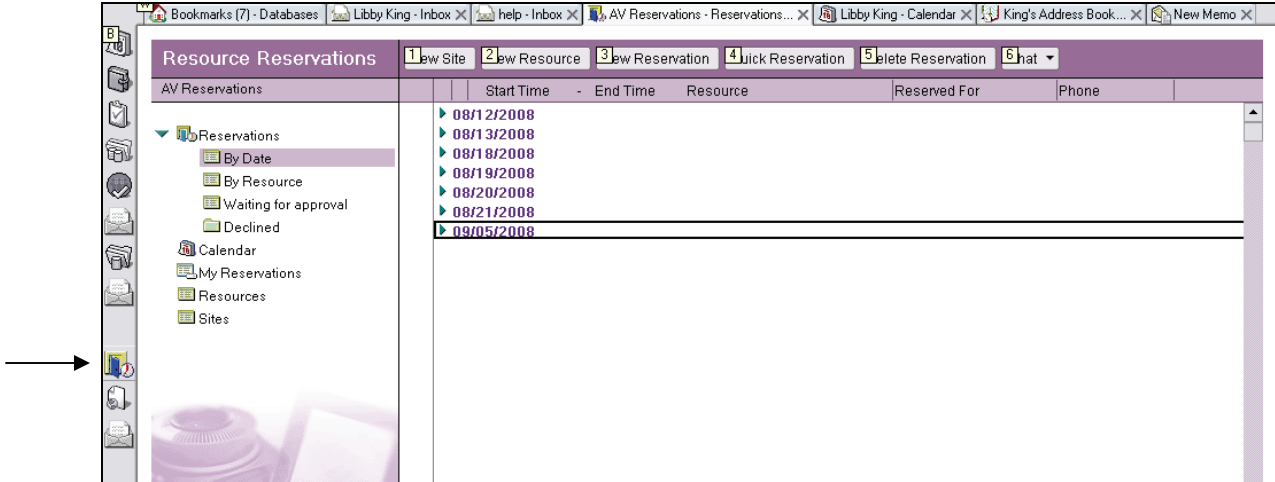


AV Reservation System

1. First click on the blue door icon located on the side of your Lotus Notes. If you do not have this icon, please send a request through School Dude. After clicking the blue door icon you will see the purple Resource Reservations page. It may not look exactly like the picture below depending on whether or not there are already reservations in the system.



| Equipment Name | Description | Special notes |
|---------------------------|------------------------------------|---|
| CD/Tape player | Play CDs or Tapes | Does Not Record |
| Digital Camera 1, 2, 3, 4 | Camera to take pictures | Reserve in advance — these book up quickly! |
| Overhead Projector | For transparencies | |
| TV 2 | TV/DVD/VCR | Please note if you need a remote |
| TV 3 | TV/VCR | No DVD player |
| TV 4 | TV/DVD/VCR | Please note if you need a remote |
| TV 6 | TV/DVD/VCR | Very large — not for normal classroom use |
| VCR 1, 2 | VCR to play tapes with a projector | Does not have a TV — just a VCR |
| Video Cameras 1, 2 | To record videos | There is a 5 day turn-around time for transferring video to DVDs (more for special videos) so please plan accordingly |

2. To make a New Reservation, click on the grey New Reservation button in the purple top bar section. When you click on it, you will see the screen below.

A. Reservation Description:

Please put the room or office that you will need the equipment and any special notes. This is especially important if you are reserving equipment for someone else or will need the equipment someplace other than your normal classroom/office.

B. What:

This will automatically be clicked on Reserve a Room. You need to switch it to Reserve a Resource by clicking the little circle by Reserve a Resource.

