

## Computer Classrooms

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COMPUTER CLASSROOMS For hands-on demonstrations, several computer classrooms may be reserved:

- ITS Center Mac and PC Classroom
- Harkness PC Classroom (114)
- Hylan PC Classroom (303)
- Bausch & Lomb Mac Classroom (407)
- Gavett PC Classroom (244)

For a detailed description on the size and resources in each lab, please visit:  
<http://www.rochester.edu/its/cts/ctsspaces.html>

Additionally, these lab spaces are available to the public during the following times when not reserved:

- ITS Center:  
Sunday Noon - Friday 9pm,  
Saturday 10am - 9pm
- Harkness, Hylan, Gavett, Bausch & Lomb:  
Daily: 8 am-12 Midnight



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**For more information,  
visit our web site:**  
[www.rochester.edu/its/itscenter/](http://www.rochester.edu/its/itscenter/)

Information Technology Services

## Classroom Technology Services

at the University of Rochester



### **Hours:**

To make a room reservation please visit or call:  
Monday through Friday, 8am to 4pm

On-site assistance and service is available:  
Monday through Thursday 8am to 10pm  
Friday 8am to 6pm

## Faculty Services

### **Lower Hoyt Hall**

Entrance across from tunnel system

**Contact us by phone:** x51438  
**by email:** [classtech@ats.rochester.edu](mailto:classtech@ats.rochester.edu)  
**or online:** <http://www.rochester.edu/its/cts/>

## What is Classroom Technology Services?

**LOCATION** Classroom Technology Services' office is located in lower Hoyt Hall, in between the stairs leading to the upper level and auditorium. In addition, Classroom Technology Services maintains and supports several media-enhanced classrooms across campus. The reservation desk is open Monday through Friday from 8am to 4pm. On-site assistance for help with slide projectors, audio and CD playback, film and video screening, multimedia presentation, public computing facilities, and media classrooms is available Monday through Thursday from 8am to 10pm and Friday from 8am to 6pm.

**RESERVATIONS** To make a reservation, please call Classroom Technology Services at x51438, or online at:  
<http://www.rochester.edu/its/cts/ctsreq.html>  
Please review the available equipment, rooms, and reservation policies listed in this brochure.



## Reservable Equipment & Technology Enhanced Rooms

**RESERVABLE EQUIPMENT** The following equipment is available for curricular support and may be delivered to any classroom on River Campus:

- Boomboxes CD/cassette
- DVD/LaserDisc players
- Microphones (including wireless) & Mixers
- Monitors/TV's (19"- 27")
- Overhead projectors
- Elmo slide projector (2x2, 35mm)
- Kodak Ektagraphic (2x2, 35mm)
- VCR's (Stereo & Monaural)
- Video cameras (VHS & SVHS)
- Elmo Document camera (Digital)
- Computer Projectors (SxGA, XGA)

For a complete list of available equipment, and for instruction on use, please visit:

<http://www.rochester.edu/its/cts/equipment>

### TECHNOLOGY ENHANCED CLASSROOMS

In addition to individual pieces of equipment which may be reserved and borrowed, Classroom Technology Services also manages and schedules several technology enhanced classrooms across campus. These rooms include configurations with permanently installed:

- TV and VCR
- Sound System, VCR, and Video Projector
- Sound System, DVD, VCR, and XGA Projector
- Sound System, DVD, VCR, XGA Projector, and additional audio/visual equipment or computer

For a complete list of available rooms and resources, please visit:

<http://www.rochester.edu/its/cts/ctsspaces.html>

## Reservation Policies

Requests for rooms and equipment must be made with 1 working day's notice.

Requests for 16mm film projection will only be handled in Dewey 1-101, Hubbell Auditorium, Lattimore 201, and Meliora 203

Requests involving technicians require a minimum of 5 working days' notice and are subject to staff availability.

Requests involving the change in configuration of a room require 5 working days' notice and may not be provided as requested if the changes will impact other instructional activities or if the equipment is not available.

Pending resource availability, Classroom Technology Services provides support to course related activities conducted by members of The College as a first priority. Classroom Technology Services may not always be able to provide support to non course-related requests or requests from non-members of The College.

Requests for rooms and equipment must be made by the faculty member responsible for the course work.

Classroom Technology equipment may not leave River Campus for any reason.

Classroom Technology does not support special events. For event support go to:

<http://www.rochester.edu/admin/AMES>