

Anheuser Busch Natural Resources (ABNR) 39 Laboratory Classroom Technology

Upon entering the room

1. If the computer is not on, press the power button located on the front of the Dell desktop computer.
2. Turn on the Epson ceiling-mounted projector with the Epson remote or using the power button on the wall located to the right of the dry-erase board.
3. Log onto the computer. You may need to select "Other User" to enter your logon credentials.
4. 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.
5. The instructor web camera is connected to the desktop computer and can only be accessed by the desktop computer.
6. **Laptop Use** instead of the desktop computer
 - Plug the long VGA/audio cable into your laptop's VGA port and audio jack (the audio jack is not necessary if you do not need sound over the projector). If you do not have a VGA port on your laptop, please contact the SNR Academic Programs office in 124 ABNR for a converter cable to use temporarily.
 - The projector will switch to displaying the laptop automatically when this cable is plugged in.
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 projector.
- Hang the VGA cable back on the wall if it was used.
- Carefully wipe off keyboard and mouse with a sanitizing wipe.

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.