

## On-Campus Information Technology Resources

Faculty

### Section 2: Technology Resources

#### **A. Computer Labs and Printing Workstations Location and Schedules:**

- a. **Computer Lab in Padre Arrupe Hall** (PAH19 located in the basement of Avenida del Valle, 34):
  - [Monday through Thursday: 9AM-6PM](#) and [Friday: 9AM-3PM](#)
- b. **Printing workstations in Padre Rubio Hall** (located in the basement of Avenida del Valle, 28):
  - [Monday through Thursday: 9AM-6PM](#) and [Friday: 9AM-3PM](#)
- c. **Computer Lab in San Ignacio Hall** (located on the ground level of Calle Amapolas, 3):
  - [Monday through Friday: 9AM-6PM](#), and [Saturday and Sunday: same schedule as Library](#).
- d. **Study workstations in San Ignacio Hall** (located in the Library Main Study Room of Calle Amapolas, 3):
  - Available according to the same schedule as the Library.

*\*\*For updated Computer Lab and Library hours, please check the Campus News distributed weekly to your SLU email\*\**

#### **B. Classroom Technology:**

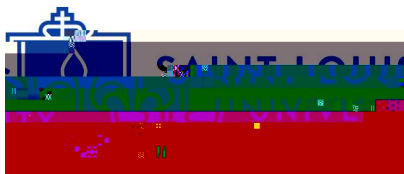
- a. For a list of classrooms and available technology, you may consult the [Classroom Technology Chart](#).
- b. A quick guide on how to use technology in these classrooms is available at [this link](#).
- c. Classroom computers are shared resources that may be used by all members of the SLU Madrid community. Any information you store on these computers can be accessed by other users and is therefore considered public.

#### **C. Printing Information:**

- a. Printers are assigned automatically to each workstation. Please find the nearest printer to your desk/office.

#### **D. Storage (Intranet and Internet):**

- a. You are allotted **5 GB of storage**, accessible to you as the \_\_\_\_\_ from any faculty/staff computers on campus.  
The 'Z:' drive is intended for storage of work-



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### Section 3: Miscellaneous Information

#### A. Personal Computer Advice:

- a. ITS can assist with issues related to University resources but does not diagnose or perform repairs of personal devices. If you experience issues with a personal device, ITS recommends you **contact the device manufacturer**.
- b. If you plan to project from your own device in the classrooms, you may request a compatible HDMI cable from ITS.
- c. Learn how to make **backup** copies of your work and remember to do so **regularly** on more than one media.
- d. If you own a PC, make sure you have a good antivirus program that is activated and up to date.
- e. Purchase a good quality USB Memory Stick/Pen/Flash Drive, or an External USB hard drive to store your files.
- f. Do not rely on a single USB device for permanent backup. These drives may fail over time, resulting in **partial or**