Booking Instructions for IT Services Computer Rooms

**PCLABs 1, 2, 3**

IOE staff can book one of these rooms by making a booking on the normal Room Booker System ([http://ioe-net.inst.ioe.ac.uk/services/rooms/Pages/default.aspx](http://ioe-net.inst.ioe.ac.uk/services/rooms/Pages/default.aspx)).

The rooms are listed as:

- PCLAB 1
- PCLAB 2
- PCLAB 3

All bookings are made on first come first served basis and should be requested a minimum of 5 working days in advance. A booking requested in less time than this may still be processed but cannot be guaranteed.

When requesting a room through the Room Booker system, you will automatically receive an email from the Computer Helpdesk to acknowledge receipt of your request. Please note that at that stage your booking has not yet been processed. Within 5 working days of your request, the Computer Helpdesk will process the booking and send you a confirmation of booking email or will contact you if further clarification is required.

**Guest Logins:**

As a general rule, only IOE student accounts can be used to log on to the workstations in our PCLABs. This means that staff members cannot login on to student workstations using their staff account, with the exception of all workstations in PCLAB 3 and the workstations connected to the data projector in each room.

Guest login accounts are available for training session participants who do not have an IOE student account. Guest logins must be requested when the booking is placed by completing the ‘Notes’ section in Room Booker with the number of accounts requested. Guest login accounts will be activated by the end of the working day prior to the training session and should be collected from the Computer Helpdesk in the Library.

**Additional Equipment:**

Any request for additional equipment must be confirmed when the booking is placed by completing the ‘Notes’ section in Room Booker, with details of the equipment requested.

**Additional Software:**

The list of available software can be found at the following link:

[https://ioenet.ioe.ac.uk/services/itservices/servicedesk/Pages/IT-Equipment.aspx](https://ioenet.ioe.ac.uk/services/itservices/servicedesk/Pages/IT-Equipment.aspx)

Requests for additional software will be assessed on an individual basis, taking into account licensing and compatibility. For this reason, the request should be made at least 4 weeks in advance and cannot be guaranteed.

**Additional Information:**

Any other relevant information to a booking must be added in the ‘Notes’ section in the Room Booker.