

Instructors are advised to plan ahead and test their classroom environments well in advance of the actual class.

[BML](#) :: [CLICS](#) :: [GEISEL](#) :: [MCL](#) :: [S&E](#) :: [SIO](#)

BML Computer Classroom	
Location	BML Room 115
Hours	Normal Operating hours. If on-site technical help is needed, that is normally Monday - Friday 8:30am - 5:00pm.
Access	Key is kept at front desk and several staff members also have copies.
Booking	Outlook busy search BML_Computer_Classroom . Send appointments to the room. If booking an appointment immediately adjacent to another appointment, please check with Karen Heskett first to confirm whether buffering time is needed for setup
Technology Support	BML DSSL Sami Gholam x23728 or contact Jenny Reiswig at x41205.
Computers	22 Windows XP PCs (including 1 instructor station)
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • DVD player • Print to Pharos or ACS printers • Phone • PRS clicker system • Four vacant powered table spots available for patron laptops.
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	RefWorks WriteNCite 3+, EndNote X2 only
Other software	<ul style="list-style-type: none"> • Adobe Acrobat Pro • Paint.Net • SciFinder Scholar (please contact support in advance)
Login procedure	Login via AD. For those without AD, alternate login is found on an instruction sheet kept either on the instructor workstation or adjacent bookcase.
Logoff procedure	Please power down
Classroom procedure	<ul style="list-style-type: none"> • If additional files or software is required for a session we request a 1-week advance notice.

BML Computer Classroom	
Additional instructions/ notes	<ul style="list-style-type: none">• There are two computer input panels for the projector - a wall switch allows toggling between the instructor computer and a secondary computer such as an instructor-provided laptop.• Please do not unplug the instructor computer from the wall outlets without consulting with BML support staff first.• The room lights have been programmed. Button #2 provides optimal lighting for viewing the projection screen.

BML Meeting and Laptop Classroom	
Location	BML Room 114
Hours	Normal Operating hours. If on-site technical help is needed, that is normally Monday - Friday 8:30am - 5:00pm.
Access	Room key is kept at front desk and several staff members also have copies. Key to laptop cart is kept in the BML staff "IOS" area.
Booking	Outlook busy search BML_Meeting_and_Laptop_Classroom . Send appointments to the room. If using laptops, this room requires about 30 minutes setup time, so please do not book a class immediately adjacent to another booking without allowing for that setup time.
Technology Support	BML DSSL Sami Gholam x23728 or Jenny Reiswig at x41205.
Computers	14 Windows XP laptops in charging cart in back closet. 1 instructor laptop normally kept on instructor workstation table.
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • Print to Pharos or ACS printers • Phone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	RefWorks WriteNCite 3+, EndNote X.0.2 +
Other software	
Login procedure	<ul style="list-style-type: none"> • Already logged in and ready for use. • AD login not available •
Logoff procedure	Please power down
Classroom procedure	Laptops are in a charging cart. For the first time using this room, instructors may wish to arrange with BML DSSL or Karen Heskett to be on hand for setup.
Additional instructions/ notes	<ul style="list-style-type: none"> • If additional files or software is required for a session we

BML Meeting and Laptop Classroom	
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BML Events Room	
Location	BML, Room 111
Hours	Normal Operating hours. If on-site technical help is needed, that is normally Monday - Friday 8:30am - 5:00pm.
Access	Room key is kept at front desk and several staff members also have copies.
Booking	Outlook busy search BML_Events_Room . Send appointments to the room. If using laptops, this room requires about 30 minutes setup time, so please do not book a class immediately adjacent to another booking without allowing for that setup time.
Technology Support	BML DSSL Sami Gholam x23728 or Jenny Reiswig at x41205.
Computers	<ul style="list-style-type: none"> • 1 Windows XP instructor laptop • Laptops from Laptop classroom cart can be used in this room. See directions on BML Meeting & Laptop Room for details.
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	EndNote X.0.2 +
Other software	
Login procedure	<ul style="list-style-type: none"> • Already logged in and ready for use. • AD login not available
Logoff procedure	Please power down
Classroom procedure	This room is not set up as a hands-on classroom by default, but it can be used with the laptops normally used with the BML Meeting & Laptop classroom. However, if that room is in use for a meeting not using the laptops, this room could be used for a class. You may wish to negotiate for the other room.

