



Room key & Equipment of the seminar rooms

The Department of Education is equipped with an electronic key system. For access to the building and the seminar rooms you need an electronic key card.

The key card can be picked up from **Sabrina Podlaha** (ZIV - Zentrale Institutsverwaltung) by prior appointment.

E-Mail: ziv.bildungswissenschaft@univie.ac.at

Room: 3rd floor / Room 03.18

Phone: +43-1-4277-467 01

Before you can open the doors of the seminar rooms with your key card, it must be updated at one of the wall readers. (*Wait for the blue flashing phase!*)



If moderation material is missing in the seminar rooms or you notice any deficiencies, please contact **Adrijana Novakovic**.

E-Mail: adrijana.novakovic@univie.ac.at

Room: 3rd floor / Room 03.13

Phone: +43-1-4277-46792

For technical questions and concerns you can contact Magdalena Mikl (IT).

E-Mail: magdalena.mikl@univie.ac.at

Room: 2nd floor / Room 02.15

Phone: +43-1-4277-46703

Equipment:

The rooms in the department of Education (SR 1, 4, 5, 6, 7; HS 1; Medien- & Methodenlabor) are equipped with a computer, beamer, whiteboard and flipchart as well as camera/microphone for hybrid teaching.

In the media console you will find:

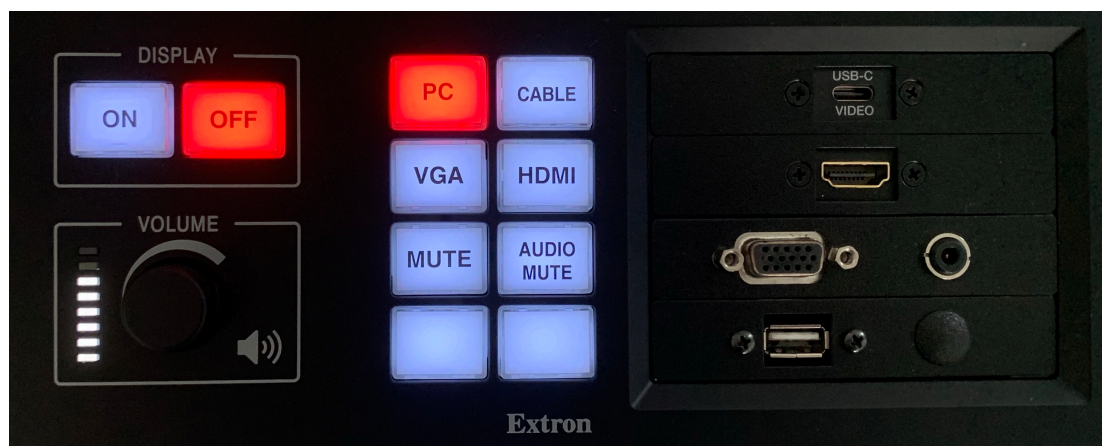
- HDMI-Cable
- VGA-Cable
- Audio-Cable

Instruction manual:

To activate the beamer, press the **"Display ON"** button on the key panel. Also make sure that the **"PC"** button is also selected.

If you want to project content from a laptop, you must first connect the laptop to the AV console using an HDMI cable. In addition, the **"HDMI"** button must be selected.

→ If the button lights up red, this indicates the active setting.



For more information on the operation of the audio and video equipment with button panel, see: <https://zid.univie.ac.at/en/audio-video-technology/user-guides/audio-and-video-equipment-with-button-panel/>

ATTENTION!

After the lecture, always turn off the beamer, turn off the lights, close open windows, restore the seating (see plan on the doors) & lock the room with a key card.

Other course rooms at the University of Vienna

Courses may take place not only in the Department of Education, but also in other university buildings. Access to these rooms can be obtained from the porter in the respective buildings.

Under the following link you will get information (equipment, location, capacity ...) about the rooms of the University of Vienna:

→ <https://uspace.univie.ac.at/web/lehre/rauminfo>