C. When:

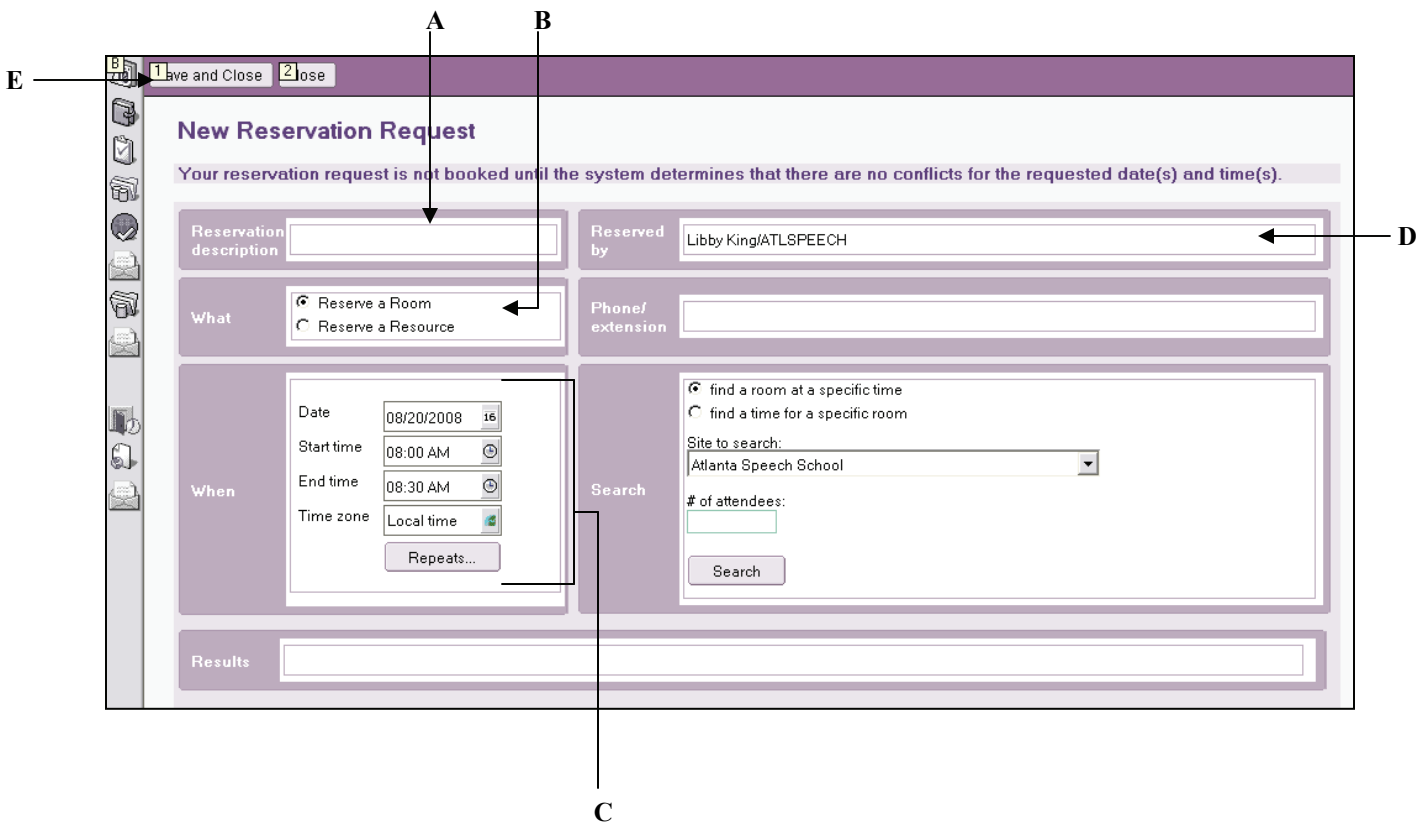
This is where you will put in the time you need the equipment. The default date and time is the present date and time. Click the small square number next to the Date section to change the date. Click the little clock icons to change the time. If you know that you will need this reservation on a continuous basis, click the light purple Repeats . . . box under Time Zone. You can only do this if you want the same piece of equipment at the same times, just on different days.

D. Reserved By:

Your name will automatically show up here as long as you are using your own Notes.

E. Save and Close

Click this when finished to complete your reservation.



This is an example of a nearly completed reservation. In the What section, I switched from Reserve a Room to Reserve a Resource. I typed in a description of where I will need the equipment. I need this equipment on 8.22 from 9am to 2pm. My name is automatically in the Reserved by section. Now comes the most important step . . .

New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).

Reservation description: TV/DVD in 2163

Reserved by: Libby King/ATLSPEECH

What: Reserve a Room Reserve a Resource

Phone/extension: 3192

When: Date: 08/22/2008, Start time: 09:00 AM, End time: 02:00 PM, Time zone: Local time

Search: find a resource at a specific time find a time for a specific resource

Site to search: Atlanta Speech School

Category: [v]

Search

Results: []

Right now, I know I need a TV with a DVD player at a specific time – 9am to 2pm. In the Search section, I have selected Find a Resource at a Specific Time. I click the little down arrow by Category. The Keywords box pops up. I need a Television, so I click it and then click OK.

New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).

Reservation description: TV/DVD in 2163

Reserved by: Libby King/ATLSPEECH

What: Reserve a Room Reserve a Resource

Phone/extension: 3192

When: Date: 08/22/2008, Start time: 09:00 AM, End time: 02:00 PM, Time zone: Local time

Search: find a resource at a specific time find a time for a specific resource

Site to search: Atlanta Speech School

Category: [v]

Search

Results: []

Select Keywords

Keywords: Camera, Misc., Television, VCR

OK, Cancel

Television is listed in Category, so I'm ready to click Search.

New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).

Reservation description: TV/DVD in 2163

Reserved by: Libby King/ATLSPEECH

What: Reserve a Room Reserve a Resource

Phone/extension: [Empty]

When: Date: 08/22/2008, Start time: 09:00 AM, End time: 02:00 PM, Time zone: Local time, Repeats... [Button]

Search: find a resource at a specific time find a time for a specific resource

Site to search: Atlanta Speech School

Category: Television

[Search Button]

Results: [Empty]

Now a list of all the available televisions pops up. From looking at the list of equipment on the first page of this manual I know TV 2 and TV 4 fit my needs. I select TV 2 and hit OK.

New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).

