

## **Schedule set-up assistance for AV equipment ahead of meetings at 1800 Grant** <sup>[1]</sup>

March 24, 2025 by [ES and UIS Communications](#) <sup>[2]</sup>

### **NOTE: Guest Wireless access at 1800 Grant St. changing**

In early April, UIS will change how to access the guest wireless network at 1800 Grant St., moving from a single password to an acceptable use policy.

Visit the Service Desk's [How-to Guides page](#) <sup>[3]</sup>, and open the **Wireless** toggle to access updated instructions following this change.

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If you are holding a meeting at the 1800 Grant office, it's recommended to schedule a meeting with the UIS Service Desk to set up AV equipment prior to your meeting. The UIS Service Desk uses Calendly for scheduling these and other assistance requests.

**TIP:** Reserve a meeting room by visiting the [Reserve a Workspace webpage](#) <sup>[4]</sup> on the CU System Connect SharePoint.

### **Scheduling a meeting for AV equipment set up**

1. Visit the [Service Desk's Calendly page](#) <sup>[5]</sup>.
2. Select **AV SETUP/SUPPORT**.
3. Select an appointment time prior to your meeting. The Service Desk recommends scheduling an appointment at least an hour before your meeting, or more as needed
4. On the scheduling page, enter your name, email address and the details of your meeting, including what AV equipment you will need and if you would like AV support during your meeting, as well as setup.
5. Click **Schedule Event**.

If a Calendly appointment is not available, the next best option is to email [help@cu.edu](mailto:help@cu.edu) <sup>[6]</sup> and request support with your meeting. This will open a support ticket. Provide the meeting information, date and time, and ask for assistance at least an hour before your meeting starts.

[1800 Grant](#) <sup>[7]</sup>, [UIS Service Desk](#) <sup>[8]</sup>

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