

Welcome to **Campus Media's** new home page.

 **NEW YORK UNIVERSITY**
Campus Media Services

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NYUCampusMedia

Search buildings

Reserve Equipment
Schedule Events
Order Forms
Help

Welcome to Campus Media!

Faculty Training Information and Schedule - Fall 2009

[Click here to provide feedback about the new Campus Media Services Website.](#)

Campus Media offers a broad inventory of audio and video systems, projection equipment, laptop computers (PC and Macintosh), accessories for classroom support and special events, as well as demonstrations and training on the proper use of equipment.

Campus Media is comprised of two different areas:

<h4>Classroom Media Services</h4> <p>Classroom Media Services provides equipment and support for official NYU classes that meet in general purpose NYU classrooms. To learn more, click on Reserve Equipment to search for rooms, reserve the equipment you need in your class, learn more about the equipment in the classroom and find out more about our loan policies.</p>	<h4>Events Media Services</h4> <p>Events Media Services department supports all non-classroom special events in a variety of venues around the University. To learn more, click on Schedule Events to book equipment you need in your event, learn more about the equipment available, find out the rates charged and find out more about our policies.</p>
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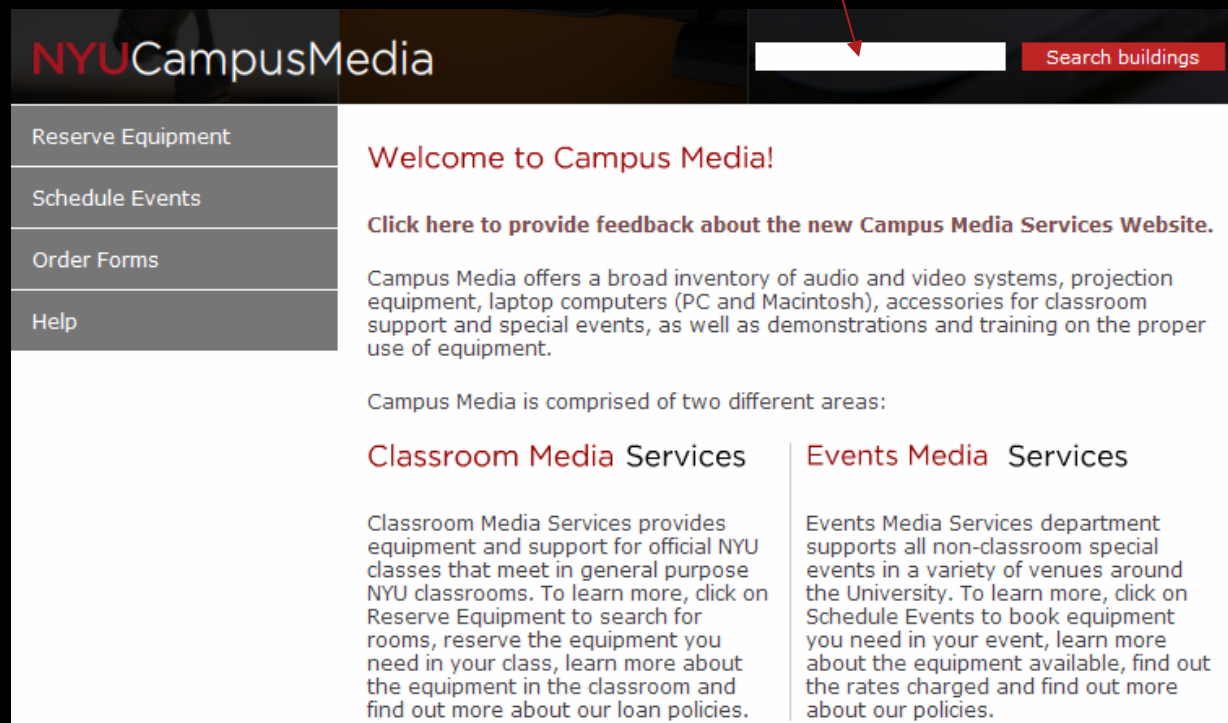
Check out the latest issue of Crier, Campus Media's newsletter

A Brief Tutorial:

Search Buildings & Reserve Equipment in 5 Steps

Step 1.

Locate a general purpose classroom by typing in the name of a building in the Search bar.



The screenshot shows the NYU CampusMedia website. At the top left is the logo "NYUCampusMedia". To the right is a search bar with a red button labeled "Search buildings". A red arrow points to the search bar. Below the logo is a navigation menu with the following items: Reserve Equipment, Schedule Events, Order Forms, and Help. The main content area features a "Welcome to Campus Media!" heading, a link to provide feedback, and a paragraph describing the services. Below this, it states "Campus Media is comprised of two different areas:" and lists "Classroom Media Services" and "Events Media Services" with their respective descriptions.

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Events Media Services

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[Step 1. Example]

Let's use 25W4 building as an example. Type 25W4 into the Search bar.



Click Search buildings.

