Soda Hall Facts: Designed by Anshen+Allen Architects and built in 1994, Soda Hall is approximately 59,000 sq ft. It houses 150 graduate students, 60 faculty & 50 staff members.

Graduate Access to Soda Hall rooms.

Welcome to Soda Hall! To receive access to Soda Hall, you will need to read & electronically sign the Soda Hall Building Emergency Plan (BEP) located at: [http://www.eecs.berkeley.edu/Facilities/sodaemergency.shtml](http://www.eecs.berkeley.edu/Facilities/sodaemergency.shtml) and Injury and Illness Prevention Program (IIPP) located at: [http://www.eecs.berkeley.edu/Facilities/sodaill.shtml](http://www.eecs.berkeley.edu/Facilities/sodaill.shtml)

Your Cal 1 Card also serves as a cardkey and provides access to designated areas including grad student offices and lounges. A grad student “submaster” key is also available for access to the student mail room, copy rooms (274, 730), classrooms (310, 320), and conference rooms (380, 606). Authorization signatures are required for additional access (such as to research areas).

Metal keys can be checked out at the front desk of Soda Hall (Room 387) with a $5 cash refundable deposit.

You may call 510.642.1042 or email keys@eecs.berkeley.edu for any cardkey access or key related questions. The hours to get keys are M–F 8:00-11:30am & 1:00-3:30pm.

AV in Conference Rooms

Information regarding Audio Visual Equipment in Soda Hall classrooms and conference rooms can be found at: [http://california.eecs.berkeley.edu/iesg/multimedia/](http://california.eecs.berkeley.edu/iesg/multimedia/)

For technical support please contact the Instructional & Electronics Support Group (IESG) in Cory Hall Rooms 377 & 380, esg@eecs.berkeley.edu or 510.847.4448. For emergency A/V service, please call the IRIS Helpdesk: 510.642-7777.
Getting the most from Soda Hall

Room Reservations and Building Maintenance/ Facility requests forms are available online.

Soda Hall can provide rooms for meetings and conferences related to your work. A reservation must be made by filling out the Room Reservation form at: http://www.eecs.berkeley.edu/Resguide/roomsched.shtml

Make arrangements to check out any necessary keys you may need before your reservation. Please arrange the chairs and tables to their normal configurations for future reservations.

Additional facility related requests for your reservation (i.e. extra tables, chairs, maintenance issues, etc.) can be made via the online Building Request Form: https://buffy.eecs.berkeley.edu/PHP/bldgreqapp/menu.php?dept=eeCS

For availability email Michael-David Sasson: SODAROOMS@CS.BERKELEY.EDU.

Groups reserving the rooms will be held liable for any costs incurred for cleaning and repairing broken equipment. To avoid these costs please plan accordingly. Please contact the front desk if you have any questions. Enjoy!

For paper/toner problems contact printers@cs.berkeley.edu
For job cancellations and clearing queues contact help@eecs.berkeley.edu

To print, check the status of a print queue, and cancel print jobs using UNIX, see the IRIS FAQ: https://iris.eecs.berkeley.edu/15-faq/10-unix/00-printing.html

For problems with private printers, users should contact their local systems administrator.

Contact the Helpdesk
If it’s computing problems you have, the Helpdesk is your solution.

- E-mail: help@eecs.berkeley.edu
- Call: 510.642.7777
- Visit: 395 Cory Hall (M–F, 9:30a.m. to 5:00p.m.)
- Website: iris.eecs.berkeley.edu

When reporting a problem, please include:

- Your name and means of contact (email, phone number)
- As complete a description of the problem as possible
ADDRESSING ROOM RESERVATIONS, AV SUPPORT, AND GENERAL NEEDS FOR INCOMING GRADS IN CORY HALL.

Cory Hall Facts: Designed by Skidmore Owings & Merill Architects and built in 1950, Cory Hall is approximately 205,000 gross sq ft. It houses 175+ graduate students, 66 faculty, & 115 staff members.

