

Anheuser Busch Natural Resources (ABNR) 109 GIS Computer Lab Technology

Upon entering the room

1. If the computer is not on, press the power button located on the Dell instructor desktop computer. Also, notify students to turn on computers if they are not on.
2. **Notify students to wipe down keyboards and mice before and after using their computers. DO NOT use sanitizing wipes on the monitor screens. This can damage the screen.**
3. Turn on BOTH Epson ceiling-mounted projectors with the Epson remote or by using the power buttons on the wall located to the right of the dry erase board and to the right on the left-most screen.
4. Log onto the computer. You may need to select "Other User" to enter your logon credentials.
5. If using a FIFINE USB or Samson USB microphone for recording, plug the USB receiver into the desktop computer. Make sure the correct microphone is being used in Zoom or Panopto. The device name should say "USB PnP Audio Device" for FIFINE and "Samson..." for Samson.
6. The instructor web camera is connected to the desktop computer and can only be accessed by the desktop computer.
7. **DO NOT unplug any of the in-room cables from where they are currently located.**

If any of the devices are not working, leave everything plugged in and turned on and then RESTART the computer.

Upon leaving the room

- Please remember to log out of the computer (Do Not Shutdown).
- Turn off the projectors.
- Carefully wipe off keyboard and mouse with a sanitizing wipe.
- Students should log out and not shutdown their machines.
- Remind all students to carefully wipe off their keyboards and mice.

If you have difficulty, please contact:

SNR Academic Program Office (124 ABNR): 573-882-7045

Greg Rotert: 573-882-3838

Drew Backues: 573-884-1980

Contact info for CAFNR IT can be found at: <https://mycafnr.missouri.edu/services/cafnr-it/>

Additional information regarding instructional technology and classroom flow in CAFNR-managed classrooms can be located at <https://mycafnr.missouri.edu/> by clicking on the "Renewal" block.