

E-MAIL CONTACTS

Instructional Technology Office – Computer Support

itech@uci.edu

Classroom & Event Support – Classroom Support

efm@unx.uci.edu

Robert de Lellis – Instructional Technology Support

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Eric Gutmann – Instructional Technology Support

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Gilbert Mercado – Classroom & Event Support Director

mgmercad@uci.edu

Wayne Swift – Instructional Technology Director

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Jon Teng – Instructional Technology Support

Jon.Teng@unx.uci.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

http://www.police.uci.edu/UCI_EmerProc.pdf

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)

INSTRUCTIONAL TECHNOLOGY

TECHNICAL SUPPORT

- **WEBEX**
- **COMPUTER LABS**
- **LAPTOP COMPUTERS**
- **CLASSROOM COMPUTERS**
- **LAB/CLASSROOM NETWORKS**

INSTRUCTIONAL TECHNOLOGY

510 E. Peltason Drive Suite 4628

Irvine, CA 92697 Zot 5700

949.824.2144

itech@uci.edu

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

GUEST LAPTOP USE

UCI Campus Wireless Internet Connections

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