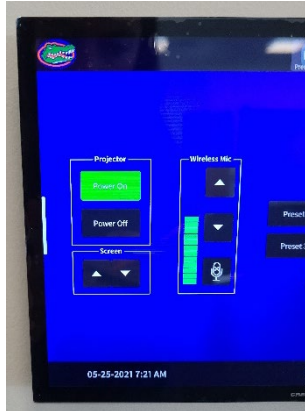


UF IFAS NCBS Classroom – 3rd Floor

Using the Electronic Equipment & AV System

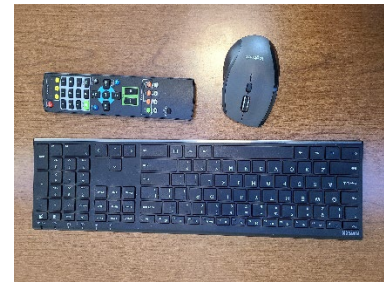


Turning on the Projector

1. Go to the touch screen panel in the far corner to the right of the projector screen
2. Power On > Screen
3. The remote controls volume and the camera (zoom, pivot, etc.)

Logging in with UFL

1. Make sure the projector controls are set to “Presentation” mode (top of panel screen)
2. Sign in using the available keyboard and mouse



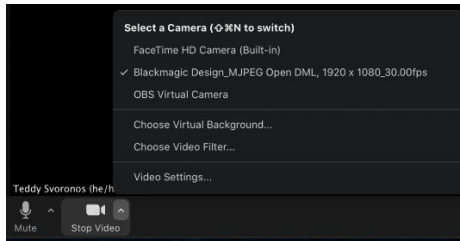
Using an External Computer



1. There is an HDMI cord provided, and already plugged into the port below the touch screen panel. Please DO NOT remove this cord from the plug.
2. Make sure the projector controls are set to “Presentation” mode (top of panel screen)
3. The projector should mimic the computer screen

Switching Cameras

1. There are two cameras in the Classroom, one to the right of the projector screen and the other is on the opposite wall facing the screen
2. When utilizing Teams or Zoom programs, you have the ability to change the camera view from one to the other by clicking “Switch Camera” or “Choose Devices” on the video conference screen settings.



Lectern

1. There is a lectern available for use in the classroom.

Using the Kitchen

What is available to you

- Icemaker, warming oven, full-size refrigerator with freezer, serving trays, cutting board, utensils, ceramic mugs, commercial coffee maker, regular and decaf air pots, and a two pot stand.
- Water bottle refill station is located in the hall just past the restrooms.
- Please provide your own coffee supplies, food, drinks, and any other items necessary.
- If any mugs or utensils are used, please clean and return them properly.
- All recyclable materials should be properly disposed of in the receptacles below the sink.
- Coffee maker filters are stored in the cabinet just above the coffee machine.
- First Aid Kit is stored to the far left of the sink, top drawer behind the door.
- Cleaning Supplies are stored to the left of the sink, top cabinet.
- We ask that you provide your own coffee grounds, sugar, creamer, cups, stirrers, and napkins. These are considered consumable items that cannot be calculated into our room use rates. The items that are in the kitchen are for NCBS meeting use only.

Leaving the Classroom and Kitchen

Please be sure to clean and return anything used from the kitchen. Before leaving, remember to:

- Wipe all utilized surfaces using the Pledge Multi-surface cleaner (found in kitchen)
- Stack chairs and fold down the tables, return to the right corner of the room
- Log out, turn off/return any electronic equipment
- Take out trash/recycling (if necessary) and bring to the outside receptacles
- Inspect the floor/carpet for any food, drink, or trash

- Please clean out the coffee machine, if utilized.
- Make sure all dishes, etc. are clean, dried, and returned to original places

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