Reservation description: TV/DVD in 2163

Reserved by: Libby King/ATLSPEECH

What: Reserve a Room Reserve a Resource

Phone/extension: [Empty]

When: Date: 08/22/2008, Start time: 09:00 AM, End time: 02:00 PM, Time zone: Local time, Repeats... [Button]

Search: find a resource at a specific time find a time for a specific resource

Site to search: Atlanta Speech School

Category: Television

[Search Button]

Results: [Empty]

Search results

More than one resource is available at specified time. Make your selection.

- TV 2/Television/Atlanta Speech School
- TV 3/Television/Atlanta Speech School
- TV 4/Television/Atlanta Speech School

[OK] [Cancel]

In the Results section at the very bottom, TV 2 is listed. Now all I have to do is click Save and Close in the light purple box on the upper left.

New Reservation Request

Your reservation request is not booked until the system determines that there are no conflicts for the requested date(s) and time(s).

Reservation description: Reserved by:

What: Reserve a Room Reserve a Resource Phone/extension:

When: Date: Start time: End time: Time zone: Repeats...:

Search: find a resource at a specific time find a time for a specific resource Site to search: Category:

Results: Resource:

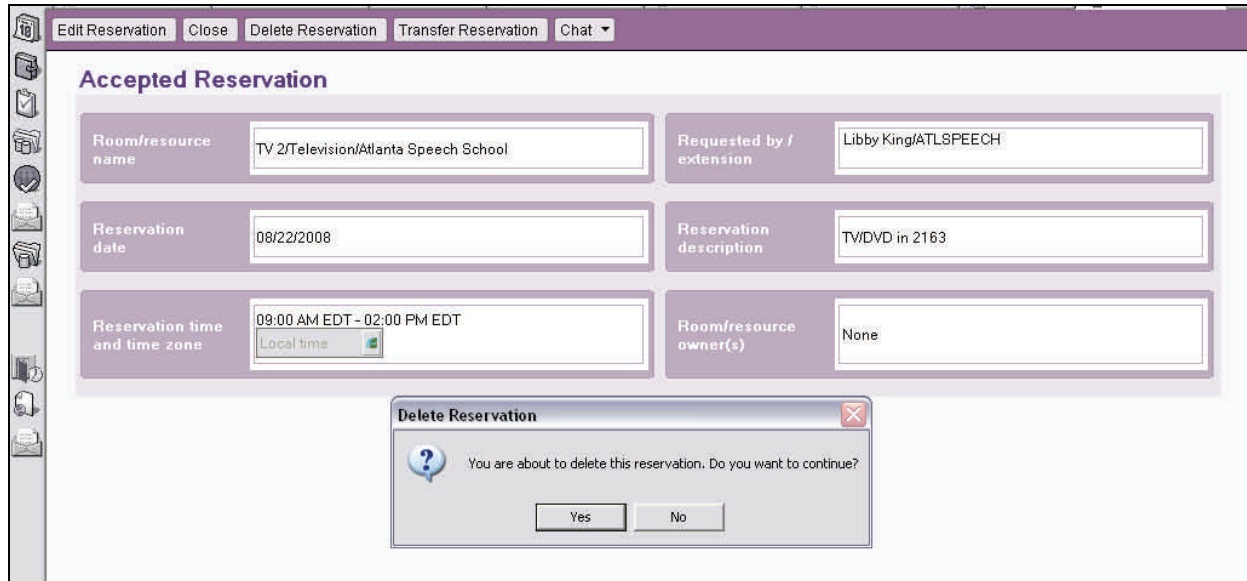
It now lists that I have TV 2 reserved from 9am to 2pm on 8.22.

Resource Reservations

1 New Site 2 New Resource 3 New Reservation 4 Quick Reservation 5 Delete Reservation 6 Hat

| AV Reservations | Start Time | End Time | Resource | Reserved For | Phone |
|-----------------|------------|----------|---------------------------------------|----------------------|-------|
| ▶ 08/12/2008 | | | | | |
| ▶ 08/13/2008 | | | | | |
| ▶ 08/18/2008 | | | | | |
| ▶ 08/19/2008 | | | | | |
| ▶ 08/20/2008 | | | | | |
| ▶ 08/21/2008 | | | | | |
| ▼ 08/22/2008 | 09:00 AM | 02:00 PM | TV 2/Television/Atlanta Speech School | Libby King/ATLSPEECH | |
| ▶ 09/05/2008 | | | | | |

If you later decide that you no longer need the reservation, double click on your reservation. You will see a summary of your reservation. Clicking on the Delete Reservation button (located in the dark purple band above Accepted Reservation) will bring up a pop-up box. Click Yes if you want to delete your reservation.



Extra Notes

- All equipment will be delivered to your room at the time specified. When finished, please place TVs outside your door.
- Please give yourself a bit of a cushion with scheduling your times. If you need to show a video at 12:45, put your start time as 12:30. If the video ends at 1:30, put an end time of 1:45.
- Please note that reservations made less than one hour before your reservation time may not be delivered on time. Please alert a tech team member to a late-notice reservation.
- For events, please use the AV Request Form.