Graduate Access to Cory Hall rooms.

Welcome to Cory Hall! To receive access to Cory Hall, you will need to read & electronically sign the Cory Hall Building Emergency Plan (BEP) located at: [http://www.eecs.berkeley.edu/Facilities/coryemergency.shtml](http://www.eecs.berkeley.edu/Facilities/coryemergency.shtml) and Injury and Illness Prevention Program (IIPP) located at: [http://www.eecs.berkeley.edu/Facilities/corvill.shtml](http://www.eecs.berkeley.edu/Facilities/corvill.shtml)

Your Cal 1 Card also serves as a cardkey and provides access to designated areas including grad student offices and lounges. Authorization signatures are required for additional access. Laboratory access in Cory Hall requires proof of lab specific training or signature from lab safety officer before this access can be granted.

Metal keys can be checked out at the front desk of Soda Hall (Room 387) with a $5 cash refundable deposit.

You may call 510.642.1042 or email keys@eecs.berkeley.edu for any cardkey access or key related questions. The hours to get keys are M–F 8:00-11:30am & 1:00-3:30pm.

AV in Conference Rooms

Information regarding Audio Visual Equipment in Cory Hall classrooms and conference rooms can be found at: [http://california.eecs.berkeley.edu/iesg/multimedia/](http://california.eecs.berkeley.edu/iesg/multimedia/)

For technical support please contact the Instructional & Electronics Support Group (IESG) in Cory Hall Rooms 377 & 380, esg@eecs.berkeley.edu or 510.847.4448. For emergency A/V service, please call the IRIS Helpdesk: 510.642-7777.
Getting the most from Cory Hall

Room Reservations and Building Maintenance/ Facility requests forms are available online.

Cory Hall can provide rooms for meetings and conferences related to your work. A reservation must be made by filling out the Room Reservation form at:  

http://www.eecs.berkeley.edu/Resguide/roomsched.shtml

Please coordinate with Jo Bullock for availability and custodial service for your room reservation.

Make arrangements to check out any necessary keys you may need before your reservation. Please arrange the chairs and tables to their normal configurations for future reservations.

Additional facility related requests for your reservation (i.e. extra tables, chairs, maintenance issues, etc.) can be made via the online Building Request Form:

https://buffy.eecs.berkeley.edu/PHP/bldgreqapp/menu.php?dept=eecs

For availability email Lydia Raya:

CORY-ROOMS@ECECS.BERKELEY.EDU.

Groups reserving the rooms will be held liable for any costs incurred for cleaning and repairing broken equipment. To avoid these costs please plan accordingly. Please contact the front desk if you have any questions. Enjoy!

For availability email Lydia Raya:

CORY-ROOMS@ECECS.BERKELEY.EDU.

Packages reserving the rooms will be held liable for any costs incurred for cleaning and repairing broken equipment. To avoid these costs please plan accordingly. Please contact the front desk if you have any questions. Enjoy!

USPS mail arrives daily and will be delivered to your mailbox in 253 Cory Hall. The delivery address for UPS, Fedex, and other courier services is:

266 Sutardja Dai Hall, Berkeley, CA 94720-1764

Please note personal packages are not accepted. For large packages, call Shipping & Receiving to coordinate delivery at 510.664.4319.

IT Support

Contact the Helpdesk
If it’s computing problems you have, the Helpdesk is your solution.

- E-mail: help@eecs.berkeley.edu
- Call: 510.642.7777
- Visit: 395 Cory Hall (M–F, 9:30a.m. to 5:00p.m.)
- Website: iris.eecs.berkeley.edu

Help Them Help You
When reporting a problem, please include:

- Your name
- Your phone, e-mail, or other means of contact
- Your status within the department (staff, grad student, undergrad, etc.)
- Your affiliation within the department (your research group, your supervisor, or your sponsor if you are a guest)
- As complete a description of the problem as possible