

Department of Pharmacological Sciences Anbg 19-79 Conference Room Guide



I. REQUESTS:

Submit your reservation request [HERE](#) and wait 2 business days for confirmation.

II. ROOM DETAILS:

Equipment Zoom Device / Projector / Computer / Polyphone / Dry Erase Board
Phone 212-241-7297, ext. 4-7297
Attendees Minimum: 10 / Maximum: 60

III. RULES:

- **RESERVATIONS MUST BE 4 HOURS OR LESS PER DAY**
- **Fund numbers** are required prior to all reservations. If the room is not in the condition specified below, housekeeping will charge the fund directly for clean-up. The department reserves the right to cancel reservations according to its needs and will inform you as soon as possible if any changes occur.
- **Turn off the projector** at the end of your meeting.
- All catering and supplies brought into the room must be **removed** after the meeting.
- All tables and chairs should be left in its original classroom setting:
 - 1 table front left, 2 tables front right and 2 tables at each back corner.
 - 4 chairs in a row on each side.
- **KEEP THE DOOR CLOSED AT ALL TIMES.**

IV. TECH SUPPORT:

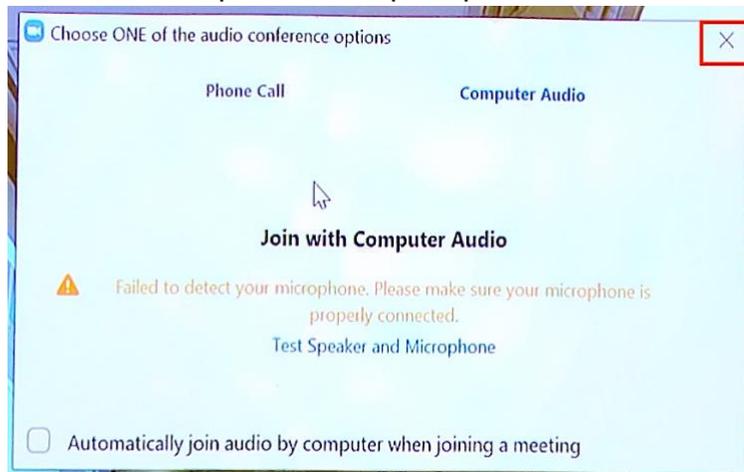
Please familiarize yourself with the conference room equipment before using it. If there are any issues, contact Academic Computing at **ext. 4-7060** or your **Department**.

V. CODES: Rm 19-79: 5 - 3 - 2 - 1 / Restrooms: Men 5 - 4 - 2, Women 4 - 5 - 1

VI. HYBRID CLASSROOM SETUP:

NOTE: We recommend the speaker puts their presentation on USB and connects it to the Conference Room PC. If the speaker prefers to use their own laptop, you will need an **HDMI adapter**.

1. Press the **On** button on the projector wall control at the front left of the room.
 - a. The HDMI cable should be connected to the computer.
 - b. The computer should be On.
 - c. Plug in your USB and open your presentation.
 - d. Open Zoom and enter the Meeting ID.
 - e. Close the Computer Audio prompt and click continue.



- f. Press Share Screen and select your presentation.

NOTE: Zoom audio and video are captured through the Zoom device under the TV.

2. Go to the **Zoom Video Cart** across from the podium.
 - a. Remove the cover on the middle of the Zoom device.
 - b. Select **Join** on the left sidebar of the Zoom tablet.
 - c. Enter the Meeting ID and click Join.

