

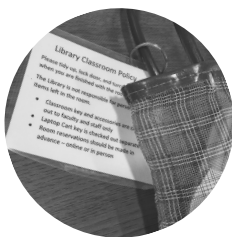
TECH MANUAL

Library Smart Room | WML 201



WELCOME!

HOW TO USE THIS ROOM



CHECK IT OUT

- Smart Room use is currently limited to faculty and staff. Check out the key(s) at the Front Desk (first floor). By checking out key(s), you agree to the smart room and laptop use policies. These policies are attached to each key and on the last page of this guide.



CONFIGURE TO YOUR LIKING

- All the tables and chairs have wheels with brakes
- Move them around as you see fit, but, whatever the configuration, please leave it neat and tidy for the next users



LEAVE NO TRACE

- Treat the smart room like you'd treat Hancock Hill: Pack out your supplies and waste (and don't start any fires)
- Make use of the recycling bin in the lab just outside the classroom



LOCK IT UP

- Shut down all tech as requested
- Tidy up
- Turn off the lights
- Lock the door
- Return the key(s) downstairs

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--- MORE INFO



SMART ROOM KEY

The key to WML 201 is attached to the bag. Please keep the door locked and the lights (plus all tech) off when not in use.



PROJECTOR REMOTE

Find the projector remote in the bag. It powers the projector. Please don't waste projector bulb life!



LCD SCREEN REMOTE

Find one LCD screen remote in the bag. The remote powers both screens. Screens display the same content as the projector.



THUMB DRIVE POINTER

The thumb drive pointer works with PowerPoint presentations. For your convenience, the thumb drive that powers the pointer lives attached to the desktop computer. Eject it from the desktop to use with personal laptops or other computers.

LAPTOP CART KEY



LAPTOP CART KEY

This stubborn key is checked out separately from the classroom bag. Please follow laptop cart procedures when using the laptop cart key.

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INSTRUCTOR STATION TIPS



LOG IN TO THE DESKTOP

- SRSU-affiliated users shall use LoboID and password to log in
- Guests should check in with SRSU OIT 48 hours in advance (if at all possible) for a guest log-in



...OR TOGGLE TO USE A PERSONAL COMPUTER

- Use the toggle button to switch between the desktop and laptop
- AppleOS laptops require the use of a dongle
- Note that speaker knobs are labeled for desktop and laptop use



MIND THE CABLES

- Use up and down arrows to lift the desk but mind the cables that are holding everything together!
- (The chair lifts and lowers, too)



DON'T BLOW THE SPEAKER SYSTEM

- A blue light means the ceiling speakers are ON
- The labeled knobs are associated with desktop and laptop sound
- The far right knob is master sound; Adjust at will -- avoid the RED light



GET ACTIVE!

- The whiteboards are great for active learning exercises
- Utilize the whiteboard easel for display purposes
- Markers and erasers are available
- Please tidy up supplies and erase whiteboards upon finishing

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WRITTEN POLICIES

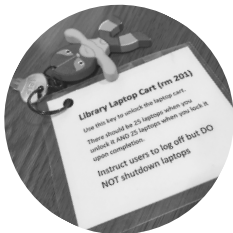


LIBRARY SMART ROOM USE POLICY

Please tidy up, lock door, and turn out lights when you are finished with this room.

The Library is not responsible for personal items left in the room.

- Smart Room key and accessories are checked out to faculty and staff only
- Laptop Cart key is checked out separately
- Room reservations should be made in person -- online or in person



LIBRARY LAPTOP KEY POLICY

Use this key to unlock the laptop cart.

There should be 25 laptops when you unlock it AND 25 laptops when you lock it upon completion.