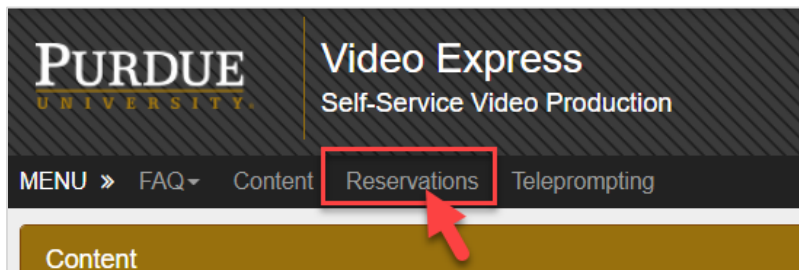# Video Express Room Reservation Guide

The Video Express Room is a self-service video recording site that allows faculty and staff to:
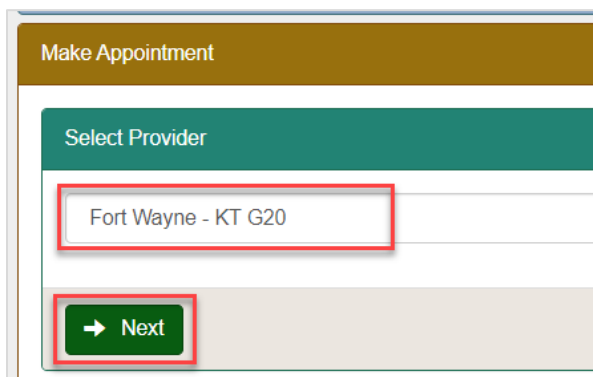
- Easily record high-quality video in a pre-calibrated recording facility.
- Incorporate multiple digital inputs into video, such as PowerPoint slides, movie files, and websites, in addition to the video and audio of the presenter.

How to Reserve the Video Express Room

1. Go to https://videoexpress.purdue.edu/portal/Login
2. Login with your **Purdue Career Account**.
3. Click **Reservations** on the top menu bar.

4. Click the **Next** button to select a location.
5. Click and choose **Fort Wayne – KT G20**, and then click the **Next** button.

6. Choose the reason of the room use, and click the **Next** button.
7. Select the date of the reservation, and click the **Next** button.
8. Select the timeslot from the available list, and click the **Next** button.
9. If you need technology support during the time you reserved, select the checkbox before "**I need assistance for my appointment.**"

10. Click the **Make Appointment** button at the bottom to finish.

You should receive a confirmation email with the reservation detail and room access code.