

Classroom Audio Visual Services (CAVS) – Info Sheet 2017-2018

Technical Support – 905-525-9140 x 22761

Monday to Friday: 8:00 am - 4:30 pm
Student Evening Support: 4:30 pm - 7:30 pm (Fall & Winter terms only)

Contacts

Melissa Elliot	x 22761	equipbkg@mcmaster.ca	General Inquiries & Bookings (CNH, TSH, KTH, DSB, UH) (JHE, ABB, BSB, ETB, ITB, PC, HH, GSB, T13) (LR Wilson Basement, MDCL 1 st Floor)
Kevin Andrews	905-741-9845	andrewsk@mcmaster.ca	
Ted Shaw	905-745-1538	shawed@mcmaster.ca	
Dash Gonsalves	289-684-5546	gonsalvd@mcmaster.ca	(HSC, Life Science)
Chris Robinson	x 22095	robinc@mcmaster.ca	(Campus Back Up)
Carlie Soares	905-746-0409	soarec2@mcmaster.ca	Classroom IT Administrator
Otto Geiss	905-741-5125	geisso@mcmaster.ca	

Classroom Directory

Check out the **Classroom Inventory Directory**: <https://library.mcmaster.ca/cavs/class-dir/all>

This directory is updated regularly. It provides a list of classrooms, including photographs and descriptions of each classroom, as well as a list of the available A/V equipment for each classroom, and equipment use manuals for this equipment. You will need to use VPN to access this directory from off campus (<http://www.mcmaster.ca/uts/selfservice/vpn.html>)

Please note: Only Registrar controlled classrooms are supported by CAVS.

Booking Equipment

Make sure you book any equipment you wish to use so we can make sure it is available when you need it, especially if you need this for evening classes.

The equipment booking form can be found at <https://library.mcmaster.ca/cavs/booking>

Available equipment: data projectors, PA systems, overheads, etc.

Please note: We DO NOT provide computers or laptop adapters/dongles.

Access codes and lock combinations

Access codes, in-class computer usernames/passwords and lock combinations **have not been changed this year**. Lock combo = 4513. Give us a call at x 22761 if you need help.

All permanent equipment is controlled from a Black Box on the wall. AV Closet, or a Podium. You will receive the combination by return e-mail when you book your equipment.

Lecture Capture

Want to capture your lecture so that students can access it later through A2L?

A list of classrooms with this technology and instructions on scheduling this service can be found at <http://library.mcmaster.ca/cavs/updates/echo-360-cloud-platform>