



# MID-STATE TECHNICAL COLLEGE CLASSROOM & AV TECHNOLOGY SERVICES

Mid-State Technical College's Classroom & AV Technology Services oversees the support, maintenance, and coordination of audiovisual (AV) technology across classrooms, conference rooms, meeting spaces, and event spaces at all campus locations and centers.

In addition, we maintain an inventory of portable equipment such as sound systems, presentation aids and video equipment. Services are provided to classes, events, trainings, gatherings and ceremonies for campus departments and external organizations.

## Provided Event Services

- Classroom Technology Support
- Community Engagement & Meeting Room Technology Support
- Event Space Technology Support
- Portable Sound Systems
- Portable Wireless Microphones
- Portable Projectors and Screens
- Event Livestreaming
- Event Video Recording
- Hybrid Videoconferencing
- Special Event Lighting
- Audiovisual Services Coordination

## External Equipment Support Guidelines

### What We Support

#### External Laptops & Devices:

- Wi-Fi Connection Assistance
- Basic System Connectivity
- Presentation Setup

#### Peripherals (e.g., docking stations, adapters, external storage, webcams, microphones):

- Setup Assistance
- Basic Troubleshooting

### What We Do NOT Support

#### Unsupported External Laptops & Devices:

- Non-Standard or Proprietary Connections
- Compatibility Issues with Our AV System
- Specialized or Locked-Down Corporate Devices

#### Unsupported Software & Configurations:

- Personal software setup or troubleshooting

#### Unsupported Peripherals:

- Unsupported Docking Stations or Adapters
- External Storage Devices with Encryption

## Request Timeline

To help ensure the best possible service, we recommend submitting event technology support requests at least seven (7) business days prior to your event start date.

AV requests are for events scheduled Monday-Friday during regularly scheduled open hours for each specific campus location. Requests outside of these times will be handled on a case-by-case basis.

Requests for Off-Campus Groups  
[mstc.edu/facility-rentals](https://mstc.edu/facility-rentals)

[mstc.edu](https://mstc.edu) • 888.575.6782 • TTY: 711

