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:
  o 1 table front left, 2 tables front right and 2 tables at each back corner.
  o 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.