

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** —three (3) are available
- **Laptops** —three (3) are available
- **VGA Cords**—are available
- **Extension Cords**—are available

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 5117 Public Health) to pick up your equipment.

RESPONSIBILITIES OF THE USER

Effective summer 2019: 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 Amy Rhodes—5116 Public Health-- rhodesa@edc.pitt.edu--412-624-3060.

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

412-648-7239

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 412-648-2831
A115 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-2831
1154 Public Health <i>(Jewish Healthcare Foundation—JHF Conference Room)</i>	Large Monitor with remote	GSPH IT Hotline 412-648-9963 OR gsphit@pitt.edu
1155 Public Health (previously 1149) <i>(Foster Conference Room)</i>	Large Monitor with remote	GSPH IT Hotline 412-648-9963 OR gsphit@pitt.edu
A215 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-2831
A216 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-2831
A312 Public Health	Monitor with remote	GSPH IT Hotline 412-648-9963 OR gsphit@pitt.edu
A425 Public Health	Media Enhanced Cabinet/Closet	UCTL 412-648-2831

2121C Public Health	Media Enhanced Cabinet	UCTL 412-648-2831
3121C Public Health	Media Enhanced Cabinet	UCTL 412-648-2831
5140 Public Health (<i>Burke Seminar Room</i>)	Large Wall-Mounted Monitor (inside cabinet) with VGA and HDMI cables	UCTL 412-648-2831
A521 Public Health	Large Wall-Mounted Monitor with VGA and HDMI cables	GSPH IT Hotline 412-648-9963 OR gsphit@pitt.edu
A522 Public Health	80" monitor with VGA and HDMI	UCTL 412-648-2831
A622 Public Health	Media Enhanced Cabinet/Closet	GSPH IT Hotline 412-648-9963 OR gsphit@pitt.edu
A719 Public Health	80" monitor with VGA and HDMI cables	UCTL 412-648-2831