

New College IT

Booking AV Equipment 2024

Please take note of fixed kit and portable equipment which requires booking. All College members and delegates should use personal laptops. If you require a laptop or any kit listed please book through [scheduler](#) .

Conference Room/location	AV Kit	Hybrid	Bookings
Gradel Recital Hall	Large Portable Screen	Not available	Fixed kit in room - Setup
1 Savile Road 1	Hybrid AV Setup	Yes	Fixed kit in room – no booking required
1 Savile Road 2	Hybrid AV Setup	Yes	Fixed kit in room – no booking required
1 Savile Road 3	Hybrid AV Setup	Yes	Fixed kit in room – no booking required
Sir Christopher Cox Room	Large screen - HDMI Connections	(USB) Web cam in room	Fixed kit in room – no booking required
Noel Salter (Lecture Room 4)	Large screen - HDMI Connections	(USB) Web cam in room	Fixed kit in room – no booking required
Lecture Room 6	Large screen - HDMI Connections	(USB) Web cam in room	Fixed kit in room – no booking required
Ante-Chapel	Portable kit – screen, projector, laptop	Not available	Scheduler Term time or KX during Conf.
Chapel	Portable kit – screen, projector, laptop	Not available	Scheduler Term time or KX during Conf.
Hall	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Founder's Library	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Panelled Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Eating Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Reading Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Non-Smoking Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Chequer	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Red Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Warden's Dining Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Warden's Drawing Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.
Warden's Tower Room	Portable kit – screen, projector, laptop	OWL required	Scheduler Term time or KX during Conf.

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Long Room	Portable kit – screen, projector, laptop	OWL required	booked through scheduler or on KX Conf
Undercroft	Portable kit - screen and laptop	OWL required	booked through scheduler or on KX Conf
Old Spoom	Screen - HDMI connection	Not available	Fixed kit in room – no booking required
Spooner 2 (breakout bar)	Screen - HDMI connection	Not available	Fixed kit in room – no booking required
8NCL Seminar Room	Screen - HDMI connection	OWL required	Fixed kit in room – no booking required
North Undercroft (study room)	Screen - HDMI connection	OWL required	Fixed kit in room – no booking required
McGregor-Matthews Room	Screen with HDMI connection	(USB) Web cam in room	Fixed kit in room – no booking required
Conduit Room	Fixed Teams Room Setup	Yes	Fixed kit in room – no booking required
Front Lodge	Fixed Teams Room Setup	Yes	Fixed kit in room – no booking required

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Scheduler – Booking additional AV resources during term time

When booking a meeting room please check which AV resources are fixed in the room. Request any additional AV resources through Scheduler using SSO login: <https://scheduler.new.ox.ac.uk/Web/schedule.php?sid=14>

To reserve:

- Click any *New reservation* slot next to the resource and date required.
- In the New Reservation screen ensure the times and dates are correct.

The screenshot displays the Booked Scheduler interface. At the top, there is a navigation bar with 'Dashboard', 'Reservations', 'Application Management', and 'Reports'. Below this is a 'Week View' selector and a search bar containing 'AV Kit'. A date range '17/4/24 - 30/4/24' is shown with a '14 days' indicator. A filter bar includes buttons for 'Open', 'Blocked', 'Reserved', 'My Reservation', 'Co-Owner', 'Participant', 'Pending', 'Past', and 'Restricted'. The main area is a calendar grid with columns for each day from Wednesday, 17/4/24 to Tuesday, 23/4/24. Rows list various AV resources such as 'AV - OWL CONF CAMERA', 'AV - Portable Projector Stand', 'AV - Portable Screen 1 - small', 'AV - Portable Screen 2 - LARGE', 'AV - Projector 1', 'AV - Projector 2', 'Laptop loan - Laptop 1', 'Laptop loan - Laptop 2', and 'Laptop loan - Laptop 3'. Each cell in the grid contains a 'New Reservation' button. A modal window titled 'New Reservation' is open, showing a form with fields for 'Title', 'Owner' (Sam Brown), 'Begin' (17/04/2024, 17:00), and 'End' (17/04/2024, 17:30). The duration is set to '30 minutes'. A 'View Availability' checkbox is also present. The footer of the modal indicates '© 2024 Twinkle Toes Software • Booked Scheduler v3.7.13'.