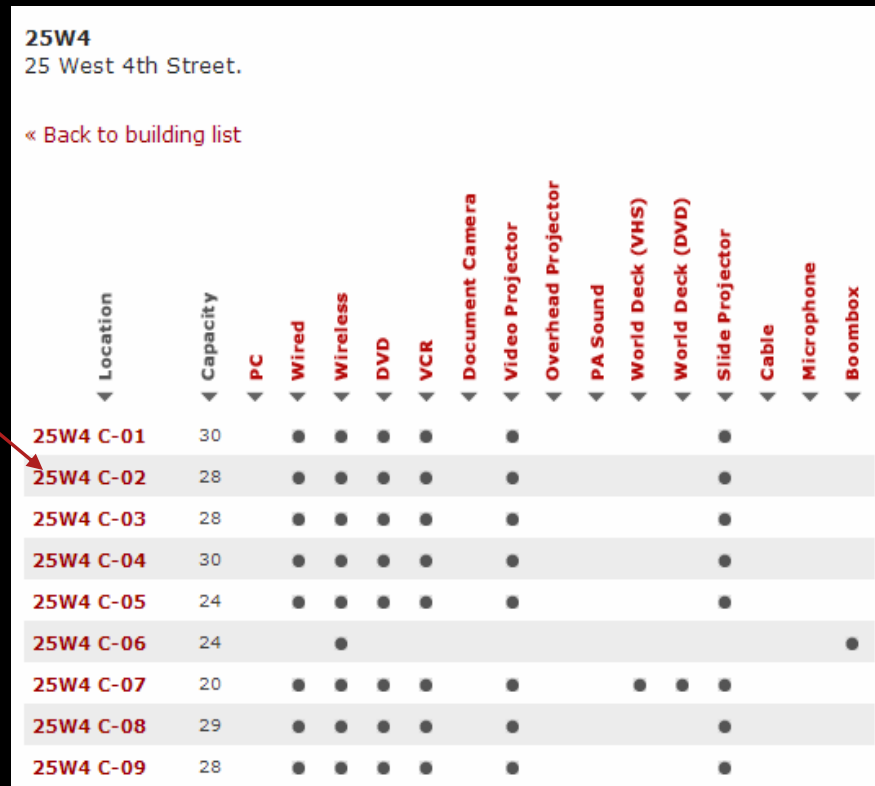
The Classroom Grid.

Step 2.

Scroll down and choose the classroom in which you'd like to reserve equipment.

For example,
let's choose
C-02.

Click here:



25W4
25 West 4th Street.

« Back to building list

Location	Capacity	PC	Wired	Wireless	DVD	VCR	Document Camera	Video Projector	Overhead Projector	PA Sound	World Deck (VHS)	World Deck (DVD)	Slide Projector	Cable	Microphone	Boombbox
25W4 C-01	30		●	●	●	●		●					●			
25W4 C-02	28		●	●	●	●		●					●			
25W4 C-03	28		●	●	●	●		●					●			
25W4 C-04	30		●	●	●	●		●					●			
25W4 C-05	24		●	●	●	●		●					●			
25W4 C-06	24			●												●
25W4 C-07	20		●	●	●	●		●			●	●	●			
25W4 C-08	29		●	●	●	●		●					●			
25W4 C-09	28		●	●	●	●		●					●			

Step 3.

A. Review the classroom page to confirm your requirements.



25W4 C-02

[Reserve Equipment in Room](#)

Capacity: 28

Available equipment: 2 Slide Projectors [Slide Proj.]
Overhead
Data/Video Projection [Video Proj.]
Screen
Dual Cassette
DVD/VCR Combo [DVD] [VCR]

Internet: Wired Internet Connection
Wireless Internet Connection

Room Instructions: Smart Classroom equipment
instructions for 25W4 C-02

B. When ready click the Order Form link, "Reserve Equipment in Room"

List of equipment installed in classroom

Internet Connection

Operation instructions

Step 4. Order Form

A. Complete the Reserve Equipment Classroom order form.

Section 1: Contact Information

* denotes required field

Contact Information	
Contact Name *	Contact Mailing Address *
<input type="text"/>	<input type="text"/>
Department *	School *
<input type="text"/>	<input type="text"/>
Contact Phone Number *	Contact Fax Number
<input type="text"/>	<input type="text"/>
Contact Email Address *	
<input type="text"/>	
User Same as Contact <input type="checkbox"/>	
User Name *	User Phone Number *
<input type="text"/>	<input type="text"/>
User Fax Number	User Email Address *
<input type="text"/>	<input type="text"/>

Section 2: Certain items such as laptops, projectors, etc. require a 12-digit Account Number.

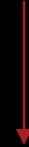


—Account Information

A department account number is only required for items (laptop, projector, lavalier mic., mp3 recorder). Account number will be charged if the equipment or supplied accessories are lost, broken or stolen. Department's account number will also be charged for late returns at the discretion of Campus Media.


Account Number


Section 3: Enter the Date and Time of your class schedule.



Date(s) and Time(s)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Begin Date
Select Start Date from Calendar
 

End Date
Select End Date from Calendar
 

Start Time
Actual Start Time of Class
 (e.g. 6:20pm)

End Time
Actual End Time of Class

Section 4: Equipment and services section allows you to choose your technical requirements.



—Classroom Equipment and Services—

Audio

Audio Cassette Player Compact Disc Player
 P. A. System with Microphone MP3 Recorder

Video

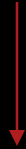
Video Recording
 Digital Video Camera/Tripod

Video Playback
 Video Playback VHS Video Playback DVD
 Foreign Video Playback VHS Foreign Video Playback DVD

Projection
 Document Camera Overhead Projector (for transparencies)
 Data/Video Projector 35mm Slide Projector

Other Projection

Step 5. When the order form is complete, **click** the **submit** button on bottom of page.



Confirmation: You will receive an email confirmation notice after your request has been processed.

Faculty classroom equipment training
schedule for Fall 2009.

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Please complete a brief survey about our new website, your
feedback is appreciated.

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If you have questions regarding the reservation process,
contact Campus Media at 212.998.2655