

# 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 <http://www.cofc.edu/~comproom/>

Academic Computing  
**Liaisons**

- \* What We Do
- \* Project Showcase
- \* Faculty Development & Training
- \* Faculty Technology Center
- \* Classrooms with Technology
- \* Online Course Systems

**Classrooms with Technology**

[Campus Map](#) | [General Purpose Student Computing Labs](#) | [Residence Hall Student Labs](#) | [Departmental/Specialized Labs](#)

- > Smart Classroom Training
- > Smart Classroom Tutorials
- > Smart Classroom Policy
- > Liaison home
- > CofC home

**The Marlene and Nathan Addlestone Library**  
New Library Update

**Beatty Center**  
[Beatty Center Floor Plans](#)

**Bellsouth Building**

**Calhoun Annex**

**Education Center**

- 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](mailto:registrar@cofc.edu)

## Office of the Registrar

## College of Charleston

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### 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..

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## Nova Desk (Teacher's Station) Keys

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**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](http://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](mailto:registrar@cofc.edu)

