

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
- **Laptops** — two (2) are available
- **Meeting Owl 3** – one (1) is available

Create an immersive hybrid meeting experience in any space with the intelligent 360° conference camera, mic, and speaker that gets smarter over time. Click the following link for the [Meeting Owl 3 Demo](#).

NOTE: Although many of the classrooms within Public Health are equipped with the appropriate connectivity cords, EPIDEM Student Services has placed an HDMI cord in each laptop bag.

HDMI Cords are available free of charge to faculty and students serving as teaching assistants. Please contact the [University Center for Teaching and Learning \(UCTL\)](#) for additional information.

HOW TO ADD THE SHARED EPIDEM - AVE CALENDAR USING OUTLOOK

In Outlook, open the Calendar feature

1. Click on Open Calendar
2. Click on Open Shared Calendar
3. Type in EPIDEM - AVE CALENDAR and click OK

If you encounter problems with accessing the EPIDEM – AVE CALENDAR through Outlook, please contact us at epidemave@pitt.edu.

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 (5116 or 5119 Public Health) to pick up your equipment.

RESPONSIBILITIES OF THE USER

NOTE: Laptops and their corresponding cords and chargers have been labeled to reduce loss and misplacement of equipment.

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. If this is not possible, please contact one of the Student Services Staff Members listed below:

- *Amy Rhodes —5116 Public Health – rhodesa@edc.pitt.edu – 412-624-3060*
- *Sam Kline—5119 Public Health – smk351@pitt.edu – 412-624-3907*

In addition, users are responsible for ensuring that all corresponding cords are placed in the laptop bag upon returning it to the Student Services Office. Upon return to our office, the contents of each bag will be checked. If it is determined that an item is missing, the individual(s) responsible for the reservation will be contacted.

Finally, users are to ensure that they are familiar with the set-up and operation of the equipment they have requested. It is strongly encouraged that the users arrange for time to practice with the equipment in the specific classroom. Epidemiology Student Services is unable to assist with setting up equipment or to troubleshoot should a problem arise.

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

ONGOING OR RECURRENT AUDIO-VISUAL EQUIPMENT RESERVATIONS

Contact the [University Center for Teaching and Learning \(UCTL\)](#)

NOTE: *Equipment may be borrowed for the entire term. This also includes HDMI and VGA cords.*

GENERAL QUESTIONS: Please contact UCTL ClassroomServices@pitt.edu or by phone:
412-648-7240

ROOM LOCATIONS, AVAILABLE EQUIPMENT & PROBLEM RESOLUTION

NOTE: *All classrooms within the Pitt Public Health Building are equipped with either a free-standing monitor, a wall-mounted screen/monitor, or a retractable ceiling-mounted screen.*

In addition, instructions on how to utilize the equipment have been placed in all of the rooms.

Classroom Location	Available Equipment	Contact for Urgent Problems
G-23 Public Health (Auditorium)	Media Enhanced Cabinet/Closet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
A115 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
1154 Public Health <i>(Jewish Healthcare Foundation—JHF Conference Room)</i>	Large Monitor with remote	GSPH IT Hotline 412-648-9963 OR sphitsupport@pitt.edu
1155 Public Health (previously 1149) <i>(Foster Conference Room)</i>	Large Monitor with remote	GSPH IT Hotline 412-648-9963 OR sphitsupport@pitt.edu

A215 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
A216 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
A312 Public Health	Monitor with remote	GSPH IT Hotline 412-648-9963 OR sphitsupport@pitt.edu
A425 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
2121C Public Health	Media Enhanced Cabinet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
3121C Public Health	Media Enhanced Cabinet	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
5140 Public Health (<i>Burke Seminar Room</i>)	Large Wall-Mounted Monitor (inside cabinet) with VGA and HDMI cables	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
A521 Public Health	Large Wall-Mounted Monitor with VGA and HDMI cables	GSPH IT Hotline 412-648-9963 OR sphitsupport@pitt.edu
A522 Public Health	80" monitor with VGA and HDMI	UCTL 412-648-7240 OR ClassroomServices@pitt.edu
A622 Public Health	Media Enhanced Cabinet/Closet	GSPH IT Hotline 412-648-9963 OR sphitsupport@pitt.edu
A719 Public Health	80" monitor with VGA and HDMI cables	UCTL 412-648-7240 OR ClassroomServices@pitt.edu

AVAILABLE TECHNOLOGY ASSISTANCE AND EQUIPMENT RESOURCES

	Location	Website
UCTL Classroom Services	Alumni Hall B-10	https://teaching.pitt.edu/classroom-services/
Pitt Public Health IT	G-009 Public Health sphitsupport@pitt.edu	https://www.publichealth.pitt.edu/public-health-it-support-and-policies <i>Also see page 4-5 of this document for list of equipment for loan as well as services offered.</i>
University of Pittsburgh IT Help Desk	Cathedral of Learning G-62	https://services.pitt.edu/TDClient/33/Portal/Requests/ServiceDet?ID=96

Available Classroom Technology for Loan

The following equipment can be borrowed from School of Public Health IT. Reservations are required and loan times are based on the device. To reserve, please email Karen Perkins (kmp32@pitt.edu) with your reservation times. The equipment is stored with SPH IT located at G009 Public Health.

Presentation Laptops



Laptops are available to assist with presentations. Each Dell Latitude 5430 PC laptop comes with a power adapter, carrying case, and an HDMI cable for connecting to various displays throughout the School of Public Health.
(Limited availability)

Student Laptops



Laptops are available for students to assist with their academic studies. Each Dell Latitude 7430 PC laptop comes with a power adapter, carrying case, and an HDMI cable for connecting to various displays throughout the School of Public Health. **Student loan laptops will require approval and may be used for the semester.**
(Limited availability)

Meeting Owl Pro



The Meeting Owl Pro is the top 1080p resolution 360° smart video conferencing camera. It automatically highlights and shifts focus to different people in the room when they speak. It connects to any Mac or PC to be used as the camera, microphone, and speaker in your classroom. [Watch a demo](#)

iPad (7th Generation)



Use an iPad with an included Apple Pencil to draw and write for your classes. The iPad features an immersive 10.2-inch retina display including front and rear-facing cameras, Wi-Fi, and prolonged battery life.
(Limited availability)

Elmo OX-1 Visual Presenter and Writing Board Bundle



The OX-1 Visual Presenter and Writing Board Bundle from Elmo includes a visual presentation camera system and a folding, dry-erase-compatible whiteboard. You can write on the surface of the board with standard dry-erase markers and then easily erase what you have written. It will connect to a PC or Mac and can then be specified as the camera in Zoom.

Belkin Tablet Stage



The Belkin Stage can be used to hold a tablet or phone. Adjustable tabs hold your device securely above the staging area, while a rotating arm allows you to position it vertically or horizontally. This gives you the ability to share documents or write live while sharing in Zoom.



Logitech H570e On-Ear Headset

Record audio on Mac or PC with improved sound quality.



Logitech HD Pro Webcam C920S

The Logitech HD Pro Webcam is a high-definition camera with dual microphones.



VEC Gooseneck USB Microphone

Wired, noise-cancelling headset.



Presentation Pointers

A wireless remote control to click through your PowerPoint presentations with ease.



Adapters

Multiple adapters are available for your PC or MAC computer to help connect external components to your computer, such as USB to HDMI, USC-C to HDMI, and USB to USB-C.



TV carts

TV carts are available to assist with your audio and video needs in any room.