CLICS Total Learning Classroom (TLC)	
Location	CLICS Room 264
Hours	
Access	Ask any CLICS staff for access
Booking	TLC_at_CLICS@ucsd.edu
Technology Support	Reynaldo J. Abad
Computers	33 Windows XP PCs (including 1 instructor station)
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • DVD player • Local printer • Phone • Wireless mouse and keyboard • Wireless microphone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	
Other software	
Login procedure	Already logged in and ready for use
Logoff procedure	Please power down

Geisel Room 274/LEC	
Location	Geisel, Room 274 (lobby level)
Hours	Normal Operating hours
Access	Retrieve key from Circ Desk
Booking	Outlook busy search Room 274/Classroom 1 (LEC) . Send appointments to the room.
Technology Support	SSHL Tech Support Unit
Computers	25 Windows XP PCs (including 1 instructor station)
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • Local printer • Phone • Wireless keyboard • Wireless microphone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Visio • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	RefWorks WriteNCite 3+, Endnote X1
Other software	<ul style="list-style-type: none"> • ArcGIS 9.3 • Artstor OIV • CAJViewer 6 • Crossfire Commander 7.1 • Cygwin • Millennium • OCLC Connexion client • Oracle 10 • Python 2.4 • SciFinder 2007 • SSH Secure Shell • VDX 3.2.2 • Winzip 9.0 • Garmin software • Interwrite PRS

Geisel Room 274/LEC	
Login procedure	Auto login and ready for use
Logoff procedure	Please power down
Classroom procedure	This is a heavily used room. Please return any cabling used to its previous state.
Additional instructions/ notes	Instructors are advised to plan ahead and test their classroom setup in advance of the actual class.

Geisel Room 276	
Location	Geisel, Room 276 (lobby level)
Hours	Normal Operating hours
Access	Retrieve key from Circ Desk
Booking	Outlook busy search Room 276/Classroom 2 . Send appointments to the room.
Technology Support	SSHL Tech Support Unit
Computers	1 Windows XP PC Instructor Station
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • VCR/DVD player • Media Station • Phone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Visio • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	RefWorks WriteNCite 3+, Endnote X1
Other software	<ul style="list-style-type: none"> • Adobe Acrobat Pro • Adobe Dreamweaver • ArcGIS 9.3 • Artstor OIV • CAJViewer 6 • Crossfire Commander 7.1 • Cygwin • Millennium • OCLC Connexion client • Oracle 10 • Python 2.4 • SciFinder 2007 • SSH Secure Shell • VDX 3.2.2 • Winzip 9.0

Geisel Room 276	
	<ul style="list-style-type: none">• Garmin software• Interwrite PRS
Login procedure	Auto login and ready for use
Logoff procedure	Please power down
Classroom procedure	This is a heavily used room. Please return any cabling used to its previous state.
Additional instructions/ notes	Instructors are advised to plan ahead and test their classroom setup in advance of the actual class.

MCL Computer LAB	
Location	MCL, Room 216
Hours	Monday - Friday 7:00am –8:00pm.
Access	Retrieve key from Circ Desk
Booking	Not normally scheduled for outside MCL instruction. However, if needed, call x36520
Technology Support	
Computers	12 Windows XP PCs (including 1 instructor station)
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • DVD player • Setup to print to Pharos printers • Scanner • Phone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Publisher • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	EndNote X.0.2 +
Other software	<ul style="list-style-type: none"> • Adobe Acrobat Pro (only on 3 PCs) • Photoshop Elements and Premiere 4 (only on 3 PCs)
Login procedure	Already logged in and ready for use AD login not available
Logoff procedure	Please power down

S&E Instruction room	
Location	S&E, Room 2163
Hours	Normal Operating hours
Access	Keys can be obtained from the S&E Circ Desk
Booking	Outlook busy search S&E_Instruction_Room . Send appointments to the room.
Technology Support	Eddie Gonzalez
Computers	13 Windows XP PCs (including 1 instructor station).
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Sound system/speakers • DVD player • Local Printer • Phone • Digital Whiteboard
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • MS Project • MS Access
Browsers:	Firefox 3+, IE 7+
Bib management	RefWorks WriteNCite 2+, EndNote X.0.2 +
Other software	<ul style="list-style-type: none"> • CAJViewer 6 • CCDC= Conquest 1.10 / Mogul 1.1.2 / Mercury csd 2.0 / • Crossfire commander 7.1 • DiscoveryGate • Inter/Wrtie PRS 4.20 • LC Easy 3.0 • Oracle 9 • SciFinder 2007 • SSH Secure Shell • Superstar Reader • WebDrive 6 • ViewerLite 5.0
Login procedure	Already logged in and ready for use
Logoff procedure	Logged off, but powered on

SIO Library Training Room	
Location	SIO, 1 st Floor (directly east of elevator, first door on the right)
Hours	Normal Operating hours
Access	After clearance with Amy, ask for key from Circ Desk.
Booking	Contact Amy Butros at siolib@sio.ucsd.edu
Technology Support	Amy Butros and Rich Kacmar
Computers	8 Windows XP PCs
Additional Equip	<ul style="list-style-type: none"> • Projector • Ability to connect a laptop to the projector (VGA) • Speaker Podium with microphone
Office software	<ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint
Browsers:	Firefox 3+, IE 7+
Bib management	EndNote X.2
Other software	
Login procedure	Contact Amy Butros or Rich Kacmar
Logoff procedure	Please power down
Classroom procedure	
Additional instructions/ notes	Alert Amy in advance of any hardware & software needs to be sure room will work for their needs.