

BI 5080 Medicine Conference Room

Scheduling

- Scheduling will be limited to Department of Medicine members. Exceptions will be reviewed on a case by case basis by management. Everyone requesting a reservation will be asked if the meeting includes refreshments.

Access

- The same key controls the outer door and the connecting door to the Library. The outer door should be locked at the end of each day.

Lights

- The left light switch controls the main room lights. The right switch controls the reading lights over the conference table using a touch control rheostat.
- For presentations, it is recommended that you turn off the main lights and use the reading lights adjusted for appropriate brightness. They will not cause glare on the screen.

Screen

- The projection screen control switch is located on the wall near the entrance between the phone and the light switch. It is a rocker switch. If you want to lower the screen, press down on the switch, and if you want to raise the screen, press up on the switch. It is recommended that you stop the screen lowering when it reaches the chair rail.

Projector

- Turn the projector using the white remote control. Press the red power button one time. It takes approximately 20 seconds for the projector to warm up. After presentations, turn the projector off by pressing the red power button on the remote control two times (follow screen prompts).

Computer

- The computer is located in the locked two door cabinet to the left of the window. The cabinet must be unlocked to access. The computer is turned on by pressing the round button located in the center of the tower. The computer is controlled by the wireless keyboard located on the conference table. The computer is turned off using the windows commands when you click on the start button on the screen.

Overhead Projector

- There is a standard portable overhead projector stored in the two door locked cabinet with the computer. It may be used in this room only.

White Board

- The white board is located on the wall behind the projection screen. It should be erased after each presentation and cleaned once a week.

Cordless Phone

- There is a cordless phone located in the two door cabinet for use in this conference room when answering pages. The phone should not be removed from BI 5080.

Food Service

- Food service is restricted to non-heated meals (no chafing dishes). The serving area includes slide out trays to expand the food serving surface area and cubby's to store replenishing supplies. The trash receptacle must be emptied after each use to avoid detracting odors.