

# Computer Services Department

## *Smart Classroom Procedures*

- 1- Professors can use any of the smart classrooms that have been installed. To reserve equipment (such as a laptop, portable projector, remote, or screen), please contact the Computer Services helpdesk at ext. 3340 or by e-mail, [helpdesk@mountsaintvincent.edu](mailto:helpdesk@mountsaintvincent.edu).
- 2- The smart classrooms as of October 2008 are in the Administration building rooms 222, 301, 302, 303, 304, 307, 308, 309, 312, 314, 316, 402, 404, 406, 408, 409, and 418. Additional smart classrooms are in the Maryvale building rooms 200, 201 and 202, and 214.
- 3- Remotes for the VCR/DVD are available at the Computer Services Help Desk, room 414 in the Administration building. They are to be reserved in advance prior to each scheduled class.
- 4- LCD Remotes are available in room 414 and must be signed out by Faculty, Staff and Administrators only. Students are not allowed to sign out equipment. Should a student need equipment for a presentation or event, their professor will need to reserve and pick up the equipment.
- 5- If the smart classrooms have a computer cart - Connect the computer AC adapter to the electrical outlet on the cart.
- 6- Please follow the instructions on the sheet to the right to correctly connect to the projector.
- 7- If you are having trouble connecting the projector please call the Computer Services Helpdesk at x3340 or e-mail [helpdesk@mountsaintvincent.edu](mailto:helpdesk@mountsaintvincent.edu)
- 8- Please contact security personnel at x3434 if returning equipment after 7 pm. They will properly secure the equipment.

Help Desk – Administration Building, Room 414

Hours of Operation  
Fall Semester 2008

Monday through Thursday 8:00 a.m. to 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.