

UMBC Division of Information Technology (DoIT) AV Services

New Faculty Orientation
FY 2025

Steven Anderson, Manager - AV Operations

Meet the AV Services FT Staff

Andrew



Danielle



Dave



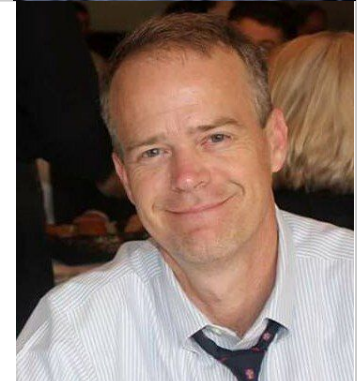
Hunter



Khalil



Steve



UMBC DoIT Desktop and AV Services

The [Desktop](#) and [Audio Visual Services](#) unit is led by [David Toothe](#), Director. The unit provides desktop computer and audiovisual support to administrative and academic units throughout the University. The unit provides the following services:

- Manage the [audiovisual technology](#) present in all Registrar-controlled classrooms;
- Manage the operation, including software installation, of all registrar-controlled [computer classrooms](#);
- Manage the [software operation](#) for all staff and faculty computers supporting day-to-day duties;
- Provide support for [virtual desktop software](#) to remotely access our computer lab software from home;
- Provide consulting support for development of active learning, hyflex, and synchronous lecture capture spaces on campus
- Design, engineer, install, and program much of the campus audiovisual technology.
- Oversee support for desktop video conferencing.
- <https://doit.umbc.edu/eis/dsav/>
- [Extensive FAQs available for campus resources](#), including Blackboard, [Webex](#)

DoIT AV Basics

- Office Location: Engineering 020
 - Walk in service available
 - Ground floor, north side
- Phone: 410-455-2461
- Typical Spring/Fall hours
 - M-R 8am - 9:30pm
 - F 8am - 5:30pm
- Service Requests
 - Advance notice requested
 - [AV request form \(rt.umbc.edu\)](https://rt.umbc.edu)
- Response - FT and student staff



Visit your instructional spaces (in advance)

- In person, well in advance of the semester start
- Bring your laptop and connect to the AV system
 - HDMI video connection - bring your adapter if needed!
 - Use the wireless network - Visitor, Eduroam (preferred)
- Not all classrooms are the same
 - Traditional, lecture halls, active learning, hyflex, synchronous lecture capture
- All classrooms have:
 - Standard control interface, projector/display, speakers, HDMI laptop cable, instructions
- Try out the features you typically use:
 - Microphones, document cameras, DVD, special features for remote participants, etc.
- Classroom technology demos available by appointment

Contacting AV Services

- In advance
 - <https://rt.umbc.edu/>
 - <http://doit.umbc.edu/request-av-services/> (form)
 - [Hyflex or Synchronous Lecture Capture](#) - demo appointment highly advised
- Walk in
 - ENGR020
- In-Class AV Assistance
 - Call 410-455-2461
- Other important numbers
 - DoIT Technology Support Center 410-455-3838
 - Facilities Management 410-455-2550 (temperature, lighting, housekeeping)
 - Campus Police 410-455-5555