**E-MAIL CONTACTS**

Instructional Technology Office – Computer Support  
itech@uci.edu

Classroom & Event Support – Classroom Support  
efm@unix.uci.edu

Robert de Lellis – Instructional Technology Support  
robert.delellis@unic.edu

Eric Gutmann – Instructional Technology Support  
emgutman@uci.edu

Gilbert Mercado – Classroom & Event Support Director  
mgmercad@uci.edu

Wayne Swift – Instructional Technology Director  
wsswift@uci.edu

Jon Teng – Instructional Technology Support  
Jon.Teng@unic.edu

---

**WEBSITES**

UC Irvine Division of Continuing Education  
https://ce.uci.edu

WebEx Instructions & Support  
https://ce.uci.edu/resources/events/

WebEx Resources  
https://help.webex.com/community/training-center

DCE Classroom & Event Support  
http://sites.uci.edu/instructors/teaching/while-your-course-is-in-progress/events-facility-management/

UCI Office of Information Technology  
http://www.oit.uci.edu/

UCI Emergency Procedures  

UCI Police Department  
http://www.police.uci.edu

---

**LABS & CLASSROOMS LOCATIONS**

**COMPUTER LABS**

**CE1 1025 & 1035**

29 station PC labs with HP i7 computers, 16GB memory, video projectors and room audio speakers  
Building CE1 – 1st Floor

**CLASSROOMS**

All classrooms have a PC instructor station, video projector or LCD TV and room audio speakers

CE1 1015  CE1 3020  CE6 161 (UXH)
CE1 1020  CE1 3030  CE6 162 (UXH)
CE1 1030  CE1 3040  CE6 163 (UXH)
CE1 1045  CE1 3050  CE6 164 (UXH)
CE1 2020  CE1 3060  CE6 165 (UXH)
CE1 2030  CE1 3070  CE6 166 (UXH)
CE1 2040  CE1 3080  CE6 167 (UXH)
CE1 2050  CE4 108 (UXC)  CE6 168 (UXH)
CE1 2060  CE4 109 (UXC)  CE6 169 (UXH)
CE1 2070  CE4 110 (UXC)  CE6 170 (UXH)
CE1 2080  CE4 111 (UXC)  CE6 172 (UXH)
CE1 2090  CE4 112 (UXC)  CE6 173 (UXH)
CE1 3000  CE4 113 (UXC)  CE6 174 (UXH)
CE1 3010  CE6 160 (UXH)  CE6 175 (UXH)

**LAB & CLASSROOM SUPPORT**

Instructional Technology Office  
Ext. 42144 or 949.824.2144 (Suite 4628)

Classroom & Event Support  
Ext. 47132 or 949.824.7132 (Suite 3100)
TECHNICAL SUPPORT
LABS, CLASSROOMS & LAPTOPS

Call the number below for questions concerning:
- Laptop computers
- Classroom & Workstations
- Computer hardware & software (operational problems)
- Printers & printer paper for labs
- Other computer-related equipment (CD/DVD, USB devices, etc.)
- Classroom & lab Internet & network

Technical Support
Instructional Technology Office
Mon-Thurs 8 AM–8 PM,
Fri 8 AM–5 PM, Sat 9 AM–12 PM*
(*when DCE classes are in session)
Ext. 42144 or 949.824.2144

WEBEX SUPPORT

WebEx Technical Assistance - 866.569.3239
WebEx provides technical support related to meeting connections (browser, Internet or computer issues) audio configurations for Voice over Internet Protocol (hardware, software, microphones, or sound settings), and WebEx teleconference. WebEx support can be reached 24 hours a day, 7 days a week.

WebEx Administrative Support - 949.824.4800
Instructional Technology provides instructor and end-user assistance for WebEx meetings conducted by DCE staff and instructors. Please call for general or administrative WebEx support.
Mon-Thurs 8 AM–8 PM, Fri 8 AM–5 PM

CLASSROOM & EVENT SUPPORT

Call the number below for questions concerning:
- Non-computer audiovisual equipment (TVs, DVD players, audio systems, etc.)
- Video projectors, remotes, screens and TVs functionality
- Cooling/heating in rooms
- Electrical power issues or questions
- Room lighting
- Room access
- Teaching Supplies - white boards, markers, course materials, etc.

Computer Labs/Classrooms
Classroom & Event Support Office
Mon-Thurs 8 AM–10 PM,
Fri & Sat 8 AM–last class ends
Ext. 47132 or 949.824.7132

WEBEX SUPPORT

Guest laptops must be registered with the main campus Office of Information Technology to enable Internet access in DCE or UCI campus classrooms. You can register at:
http://www.oit.uci.edu/mobile/registration.html
or contact the OIT helpdesk at 949.824.2222

Connecting Guest Laptops to Video Projectors
DCE and UCI campus classrooms use a VGA or HDMI video connection from laptops to the classroom video projector or TV, depending on the classroom, and Building 8 classrooms use HDMI only.
MAC/tablet users please bring the appropriate video output/VGA or HDMI adapter. The Instructional Technology office has limited adapters and may not have the correct one for your device.

EMERGENCIES

For emergencies please call 911 first, and notify the appropriate DCE contact below:
- Fire or other accidents
- Theft, burglary or vandalism
- Any serious personal injury

Computer Labs/Classrooms
Emergency
911
UCI Police Dispatch
949.824.5223
Instructional Technology
Ext. 42144 or 949.824.2144
Classroom & Event Support Office
Ext. 47132 or 949.824.7132

GUEST LAPTOP USE