

Keypad Combinations and Teacher's Station Keys

Keypads

Many Smart Classrooms have keypads installed on the doors.

- To find out if your room has a keypad installed, go to the Computing Room Lookup at www.cofc.edu/computingroomlookup

Cougar Trail SM	WebMail	WebCT	Today@CoFC	Technology	College of Charleston
Computing Facilities	Academic Computing		Academic Computing Liaisons		Faculty Techno

College of Charleston Computing Room Lookup

[Computer Classrooms](#) | [Smart Classrooms](#) | [General Purpose Student Computing Labs](#) | [Residence Hall Student Labs](#) | [Departmental Labs](#)

[Technology Room Definitions](#) | [Standard Software Applications](#) | [Scheduling](#) | [Classroom Support](#)

The Department of Academic Computing is responsible for the planning, purchasing, maintaining, and training of smart, computer, and laptop-ready instructional classrooms for academic departments at the College of Charleston. In addition to rooms, the department also maintains 2 General Purpose Student Computing Labs and 6 Resident Hall Computing Labs.

- Computer Classroom Policy #7 (currently under review by the ITSC)
- Definitions

A "**Smart**" classroom is defined as a classroom that contains a teacher desk that houses a computer, VCR, and/or digital presenter unit attached to a digital or LCD projection unit

A "**Laptop-Ready**" classroom is defined as a classroom that contains a digital or LCD

- If your smart classroom has a keypad check Cougar Trail for current keypad combinations at <https://cougartrail.cofc.edu/>
- Every faculty member has access to the keypad combinations by logging into the faculty section of Cougar Trail
- If you are using the room for a conference or seminar or you are a College of Charleston staff member, please contact the Registrar's office for assistance. The Office of the Registrar can be reached by phone at 843-953-4831 or by E-mail at registrar@cofc.edu

Office of the Registrar

College of Charleston

Registrar Home	Graduation	Course Info.	Calendars & Schedules	Forms & Requests	Contact Staff	FAQs
--------------------------------	----------------------------	------------------------------	-------------------------------------------	--------------------------------------	-------------------------------	----------------------

Classroom Access Codes

[Bellsouth Building](#)
[Calhoun Annex](#)
[Education Center](#)
[JC Long and Tate Center](#)
[Lightsey](#)
[Library](#)
[Maybank Hall](#)
[Physical Education and Silcox Center](#)
[Randolph Hall](#)
[Science Center and Wentworth Annex](#)
[Simmons Center For Fine Arts](#)



- Keypad Codes are confidential and will be changed by the Registrar's office if given to students
- Note:** Keypads can be programmed so that door will stay unlocked for one hour
 - Enter the room's 4-digit access code (keypad will beep 3 times)

- Press A (keypad will beep-beep 4 times)
- Enter A 4 7 A 1 *
- Press the * again and hold it down for 10 seconds (or until the keypad begins to beep)
- The keypad will then beep 8 times before silencing... The door will remain unlocked for 1 hour..

Nova Desk (Teacher's Station) Keys

Most Smart Classrooms have Nova Desk (Teacher's stations) installed in the room to house the computer equipment and projector remotes. In order to access the equipment and remotes you will need to have a standard teacher's station key. This key will work on all Nova Desks and Laptop Ready Smart Classroom Boxes at the College of Charleston.

- To find out if your room has a Nova desk, go to the Computing Room Lookup at www.cofc.edu/computingroomlookup
- Each Academic department has been given their own set of keys to the Nova Desks. Please contact your department chair to request a key
- If you are using the room for a conference or seminar or you are a College of Charleston staff member, please contact the Registrar's office for assistance. The Office of the Registrar can be reached by phone at 843-953-4831 or by E-mail at registrar@cofc.edu

