

## 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

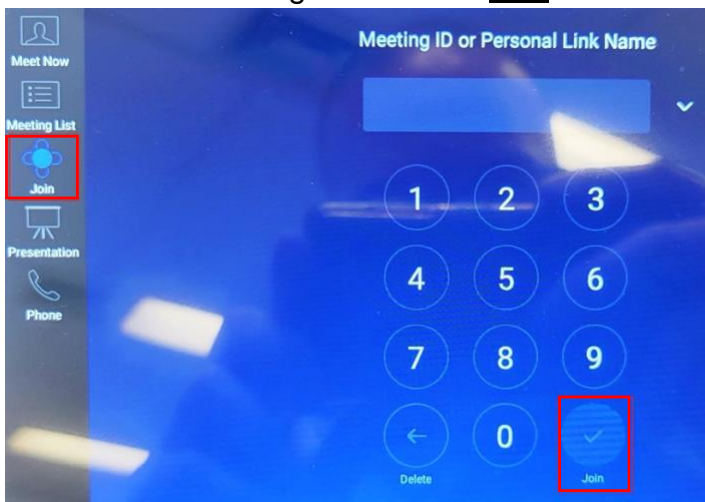
## VI. HYBRID CLASSROOM SETUP:

**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**.

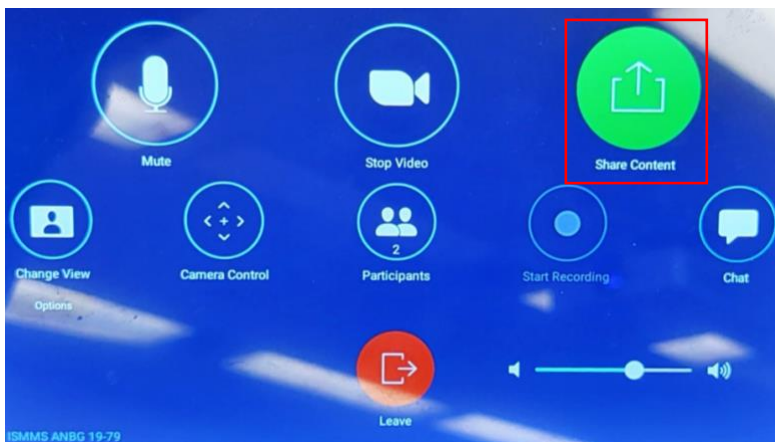
1. Press the **On** button on the projector wall control at the front left of the room.
  - a. The HDMI cable should be connected to a small metal box next to the computer.
  - b. The computer should be On.
  - c. Plug in your USB and open your presentation.
  - d. Do **NOT** join Zoom on the computer.

**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.



- d. Select **Share Content**.



- e. Select **Share to Meeting**.

