DEPARTMENT OF EPIDEMIOLOGY AUDIO-VISUAL EQUIPMENT (AVE) RESERVATION PROCEDURES

Select the process below that addresses your need for equipment.

INTERMITTENT AUDIO-VISUAL EQUIPMENT RESERVATIONS

Reservations must be made by accessing a shared VIEW ONLY Outlook calendar.

Available Equipment

- Laser Pointers — three (3) are available
- LCD Projectors — two (2) are available
- Laptops — two (2) are available
- Extension Cords — are available

HOW TO ADD THE SHARED EPIDEM - AVE CALENDAR USING OUTLOOK

1. In Outlook, open the Calendar feature
2. Click on Open Calendar
3. Click on Open Shared Calendar
4. Type in EPIDEM - AVE CALENDAR and click OK

RESERVATION/CONFIRMATION PROCESS

1. Email Student Services at epidemave@pitt.edu and provide the following information on your reservation:
   - Date the equipment is needed/Date it will be returned.
   - Start Time/End Time.
   - What equipment is needed?
   - Where the equipment will be used?
   - Who will be responsible for the equipment and a phone number for that individual?
2. Within 24 hours of making the reservation, view the calendar to ensure your reservation has been made.
3. Go to the Student Services Office (A536 or A537 Crabtree Hall) to pick up your equipment.

NOTE: It is the responsibility of the user to return all equipment (including all corresponding cords and chargers) to the Student Services Office by 5:00pm on the day in which it was borrowed.

QUESTIONS: Please contact us at epidemave@pitt.edu.

ONGOING OR RECURRENT AUDIO-VISUAL EQUIPMENT RESERVATIONS

Contact the University Center for Teaching and Learning (UCTL)

QUESTIONS: Please contact UCTL csinv@pitt.edu or by phone:
412-648-7240
412-648-2831
412-648-7239

2/1/2017 (ALR)
## ROOMS, KEYS, AND PROBLEM RESOLUTION

<table>
<thead>
<tr>
<th>Classroom Location</th>
<th>Available Equipment</th>
<th>Key Required?</th>
<th>Contact for Key</th>
<th>Contact Person for Urgent Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-23 Parran Hall (Auditorium)</td>
<td>Media Enhanced Cabinet/Closet</td>
<td>NO</td>
<td>N/A—Classroom Door and Cabinet/Closet Door are always open.</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
<tr>
<td>5140 Parran Hall*</td>
<td>Large Wall-Mounted Monitor (inside cabinet) with VGA and HDMI cables for connecting laptops/DVD players</td>
<td>NO</td>
<td>N/A—Directions have been placed inside the TV cabinet in this room.</td>
<td>GSPH IT Hotline 412-648-9963 <a href="mailto:gspht@pitt.edu">gspht@pitt.edu</a></td>
</tr>
<tr>
<td>A115 Crabtree Hall</td>
<td>Media Enhanced Cabinet/Closet</td>
<td>NO</td>
<td>N/A—Classroom Door and Cabinet/Closet Door are always open.</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
<tr>
<td>A215 Crabtree Hall</td>
<td>Media Enhanced Cabinet/Closet</td>
<td>YES</td>
<td>Please contact the UCTL</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
<tr>
<td>A216 Crabtree Hall</td>
<td>Media Enhanced Cabinet/Closet</td>
<td>YES</td>
<td>Please contact the UCTL</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
<tr>
<td>A425 Crabtree Hall</td>
<td>Media Enhanced Cabinet/Closet</td>
<td>YES</td>
<td>Please contact the UCTL</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
<tr>
<td>A521 Crabtree Hall*</td>
<td>Large Wall-Mounted Monitor with VGA and HDMI cables for connecting laptops/DVD players</td>
<td>NO</td>
<td>N/A—Directions have been placed inside the podium in the room.</td>
<td>GSPH IT Hotline 412-648-9963 <a href="mailto:gspht@pitt.edu">gspht@pitt.edu</a></td>
</tr>
<tr>
<td>A522 Crabtree Hall</td>
<td>80” monitor with VGA and HDMI cables for connecting laptops/DVD players</td>
<td>NO</td>
<td>N/A—Directions have been attached to the blackboard in this room.</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
</tbody>
</table>
| A622 Crabtree Hall | Media Enhanced Cabinet/Closet | Key is required to open classroom door only. No key required for cabinet. | For recurring use: Ann Ostroski, A414 Crabtree Hall 412-648-9417 OR ostroski@pitt.edu  
For intermittent use: Dean’s Office IT Group—A311 Crabtree Hall | GSPH IT Hotline 412-648-9963 gsphit@pitt.edu |
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<tr>
<td>A719 Crabtree Hall</td>
<td>80” monitor with VGA and HDMI cables for connecting laptops/DVD players</td>
<td>NO</td>
<td>N/A — Directions have been attached to the blackboard in this room.</td>
<td>UCTL 412-648-7240, 412-648-2831, OR 412-648-7239</td>
</tr>
</tbody>
</table>

*Due to construction, A521 Crabtree Hall has replaced by 109 Parran Hall. In addition, 5140 Parran Hall has been added as a departmental conference room.*