

Enhanced Classroom Support will be conducting group orientation sessions for our faculty before and during the first weeks of classes. This is an opportunity to meet with our technicians, and to learn about the operation and capabilities of the equipment available in these classrooms and lecture halls. The sessions will be offered on the following dates:

Type	Date	Time	Classroom	Campus
Lecture Hall	Tuesday, 8/30	11:00 AM – 1:00 PM	Murray 301	College Ave.
Lecture hall	Wednesday, 8/31	11:00 AM – 1:00 PM	Pharmacy 115	Busch
Mid-size classroom	Friday, 9/2	12:00 PM – 1:30 PM	Lucy Stone Hall A137	Livingston
Small classroom	Friday, 9/2	11:00 AM – 12:30 PM	Hickman 113	Cook/Douglass
Computer pilot room	Tuesday, 9/6	10:30 AM – 12:00 PM	ARC 333	Busch
Lecture Hall	Wednesday, 9/7	10:30 AM – 12:00 PM	Beck Aud.	Livingston
Lecture Hall	Wednesday, 9/7	12:30 PM 2:00 PM	Hickman 101	Cook/Douglass
Small Classroom	Wednesday, 9/7	1:30 PM – 2:30 PM	Scott 104	College Ave.
Laptop techniques	Thursday, 9/8	2:30 PM – 4:00 PM	Lucy Stone B116	Livingston
Small classrooms (River Dorms)	Friday, 9/9	11:00 AM – 12:30 PM	Hardenberg A3	College Ave.
Mid-size classroom	Friday, 9/9	1:00 PM – 2:00 PM	Murray 212	College Ave.
Small Classroom	Friday, 9/9	2:00 PM – 3:00 PM	Beck 119	Livingston
Computer Pilot room	Monday, 9/12	11:30 AM – 12:30 PM	Scott 119	College Ave.

A brief summary of the type of session follows below:

Lecture Hall – Sessions will demonstrate the operation of the Crestron touch screen, DVD/VHS players, laptop hook up, document camera & wireless microphone .

Mid-size classrooms - Sessions will demonstrate the operation of the SP Pushbutton control system, DVD/VHS players, and laptop hook up.

Small classrooms - Sessions will demonstrate the operation of the Pixie Pushbutton control system, laptop, and auxiliary equipment hook up.

Computer Pilot room – Demonstration of computer-operated systems classrooms that are installed in ARC 108, 110, 212, 333; Hickman 126 & Scott 119.

Laptop Techniques – a new session! Bring your laptop and meet with one of our technicians to trouble shoot basic laptop issues, and review resolution settings for optimal classroom operations.

To enroll, please send an email to equipment@echo.rutgers.edu and provide the following information:

- **Date & time of session**
- **Name of participant**
- **Department**
- **Email address/phone number**

We will send a confirmation/reminder email to the registered attendees a few days prior to the session. Additional information about the Rutgers New Brunswick classrooms can be found on our website, <http://classrooms.rutgers.edu>.

If you have any additional questions, feel free to call our office at **732-445-3612**.

Thank you