

## UF IFAS NCBS Conference Room – 2<sup>nd</sup> Floor

### Using the Electronic Equipment

#### TV

- The remote controls the TV volume and other features.

#### To Use Built-In Computer on TV:

- Turn on the Lenovo modem under the TV (round button on front)
- Input should be set to “PC”
- Log in with Gatorlink Credentials

#### To Connect a Computer to the TV Screen:

- Input should be set to “HDMI 4”
- You can use an HDMI cord (provided in Conference Room) by plugging it into the HDMI port on the black box below the TV or the port installed in the middle of the table.

#### Camera

- When using video conference programs through the TV, the camera on the wall will automatically turn on.

#### Wi-Fi

- UF employees should utilize “Eduroam” by signing in with their Gator Link information.
- Guests can connect to “UF Guest” network. You will have to accept UF Guest Wi-Fi terms, but no password is required for this option.

### Using the Kitchenette

- There is a 12-cup coffee pot and water bottle refill station available for use.
- Please provide your own coffee supplies, food, drinks, and any other items necessary.
- Refrigeration needs – Please keep in mind there is only a mini fridge on the 2<sup>nd</sup> floor. The full-size fridge on the 3<sup>rd</sup> floor can be utilized, if 3<sup>rd</sup> floor classroom reservations allow.
- Ceramic mugs are available for conference room guests.
- All recyclable materials should be properly disposed of in the receptacles below the sink.

### Leaving the Conference Room

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

- Reset chairs and side tables
- Log out, turn off/return any electronic equipment
- Cleaning materials are in the kitchenette cabinet on the top two shelves.
- Wipe all utilized surfaces using Clorox wipes
- Please clean out the coffee machine, if utilized.
- If any mugs or utensils are used, please clean and return them to the proper space.
- Take out trash/recycling (if necessary) and bring to the outside receptacles

- Inspect the floor/carpet for any food, drink, or trash
- Make sure all wires are clear of the floor and are kept neat under the TV

## Contact Information

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